

From: JACKMAN Emma-Louise <EJACKMAN@oxford.gov.uk>
Sent: Friday, November 22, 2024 2:04 PM
To: Councillor MILES Katherine <cllrkmiles@oxford.gov.uk>
Cc: MALTON Jonathan <JMALTON@oxford.gov.uk>; DEFER Iwona <IDEFER@oxford.gov.uk>;
DEDMAN Rebecca <RDEDMAN@oxford.gov.uk>; LEWISMAN Hagan <HLewisman@oxford.gov.uk>
Subject: Urgent Key Decision
Importance: High

Dear Cllr Miles

I hope you are well. I do apologise but there is another urgent key decision which cannot be advertised for the 28 day period before being taken, nor the 5 days under the urgency procedure. The decision is to enter into the Design and Build (construction) contract with Oxford Direct Services Limited (ODSL) to create a youth hub based in the Leys Pools & Leisure Centre, to allow delivery of the development which enables the development programme to continue to meet the funders' timescales.

The project has full external funding from DCMS at £1.1 million, and the requirement of the funding agreement is that the works are completed by end of March 2025. The funder has recently issued a letter of concern to the Council regarding the Council's ability to deliver the project on time. The Council must enter into the contract for the works urgently or risk losing the external funding. The project was approved at Cabinet on 13 September 2023 with delegation to the Executive Director (Communities and People), in consultation with the Head of Financial Services / Section 151 officer, the Head of Law and Governance / Monitoring Officer and the Cabinet Member for Leisure and Parks, to enter into the agreement. This was subject to it being within budget and value for money.

Unfortunately, it was incorrectly considered by the project team that the existing entry on the Forward Plan relating to the Cabinet and Council decisions would be sufficient to also cover officer delegated decision to award the contract to ODS. This entry currently sits on the December 2023 - March 2024 Forward Plan, item 18. This has only just come to light.

Due to the urgency of the Design and Build contract being entered into as set out above, we would like to use the urgency procedure under para. 15.17 of the Council's constitution and ask for your agreement to take an urgent key decision which is not on the forward plan 28 days in advance and for which we ask you will agree to waive the 5 clear day requirement too, in order to enable officers to sign the contract as soon as possible. In our view it is not practicable to wait until five clear working days have elapsed to take the decision, on the basis of the funders concerns and the urgency to enter into the contract on 4 December 2024.

Please can I ask for your response as soon as possible.

Kind regards

Emma Jackman

Head of Law & Governance

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