

Oxford Street Development Corporation (OSDC) Scheme of Delegation

Scheme of Delegation

1. This Scheme of Delegation of the Oxford Street Development Corporation (OSDC) can only be altered by the OSDC Board and in consultation the Mayor, in accordance with the OSDC Governance Direction.
2. Financial commitments may only be made pursuant to a delegation once all necessary approvals and authorisations have been obtained, including the appropriate Decision Form:
 - a) For projects with a minimum value of £5,000 and up to £75,000, a Head of Service Decision Form
 - b) For projects with a value of up to £250,000, a Director Decision Form
 - c) For projects above £250,000 and up to £500,000, a Chief Executive Officer Decision Form
 - d) In addition, projects and contracts above the relevant Find a Tender (FTS) threshold are subject to the Procurement Act 2023 (as may be amended, supplemented or replaced from time to time) (Procurement Regulations). OSDC's Contracts and Funding Code has set £150,000 as the FTS threshold for goods and services and £4,000,000 for works and land development opportunities for the application of the rules and procedures prescribed in the Procurement Regulations. Specific advice must be sought from TfL Procurement and Commercial and TfL Legal for procurement of contracts above these thresholds.¹
3. Note that additional information such as concept forms, business cases and relevant project documentation can be required in addition to the forms mentioned in paragraph 2. Routine expenditures below £5,000 as set out in OSDC's decision making guidance do not require a decision form.
4. Delegations may only be exercised in accordance with OSDC's Financial Regulations and OSDC's Contracts and Funding Code. Budgetary controls will be maintained through the OSDC's finance department.
5. The table below sets out how the functions of the OSDC are delegated to staff, or reserved to the Board or to Committees.
6. Expenditure may only be incurred within budgets and for purposes approved by the OSDC Board, generally through its approval of the Corporation's budget and/or business plan.
7. The notes on OSDC approvals are provided for guidance only. They reflect the provisions of the Localism Act 2011.

¹ These documents need to be submitted to the budget holder and the relevant governance and finance business partner for approval. The thresholds do not include costs associated with VAT.

Type of decision	Delegation	Notes
General delegation	<p>The Board delegates, to any, Director, Head of Service or equivalent, all the functions of the OSDC – other than those functions within the delegations to the Planning Committee, when established and subject to parliamentary process – that are within the scope of that officer's job description, provided that this excludes any decision:</p> <ul style="list-style-type: none"> a) on a matter that is reserved to the Board or a Committee, the Chief Executive Officer, or other specified officers, under these delegations, or b) for which there is no budget provision, or c) which may be novel, contentious or repercussions. <p>And in each case subject to the recording of their decisions and all considerations relevant to those decisions in a manner consistent with the procedures approved from time to time by the Chief Executive Officer.</p>	
Urgent action	<p>(A): Urgent action by Chair of the Board and other Chairs</p> <p>The Board delegates to each of the Chairs of the Board and Committees, the exercise of any function of the Board or a Committee of the OSDC where in the Chief Executive Officer's opinion, the matter to be decided is urgent and it is not possible and / or practicable to convene an urgent meeting of the Board or the appropriate Committee.</p>	<p>Any Chairs' or Chief Executive Officer's action taken using this provision must be recorded in writing, along with (as relevant), the Chairs and Members consulted and their views (if any) and reported to the proceedings of the next corresponding Board or Committee (as applicable).</p> <p>References to the Chief Executive Officer, Director (including Director of Finance and Corporate Operations), and Head of Service above include any member of staff acting-up into that position on a temporary or permanent basis and any interim appointments to these roles.</p>

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	<p>(B): Urgent action by the Chief Executive Officer</p> <p>In such circumstances and where the relevant Chair is unavailable for any reason, and where any urgent matter involves reputational, financial or legal risk to the Corporation, and it is not possible and / or practicable to convene an urgent meeting of the Board or the appropriate Committee the Board delegates to the Chief Executive Officer the exercise of any functions of the OSDC in relation to the urgent matter provided that, prior to taking action, the Chief Executive Officer shall consult all available Members of the corresponding Board or Committee notifying them of the intended action and seeking their views within a reasonable time frame.</p> <p>All staff are delegated the authority to take emergency action in case of imminent danger to life or limb, in consultation with the most senior member of staff present or available by remote means.</p>	
Spending, grants, asset disposals	<p>The Board reserves the approval of procurement, spend and commercial transactions (including disposals) above £500,000 within approved budgets. This Scheme of Delegation grants delegated authority to OSDC officers to approve procurement, spend and commercial transactions as follows:</p> <ul style="list-style-type: none"> • The Chief Executive Officer can give approval up to £500,000 within approved budgets. 	<p>Sums referred to are cumulative rather than annual (e.g. a ten-year contract paying £300k per annum would require full Board approval).</p> <p>Officers should note the following consents are required from the Mayor:</p> <ul style="list-style-type: none"> • Giving financial assistance (e.g. grants) to any person or organisation (except where such grants are for less than £500,000, and are made in line with the OSDC Contracts and Funding Code or with the General Grant Consent, or are less than £10,000 and the legal

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	<ul style="list-style-type: none"> Any Director (G14 and above) can give approval up to £250,000 within approved budgets. Any Head of Service (G12 and above) can give approval up to £75,000 within approved budgets. 	<p>and finance teams are satisfied that the grant has been made in a fair, open and transparent manner);</p> <ul style="list-style-type: none"> Disposal of land for less than best consideration which can reasonably be obtained, or disposal of land that was compulsorily purchased; and Permitting a subsidiary to borrow money, raise stock, or raise finance otherwise than from the OSDC, or which is not included in that subsidiary's business plan. <p>Under the OSDC Governance Direction 2026, prior consent must be obtained from the Mayor for any item of capital or revenue expenditure which cannot be contained within the OSDC's approved budget for the year.</p>
Contracts and other legal documents	<p>Contracts or other legal documents</p> <p>The signature or execution of all contracts or other legal documents, which are not deeds, require a signature from one of the following postholders listed below:</p> <ul style="list-style-type: none"> Chief Executive Officer; Director of Finance and Corporate Operations Any Director <p>Deeds</p> <p>Deeds may be executed on behalf of the OSDC by application of the seal in accordance with paragraph 11 of Schedule 21 to the Localism Act 2011. The application of the OSDC seal will be authenticated by the signature of any one of the following</p>	<p>Consequential amendments have been made to the Financial Regulations and Standing Orders.</p> <p>For contracts or other legal documents, the signatory will normally be the relevant Senior Officer or budget holder responsible for that area of work/documentation.</p> <p>The documents/contracts going to Directors, where possible, need to have the OSDC 'Request to Sign/Discharge a Legal Agreement' document adjoining them to show assurance from the following areas has already been obtained:</p> <ul style="list-style-type: none"> Legal Governance Finance Board/Audit and Risk Committee, where

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	<p>postholders:</p> <ul style="list-style-type: none"> • Chief Executive Officer; • Director of Finance and Corporate Operations • Any Director; or • Chair of OSDC Board. <p>Section 106 Agreements</p> <p>From the date OSDC becomes the Local Planning Authority for the Oxford Street MDA (subject to parliamentary process), agreements entered into pursuant to s.106 of the Town and Country Planning Act 1990 may be signed on behalf of OSDC by any two people from Group 1 (below) or one person from Group 1 and one person from Group 2 (below):</p> <p>Group 1:</p> <ul style="list-style-type: none"> • Chief Executive Officer; • Director of Finance and Corporate Operations • Director of Planning. <p>Group 2:</p> <ul style="list-style-type: none"> • Head of Development Management and Enforcement; • any other employee appointed in writing (via email) either by the Chief Executive Officer or Director of Finance and Corporate Operations. 	<p>applicable under this scheme of delegation.</p> <p>When the OSDC becomes the Local Planning Authority for the Oxford Street MDA (subject to parliamentary process), further provisions with regards to contracts falling within the Planning Directorate will be covered through the future Planning Scheme of Delegations.</p>

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Applying for planning permissions (applicable after the date at which the OSDC becomes the Local Planning Authority for the Oxford Street MDA, subject to parliamentary process)	The Board delegates the decision to apply for planning permission to the Chief Executive Officer, unless the application is novel or contentious, or has financial implications that would make it subject to approval by Board or relevant Committee.	
Compulsory purchase order (applicable after the date at which the OSDC becomes the Local Planning Authority for the Oxford Street MDA, subject to parliamentary process)	Making compulsory purchase orders is reserved to the Board.	Officers should note that making compulsory purchase orders requires the Mayor's consent.
Budget, business and annual report	The agreement of the annual budget, the business plan, and the annual report and accounts is reserved to the Board.	<p>The OSDC is required to consult the Mayor before the Board approves the draft budget and business plan for the purpose of their formal submission to the GLA as part of the GLA Group's annual statutory budget approval process.</p> <p>The OSDC is required to obtain the consent of the Mayor before the Board considers the business plan for approval.</p>
Bodies corporate	<p>The following decisions are reserved to the Board:</p> <ul style="list-style-type: none"> • The formation and dissolution of bodies corporate or partnerships; • The acquisition of more than 25 per cent of the shareholding of any company; and • The appointment and removal of directors to bodies corporate or partnerships. 	Officers should note that forming or acquiring interests in bodies corporate requires the Mayor's consent.

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Appointments and governance	<p>The following decisions are reserved to the Board:</p> <ul style="list-style-type: none"> • Minor amendments and approval of updates to Standing Orders, Schemes of Delegation, and financial regulations; • Adoption of Terms of Reference for committees; • The appointment of Board Members to committees; and • The settlement of any claim against the Corporation involving allegations of discrimination or whistle-blowing. <p>All other settlements on termination of employment that include more than pay in lieu of notice are reserved to the Chief Executive Officer.</p> <p>The Chief Executive Officer is responsible for the employment of staff and staffing matters.</p>	<p>The following matters require consultation with the Mayor</p> <ul style="list-style-type: none"> • Approving terms and conditions for appointing staff; • Determining rates and eligibility criteria for staff remuneration, travelling and other allowances, pensions and gratuities; and • Recruitment and appointing Board Members • Appointing non-Board members to a committee or sub-committee. <p>The following matters require the Mayor's prior consent:</p> <ul style="list-style-type: none"> • The appointment of a Chief Executive Officer. <p>OSDC is required to consult the Mayor before making any significant changes to the following documents:</p> <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Other rules and procedures • Expenses and benefits framework. <p>The Mayor has delegated to the OSDC responsibility for determining rates and eligibility criteria for Board allowances, subject to consultation with the Mayor.</p>
Planning (applicable after the date at which the OSDC becomes the Local Planning Authority for the Oxford Street MDA, subject to parliamentary process)	<p>Authority for planning decisions will be delegated as per a separate Planning Scheme of Delegation, to be adopted when the OSDC becomes the Local Planning Authority for the Oxford Street MDA, subject to parliamentary process.</p> <p>The agreement of local planning policy including local plan and community infrastructure levy charging schedules is reserved to the Board, though</p>	Consequential amendments will be made to the Planning Scheme of Delegation, once the OSDC becomes the Local Planning Authority for the Oxford Street MDA, subject to parliamentary process.

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	the Planning Committee may advise on these matters.	