

DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to forwardplan@oxford.gov.uk

Decision title:	Appointment of LDA Design to provide masterplanning and cost consultancy services
Decision date:	30 th August 2024
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	General Delegation under the Council Constitution: Clause 4.4 – Delegation to Officers and Clause 19.22(a) – Accepting quotes and tenders (a) contract value less than £150K
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	<p>To appoint LDA Design as lead consultant to provide reference masterplanning services including planning and cost consultancy advice for Council owned land.</p> <p>The decision follows a closed tender process.</p> <p>The agreed contract sum is for Stage 1 works at a total cost of £43,646 excl' VAT with an option to extend to Stages 2,3 subject to project approval and at a total combined Stages1-3 cost of £73,762.</p> <p>The contract is staged with progress to subsequent work stages consequent on Development Board and relevant officer approvals.</p>
Purpose: What does the decision deliver or achieve?	The contract is to define development opportunities including assessing site constraints and development risk and provide outline cost advice.
Reasons: Please provide the reasons for the decision.	To ensure that the Council receives independent advice with regard to the development opportunities and risks.
Decision made by: Name and title of officer within the senior management structure	Carolyn Plozsynski, Head of Regeneration and Economy
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	No alternatives available – specialist advice is necessary
Documents considered: Please attach any new documents relevant to the decision and state if they are	

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exempt	
Key or Not Key: (see notes below):	Not Key
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	Hinksey Park
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	
This form was completed by: Name & title: Date:	Roo (Andrew) Humpherson, Regeneration Manager 30 th August 2024

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Carolyn Ploszynski, Head of Regeneration & Economy	30/08/2024

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
Senior officer e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.		

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<p>Head of Financial Services</p> <p>If required by the delegation / Constitution</p>		
<p>Head of Law and Governance</p> <p>If required by the delegation / Constitution</p>		
<p>Cabinet Member(s)</p> <p>Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.</p>	<p>Councillor Alex Hollingsworth Councillors Ed Turner</p>	<p>08/08/2024</p>
<p>Ward Members</p> <p>Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first</p>	<p>Councillor Anna Railton</p>	

This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2 working days from the decision notice being published. Before completing the form please refer to the notes below

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NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual;
 - award a contract or incur expenditure with a value in excess of £10,000;
 - award a contract with a value in excess of £10,000 but less than £1,000,000;
 - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
 - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
 - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
 - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

Key or Non-Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or involve spending or saving a significant amount. For this Council 'significant' in budgetary terms is:

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

- a. Expenditure or savings of £500,000 or greater in the context of the medium term financial strategy;
- b. Contract awards with a value of £1,000,000 or greater
- c. Acquiring or disposing of freeholds or leaseholds with a consideration or premium over £500,000 in the context of the medium-term financial strategy except for disposals pursuant to right to buy legislation
- d. Acquiring or disposing of leases with a rental value over £125,000 each year except statutory lease renewals under Part II of the Landlord and Tenant Act 1954.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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