

## 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>	Disposal of City Council owned land
<b>Decision date:</b>	23/12/24
<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?	Cabinet 11/12/24 delegated; The Executive Director Development in consultation with the Deputy Leader and Cabinet Member for Finance and Asset Management and the Head of Law and Governance and Head of Financial Services the agreement of the detailed terms for the sale and to enter into all the necessary agreements to effect the disposal of the land on the basis that the terms comply with S123 of the Local Government Act 1972. An Urgent Decision has been taken to enable the contract and transfer to be signed to meet the buyer's timescales.
<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.	The decision is to enter into the contracts and agreements to confirm the sale of the land. The details of the terms are commercially sensitive and as such are exempt under Part 15.4 (c ) b of the constitution. Confirmation has been received that the proposal meets the requirements of S123 of the Local Government Act 1972. A legal report has also confirmed the terms of the sale.
<b>Purpose:</b> What does the decision deliver or achieve?	The decision will enable the completion of the sale of the land. This will deliver a capital receipt to the Council.
<b>Reasons:</b> Please provide the reasons for the decision.	The detailed terms of the sale of the land have now been agreed and contract drafted. The agreement of the detailed drafting of these terms was delegated by the Cabinet and this decision records their agreement and enables the necessary documents for the sale to be entered into.
<b>Decision made by:</b> Name and title of officer within the senior management structure	Tom Bridgman Executive Director Development
<b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected	The other option available to the Council was not to agree terms and complete the sale. This would prevent the Council from achieving the capital receipt. In addition to delay agreeing terms would increase the risk that new or changed requirements could be added that would make the deal less attractive.

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<b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt	Confidential appendices exempt under Part 15.4 (c ) b of the constitution a) S123 report b) Transaction report c) Summary report
<b>Key or Not Key:</b> (see notes below):	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)	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
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Jenny Barker Regeneration Lead 12/12/24

### Approval checklist

<b>Approver</b>	<b>Name and job title</b>	<b>Date</b>
<b>Decision maker</b> The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Tom Bridgman Executive Director	23/12/24

### Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</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.	Jane Winfield Head of Corporate Property	23/12/ 24

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<b>Head of Financial Services</b> required by the delegation / Constitution	Nigel Kennedy Head of Financial Services	17/12/24
<b>Head of Law and Governance</b> if required by the delegation / Constitution	Emma Jackman Head of Law & Governance	23 /12/24
<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.	Cllr Ed Turner Deputy Leader and Cabinet Member for Finance and Asset Management	17/12/24
<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	None	

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 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.

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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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- 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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