

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:	To award the Lift Consultancy to Frankham Consultancy Ltd.
Decision date:	21 October 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?	Constitution 4.4 Delegation to officers All executive functions except the ones in Part 4.5, 4.6, and 4.7 and any executive functions delegated to the Shareholder and Joint Venture Group (see Part 3 Annex 1) are delegated to the officers in the senior management structure (Part 9.1 and Part 9: Annex 1).
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.	Following the procurement process and tender return, to award the Lift Engineering Consultancy to Frankham Consultancy Ltd. The total cost for the project for 12 months including option to extend for a further 12 months is £143,084.00
Purpose: What does the decision deliver or achieve?	The technical team require the support of a lift consultant engineer to carry out condition reports of all Oxford City Councils existing passenger lifts and a proportion of stair and platform lifts. We require this expertise to understand the remaining life expectancy of the stock and then to develop and prioritise a lift replacement programme. When the condition surveys are completed, any lifts requiring lift replacement the successful lift consultant will the prepare designs and specification for tendering of the identified lift providing project management for the lift replacement.
Reasons: Please provide the reasons for the decision.	There is no framework or contract for lift consultant specialist. This was request by the Technical Manager to assist with preparing the major lift servicing and maintenance programme and lift replacement contracts.
Decision made by: Name and title of officer within the senior management structure	Heads of Service
Other options considered: List any alternatives that were	Non other option was available

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available to the decision taker and why they were rejected	
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	N/A
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)	N/A
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	None
This form was completed by: Name & title: Date:	Bill Chamberlain Building Engineering Contracts Manager, 31 October 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.	P Jane Winfield Head of Service	11/11/24

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		

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the Chief Executive or an Executive Director.		
Head of Financial Services required by the delegation / Constitution	Nigel Kennedy	
Head of Law and Governance if required by the delegation / Constitution	Emma Jackman	
Cabinet Member(s) Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.		
Ward Members 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

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.

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)

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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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