

## Officer Delegated Decisions - Record Form

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to:

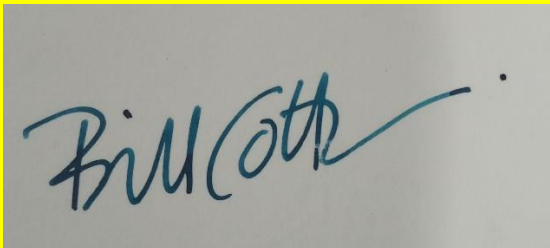
[democracy@oxfordshire.gov.uk](mailto:democracy@oxfordshire.gov.uk)

<b>Decision title:</b>	HIF2 – Compulsory Purchase Order and Side Roads Order
<b>Decision date:</b>	11 July 2022
<b>Decision made by:</b> Name and title of officer in the senior management structure (SLT / ELT)	Bill Cotton, Corporate Director for Environment and Places
<b>Source of delegation</b> State how the decision was delegated: <ul style="list-style-type: none"> <li>Express delegation made at a meeting (include meeting, date, and minute number)</li> <li>or</li> <li>General delegation under the Council's Constitution</li> </ul>	Cabinet Meeting – 26 April 2022, CA3
<b>What decision was made?</b> Explain briefly – include financial details of any income or expenditure relating directly to this decision.  Please indicate whether this information is exempt / confidential (and if so on what grounds).	<ul style="list-style-type: none"> <li>- Approve the Joint Statement of Reasons (Annex A) for the CPO and The Oxfordshire County Council (Highways Infrastructure – A40 HIF2 Smart Corridor (Hill Farm to Dukes Cut)) (Side Roads) Order 2022 (“the SRO”), together with approving the CPO, the Order Map, the SRO and the plans accompanying the SRO (“SRO Plans”) all substantially in the form annexed to this report but to <u>delegate to the Corporate Director Environment &amp; Place following consultation with the Director of Law &amp; Governance, authority to modify them as necessary.</u></li> <li>- Information to be made exempt until CPO is made and issued to DfT/Secretary of State due to GDPR requirements.</li> </ul>
<b>Purpose:</b> What does the decision deliver or achieve?	The decision will accurately identify and confirm the Side Roads Order and Compulsory Purchase Order requirements of the HIF2 project.
<b>Reasons:</b>	At the point of making the decision (during the Cabinet meeting), further clarifications

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Please provide the reasons for the decision.	and minor amendments to the Side Roads Order (and plans), CPO, Order Map and Joint Statement of Reasons were being identified/made which couldn't be completed/reflected in time for the Cabinet meeting.
<b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected	Not applicable
<b>Documents considered:</b> <ul style="list-style-type: none"> <li>• Please attach any new documents relevant to the decision and</li> <li>• State if they are exempt/confidential (and if so on what grounds)</li> </ul>	<ul style="list-style-type: none"> <li>- Side Roads Order (including its Schedules) and the SRO plans</li> <li>- Compulsory Purchase Order (including Order Schedule) and the Order Map (schedules are exempt until CPO is made and issued to DfT/Secretary of State)</li> <li>- Joint Statement of Reasons</li> </ul>
<b>Exempt / Public:</b> If all or any part of the decision is exempt, please identify the relevant exemption paragraph and part of the decision the exemption applies to (see notes below)	<ul style="list-style-type: none"> <li>- CPO schedules and plans to be made exempt until CPO is made and issued to DfT/Secretary of State.</li> </ul>
<b>Key or Not Key Decision</b> (see notes below):	Not Key Decision
<b>Divisions / Wards significantly affected:</b> If 2 or more divisions/wards are significantly affected this will need to be treated as a key decision (see notes below)	Not applicable
<b>Declared conflict of interest:</b> Please record any declared conflict of interest by any Cabinet/Executive Member consulted on the decision which relates to the decision.	Not applicable
<b>This form was completed by:</b>  <b>Name &amp; job title:</b>  <b>Date:</b>	Arjen Bouwmeester  HIF2 Programme Lead  05 July 2022

### Approval Checklist

Approver	Name and job title	Date
<b>Decision maker</b> The officer with authority to take the decision, either from a Cabinet/Executive delegation or in the Constitution.	<b>Bill Cotton - Corporate Director of Environment &amp; Place</b> 	12/07/22

### Consultee Checklist

Consultee	Name and job title / role	Date
<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	<b>Not applicable</b>	
<b>Director of Finance</b> If required by the delegation / Constitution	<b>Not applicable</b>	
<b>Director of Law and Governance</b> If required by the delegation / Constitution	<b>Anita Bradley - Director of Law &amp; Governance</b>	07 July 2022
<b>Other officer</b> If required by the delegation / Constitution		
<b>Cabinet / Executive Member(s)</b>		

Consultee	Name and job title / role	Date
Some Cabinet/Executive delegations require consultation with the relevant Cabinet / Executive Member(s). For other decisions there is an expectation that Cabinet / Executive Members will be informed.		
<b>Division / Ward Members</b>  Division/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 Democratic 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. 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. 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.

**Exempt Information:** when completing the decision notice, the exemption paragraph of the Local Government Act 1972 Schedule 12A must be given:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the

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authority

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Confidential Information:** Information given to the Council by a Government Department on terms that forbid its public disclosure or information that cannot be publicly disclosed by court order.

### **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/divisions wards; or to meeting the financial impact criteria:

At OCC: to incur spending or savings of £500,000 or more.

At CDC: potential revenue expenditure or savings above £50,000; potential capital expenditure or savings above £250,000; procuring or awarding any contract having a total value exceeding £500,000

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” for review by the relevant Scrutiny Committee.