

## 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>	Decision to enter into a construction contract with Oxford Direct Services Limited (ODSL) to create a youth hub based in the Leys Pools & Leisure Centre.
<b>Decision date:</b>	19/12/2024
<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?	<p>Cabinet, <a href="#">on 13 September 2023</a>, resolved to:</p> <ol style="list-style-type: none"> <li>1. Grant project approval to create a Youth Hub at Leys Pools and Leisure Centre;</li> <li>2. Recommend to Council the addition of £1,120,199 into the capital programme together with £223,907 in the revenue budget for delivery of the project; and</li> <li>3. Delegate authority 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 award the construction contract to Oxford Direct Services Ltd subject to it being within budget and value for money.</li> </ol> <p>Council, <a href="#">on 2 October 2023</a>, resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the addition of £1,120,199 into the capital programme together with £223,907 in the revenue budget for delivery of the project.</li> </ol> <p>The decision to enter into the construction contract falls under the authority granted to enter into the construction contract (recommendation 3 above).</p> <p>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 &amp; Leisure Centre), to allow delivery of the development to meet the development programme and to continue to meet the funders' timescales.</p> <p>Due to the urgency to enter the Design and Build contract as set out above and to retain the funding, approval from Councillor Miles as Chair of Scrutiny was</p>

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	<p>given on 22 November 2024 to use the urgency procedure under para. 15.17 of the Council's constitution. This enables officers to sign the contract without delay to enable works to be delivered within the requirements of the grant funding. To wait until five clear working days have elapsed to take the decision would delay the project and put the funding at risk on the basis of the funders concerns and the urgency to enter into the contract.</p>
<p><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.</p>	<p>The decision was made to enter into a Design and Build (construction) contract with Oxford Direct Services Limited (ODSL) to create a youth hub based in the Leys Pools &amp; Leisure Centre.</p> <p>The contract has a value of £841,829.19 and will be funded by the Youth Investment Fund.</p>
<p><b>Purpose:</b> What does the decision deliver or achieve?</p>	<p>The decision to award the contract for the construction of the Youth hub to ODSL will allow delivery of the development.</p>
<p><b>Reasons:</b> Please provide the reasons for the decision.</p>	<p>The decision enables the development programme to continue to meet the funders timescales.</p>
<p><b>Decision made by:</b> Name and title of officer within the senior management structure</p>	<p>Peter Matthew (Director Communities and People)</p>
<p><b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected</p>	<p>Proceeding with this route ensures the continuation of the construction works and provides reassurance to the funder that the project will be delivered ahead of the now revised deadline of 28 April 2025 mitigating the risk of delay to the programme which would ultimately risk losing the external funding.</p>
<p><b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt</p>	<p>N/A</p>
<p><b>Key or Not Key:</b> (see notes below):</p>	<p>Key</p>

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<b>Wards significantly affected:</b> If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	None
<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.	None known
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	R Dedman Principal Regeneration Officer 04/12/2024

### Approval checklist

<b><i>Approver</i></b>	<b><i>Name and job title</i></b>	<b><i>Date</i></b>
<b>Decision maker</b> The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Peter Matthew, Executive Director (Communities and People).	19/12/2024

### Consultee checklist

<b><i>Consultees</i></b>	<b><i>Name and job title</i></b>	<b><i>Date</i></b>
<b>Senior officer</b> e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Hagan Lewisman, Active Communities Manager (Community Services)	18.12.2024

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<p><b>Head of Financial Services</b></p> <p>If required by the delegation / Constitution</p>	<p>Nigel Kennedy Head of Financial Services</p>	<p>19/12/2024</p>
<p><b>Head of Law and Governance</b></p> <p>If required by the delegation / Constitution</p>	<p>Emma – Louise Jackman, Head of Law and Governance</p>	<p>19/12/2024</p>
<p><b>Cabinet Member(s)</b></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 Chewe Munkonge, Cabinet Member for Leisure and Parks</p>	<p>18/12/2024</p>
<p><b>Ward Members</b></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><b>Chair of Scrutiny Committee</b></p>	<p>Councillor Katherine Miles</p>	<p>22/11/2024</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

## 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 involve spending or saving a significant amount. For this Council 'significant' in budgetary terms is:

- 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

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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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- 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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