

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:	Decision to enter into a contract for architectural services with Original Field Architects in relation to Phase 2 of the Northfield Hostel housing development site.
Decision date:	22 January 2025
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?	<p>Decision delegated at Cabinet Meetings:</p> <p>9th August 2023 – The Executive Director – Development submitted a report to seek project approvals and delegations to deliver a development of a further 10 affordable homes at the Northfield Hostel site. Cabinet resolved to:</p> <p>1. Grant project approval to the proposals to purchase land; enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated Housing Revenue Account (“HRA”) capital budget and business plan, for the purpose of delivering more affordable housing in Oxford at the Northfield Hostel site; ...</p> <p>3. Delegate authority to the Executive Director (Development) in consultation with the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer to enter into agreements for the purchase of land; build contracts; and any other necessary agreements or contracts to facilitate the development (including a Development Services Agreement with OCHL) within the identified budget, for the provision of additional affordable housing.</p>
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.	To authorise entering into a contract for architectural services in the reserved matters stage of planning in preparation to undertake this development project (as above). The budget envelope for the project has been provided at annual February Council budget setting meetings. The value of the contract is £13,650.00.
Purpose: What does the decision deliver or achieve?	To appoint Original Field architects to develop the design and secure Reserved Matters Planning permission for the Northfield 10 (Northfield phase 2) to deliver 10 affordable homes as part of the Northfields development in the HRA.

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Reasons: Please provide the reasons for the decision.	To deliver 10 affordable new homes – which supports the Council's strategy and priority of providing more affordable housing. This initiative contributes to the City Council's affordable homes delivery programme.
Decision made by: Name and title of officer within the senior management structure	Tom Bridgman, Executive Director – Development
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	If the Council does not proceed with appointing architects for the design of Northfields 10 the Council would be unable to deliver it directly as outlined in the Affordable Housing Supply Programme. Progressing this site as 100% affordable has a Homes England requirement in the grant application for Northfield Phase 1.
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)	Littlemore Ward 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:	Anneri Gatial Affordable Housing Supply Senior Programme Officer 9 January 2024

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker	Tom Bridgman, Executive Director – Development	22 January 2025

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The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.		
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Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Dave Scholes, Affordable Housing Supply Corporate Lead	17 January 2025
Head of Financial Services If required by the delegation / Constitution	Nigel Kennedy, Head of Financial Services (Section 151 Officer)	21 January 2025
Head of Law and Governance If required by the delegation / Constitution	Emma-Louise Jackman, Head of Law & Governance	21 January 2025
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.	Councillor Linda Smith, Cabinet Member for Housing and Communities	21 January 2025
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	N/A	

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

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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.

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:

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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- 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
- 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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