

## 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](mailto:forwardplan@oxford.gov.uk)

<b>Decision title:</b>	Oxford Burial Meadow – Partial Surrender of Farm Tenancy
<b>Decision date:</b>	
<b>Source of delegation:</b> State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	Item 49 Cabinet, on 13 <sup>th</sup> September 2023, resolved to:-  4. Delegate authority to the Executive Director (Development), in consultation with the Head of Finance / Section 151 Officer, Head of Law and Governance and the Cabinet Member for Finance and Asset Management to agree the final heads of terms and enter into the necessary transactions set out in Appendix 4 together with any other ancillary agreements, contracts and notices that may be required to facilitate the scheme.
<b>What decision was made?</b> Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	This is exempt/confidential for commercial reasons.
<b>Purpose:</b> What does the decision deliver or achieve?	The decision will achieve the partial surrender of a farm tenancy that will return control of land back to Oxford City Council. This will in turn, subject to planning consent being obtained, allow a burial meadow to be developed on the land owned by Oxford City Council. A licence is also to be completed with the tenant farmer to enable him to maintain those parts of the land not required for the surveys that are to be completed in advance of the planning application being determined.
<b>Reasons:</b> Please provide the reasons for the decision.	Accepting partial surrender of the tenancy gives Oxford City Council vacant possession of land that will help enable the Oxford Burial Meadow project to proceed once planning consent has been obtained. Oxford City Council need to obtain vacant possession of the land in advance of planning consent being granted as further intrusive surveys are required to be completed as part of the planning process.
<b>Decision made by:</b> Name and title of officer within the senior management structure	Tom Bridgeman Executive Director (Development)
<b>Other options considered:</b> List any alternatives that were available to the decision taker	Not taking a surrender of the tenants farmers interest in the land would result in the Council not being able to proceed with the proposed use of the land as a burial

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and why they were rejected	meadow.
<b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt	
<b>Key or Not Key:</b> (see notes below):	Not Key
<b>Wards significantly affected:</b> If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	Land is outside of the city boundary.
<b>Declared conflict of interest:</b> Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	n/a
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Bruce McRobie Commercial Programme Surveyor 28/10/24

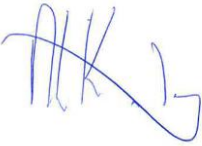
### Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
<b>Decision maker</b> The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Caroline Green Chief Executive for Tom Bridgman Executive Director (Development)	29.10.24
	Emma-Louise Jackman Head of Law and Governance	28.10.24
	Nigel Kennedy Head of Financial Services	29.10.24

### Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
<b>Senior officer</b> e.g. the relevant service	Caroline Green	29.10.24

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manager / head of service where the decision maker is the Chief Executive or an Executive Director.		
<b>Head of Financial Services</b> required by the delegation / Constitution	 NIGEL KENNEDY	29/10/2024
<b>Head of Law and Governance</b> if required by the delegation / Constitution	Emma Jackman	28.10.24
<b>Cabinet Member(s)</b> Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.		
<b>Ward Members</b> 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		

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

## NOTES

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The law<sup>1</sup> 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 to incur spending or savings of £500,000 or more.

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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<sup>1</sup> 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)

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