

# Forward Plan of Delegated Key Decisions

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## **What is the Forward Plan?**

The Forward Plan gives information about all decisions the Cabinet is expecting to take and significant decisions to be made by Council or other Council committees over the next four months.

It also contains information about decisions of significance to be taken in the forthcoming year.

## **What information is in the plan?**

Each item shows either a provisional or confirmed date for when it will be considered by Cabinet. Where possible report authors will keep to the dates shown, but it may be necessary for items to be rescheduled.

An up to date Forward Plan is published on the Council's website monthly. New issues or changes to existing issues are set out in each plan or may be added directly to the website in between publication dates.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- contact details for further information

## **What is a key decision?**

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £750,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

## **Inspection of documents**

The agenda papers (including the reports and background papers) for Cabinet meetings are available 5 working days before the meeting on the council [website](#):

A printed copy of Forward Plan is available to view at the Town Hall.

## **Private meetings**

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee and Members Services at least 7 working days before the decision is due to be made. This can be done by contacting

Committee and Members Services

Oxford City Council, Town Hall, St Aldate's, Oxford OX1 1BX

[cabinetreports@oxford.gov.uk](mailto:cabinetreports@oxford.gov.uk)

### The Council's decision-making process

Further information about the Council's decision making process can be found in the Council's [Constitution](#) or inspected at the Town Hall.

## Oxford City Council Cabinet Members and Senior Officers

Cabinet Member (councillors)	Portfolio
Susan Brown, Leader	Partnership Working and Inclusive Economic Growth
Ed Turner, Deputy Leader (Statutory)	Finance and Asset Management
Anna Railton, Deputy Leader	A Zero Carbon Oxford
Lubna Arshad	A Safer Oxford
Nigel Chapman	Citizen Focused Services and Council Companies
Alex Hollingsworth	Planning and Culture
Chewe Munkonge	A Healthy, Fairer Oxford and Small Business Champion
Linda Smith	Housing and Communities

Senior Officer	Job Title
Caroline Green	Chief Executive
Tom Bridgman	Deputy Chief Executive Place
Tom Hook	Deputy Chief Executive City and Citizens'

	Services
Helen Bishop	Director of Communities and Citizens
Emma Jackman	Director of Law, Governance and Strategy (Monitoring Officer)
Nerys Parry	Director of Housing
David Butler	Director of Planning and Regulatory Services
Nigel Kennedy	Group Finance Director (Section 151 Officer)
Carolyn Ploszynski	Director of Regeneration, Economy and Sustainability
Jane Winfield	Director of Property and Assets
Mish Tullar	Transition Director

## KEY DECISIONS DELEGATED TO OFFICERS

### Key Delegated Decisions to the Chief Executive

<b>ITEM 1: ID: I039388</b>	<b>Purchase of three affordable rented houses at Tucker Road, Blackbird Leys</b>
<p>The Chief Executive, in consultation with the Deputy Leader and Cabinet Member for Finance and Asset Management, and Cabinet Member for Housing and Communities; the Group Finance Director (Section 151 Officer); and the Director of Law, Governance and Strategy (Monitoring Officer) to purchase by the Housing Revenue Account (HRA) three affordable housing units from Oxford City Housing Limited (OCHL) within this project approval, at Tucker Road, Blackbird Leys.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Part exempt -
<b>Decision Taker and date decision expected to be taken by</b>	Chief Executive Not before 10 Mar 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Chief Executive

<b>Report Contact</b>	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk
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## Key Delegated Decisions to the Deputy Chief Executive - Citizen and City Services

<b>ITEM 2: ID: I040406</b>	<b>Purchase of a block 4 x one-bedroom units situated at 45 Wytham Street, Oxford, OX1 4TR.</b>
<p>As at 17th April 2024 cabinet made the decision to use Retained Right to Buy Receipts for the provision of additional affordable housing into the Housing Revenue Account.</p> <p>The council has the opportunity to purchase a block of 4 units (3 x one-bedroom-flats and 1 x studio apartment) situated at 45 Wytham Street, Oxford, OX1 4TR for a purchase price of £780,000. The properties will be allocated to the RRTBR 25/26 program to provide 4 more additional affordable housing units for the HRA to respond to the immediate housing need.</p> <p>The decision maker will be Tom Hook, Deputy Chief Executive.</p>	
<b>Key Decision</b>	Yes Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Cabinet Lead Member</b>	Councillor Linda Smith
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Report Contact</b>	Tyisha Ireson-Hall, Affordable Housing Supply Programme Co-Ordinator tireson-hall@oxford.gov.uk

<b>ITEM 3: ID: I039826</b>	<b>HRA Purchase - Land &amp; Buildings at Sandy Lane, The Bunaglow</b>
<p>For the Deputy Chief Executive – City and Citizens’ Services, in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to enter into a HRA advanced purchase agreement with Admiral</p>	

<p>Homes to purchase 12 newly constructed homes, in accordance with planning at £235,000 per flat, to total £2,820,000. Purchase funds allocated into budget line for HRA additional acquisitions Right to Buy Receipts (RRTBR) approved at Cabinet on 17 April 2024.</p> <p>Address: The Bungalow Sandy Lane Oxford Oxfordshire OX4 6LL. Planning Reference: 24/01397/FUL.</p> <p>Subject to contract.</p>	
<b>Key Decision</b>	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services Not before 14 May 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Report Contact</b>	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

<b>ITEM 4: ID: I032844</b>	<b>Social Housing Decarbonisation Fund: Wave 2.1</b>
<p>For the Deputy Chief Executive - City &amp; Citizen Services in consultation with the Group Finance Director (Section 151 Officer) to spend the HRA funds together with SHDF grant funding for the purposes of the proposed retrofit scheme, including entering into contracts with Oxford Direct Services for £2,000,000 and Vinci for £4,000,000 to deliver the works.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Council, Cabinet 16 Nov 2022  Deputy Chief Executive – Place Before 31 Dec 2028
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and

	Communities, Cabinet Member for A Zero Carbon Oxford
<b>Lead Officer</b>	Head of Corporate Strategy
<b>Report Contact</b>	Mish Tullar, Transition Manager mtullar@oxford.gov.uk

<b>ITEM 5: ID: I038488</b>	<b>Enter into Development Agreement for 12 affordable homes at Goose Green, Wolvercote</b>
<p>Deputy Chief Executive - Citizen and City Services in consultation with the Cabinet Member for Planning and Housing Delivery; the Cabinet Member for Housing; the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into agreements and contracts with Oxford City Housing Development Limited to facilitate the purchase by the Council of 12 affordable homes (social rent and First homes) and any associated land at Goose Green, Wolvercote.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Part exempt -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Not before 31 Jan 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

<b>ITEM 6: ID: I039223</b>	<b>To Accept Grant Funding from Homes England</b>
<p>Deputy Chief Executive - Citizen and City Services, in consultation with the Cabinet Member for Housing and Communities, Director of Law, Governance and Strategy and Group Finance Director to receive draw down funding from Homes England, for</p>	

a total of up to £4,075,500. This funding will be used for the affordable homes at the Northfield Hostel Site.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services Not before 3 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Director of Economy, Regeneration & Sustainability
<b>Report Contact</b>	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

<b>ITEM 7: ID: I039385</b>	<b>Enter into agreements to purchase, by the HRA, 80 affordable homes at Mill Lane, Marston from OCHL</b>
<p>The Deputy Chief Executive – City and Citizen Services, in consultation with the Cabinet Member for Housing and Communities; the Group Finance Director (Section 151 Officer); and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into agreements and facilitate the agreed purchase by the HRA of all the affordable housing units from OCHL within this project approval, for Mill Lane, Marston.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Part exempt -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services Not before 10 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Report Contact</b>	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

<b>ITEM 8: ID: I039458</b>	<b>Maltfield House - Contract award from open tender</b>
Maltfield House tender. Subject to contract, the JCT Design & Build contract has been tendered. An officer decision to award of contract to the successful bidder will be agreed and published at a later date.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services Not before 31 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Report Contact</b>	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

<b>ITEM 9: ID: I039634</b>	<b>Authority to draw down Homes England grant for Northfield Phase 1</b>
Authority to draw down Homes England grant for Northfield Phase 1. Following acceptance for funding within the AHP 2021-2026 Northfield Hostel will shortly achieve grant claim milestones. Flexible grant draw down will be up to the value of £4,290,000.00. The final amount and date of draw down is tbc.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens’ Services

<b>Report Contact</b>	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk
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<b>ITEM 10: ID: I040657</b>	<b>Opportunity for the council to purchase the freehold of a block of five x one-bedroom flats located at 63 St Mary's Road, Oxford, Oxfordshire OX4 1PZ from then open market into the HRA as part of the RRTBR 25/26 programme.</b>
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As at 17th April 2024 cabinet made the decision to use Retained Right to Buy Receipts for the provision of additional affordable housing into the Housing Revenue Account.

The council has the opportunity to purchase a block of five x one-bedroom flats including the freehold located at 63 St Mary's Road, Oxford, Oxfordshire OX4 1PZ for a purchase price of £950,000. The properties will be allocated to the RRTBR 25/26 program to provide 5 more additional affordable housing units for the HRA to respond to the immediate housing need.

The decision maker will be Tom Hook, Deputy Chief Executive.

<b>Key Decision</b>	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens' Services Not before 25 Aug 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens' Services
<b>Report Contact</b>	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

## Key decisions delegated to the Deputy Chief Executive - Place

<b>ITEM 11: ID: I040807</b>	<b>Disposal of Land at Foxwell Drive, Headington</b>
At Cabinet in September 2024 approval was given to the Heads of Terms for an Option Agreement for the disposal of land at Foxwell Drive, Headington.	

<p>Cabinet gave delegated authority to the Executive Director - Development in consultation with the Head of Law and Governance and the Cabinet Member for Finance and Asset Management to enter into the Option Agreement.</p> <p>Cabinet also gave delegated authority to the Executive Director - Development in consultation with the Head of Law and Governance and the Cabinet Member for Finance and Asset Management to agree the final disposal price of the Land on the basis it will comply with s.123 requirements.</p>	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Before 31 Dec 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	
<b>Report Contact</b>	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

<b>ITEM 12: ID: I039752</b>	<b>Acquisition of remaining 174 units at Barton Park Phases 2&amp;4 by OCC, directly from the developer.</b>
<p>For the Deputy Chief Executive – Place, in consultation with the Deputy Chief Executive – City and Citizen Services; the Cabinet Member for Housing and Communities; the Cabinet Member for Finance and Asset Management; the Cabinet Member for Citizen Focused Services and Council Companies; the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into a contract with Barton (Oxford) LLP to acquire the remaining 174 units at Barton Park directly from the relevant phase developers for Phases 2 and 4 (“the developer”) at Barton Park as required under the overarching development agreement with Barton (Oxford) LLP. The acquisition of the units is to be delivered in up to 32 tranches over a 2-year construction programme. Details for the properties included in the development are listed below:</p> <p>Barton Fields Road (plots 145-149, 315-320, 324-335, 368-371)  Barton Fields Road flat block G (plots 268-280)  Barton Fields Road flat block J (plots 341-351)  Bracken Close (plots 182-183)  Buttercup Walk (plots 235-242)  Dandelion Drive (187, 202-205)  Dandelion Drive flat block F (plots 206-221)  Doves Foot Way (plots 154-157)  Mayweed Lane (plots 358-360, 366-367)  Montford Way (plots 102-107, 115-119)  Nettle Crescent (plots 386-390, 420-422, 430-436)  Poplar Place (plots 188-199)  Ryegrass Gardens (plots 372-383)</p>	

<p>Sedge Close (plots 424-425)  Thistle Grove (plot 153)  Willowherb Drive flat block B (plots 71-80)  Willowherb Drive flat block C (plots 81-90)  Willowherb Drive flat block E (plots 128-137)</p> <p>The cost of the acquisitions are restricted as per section 12A of the Local Government Act 1972.</p>	
<b>Key Decision</b>	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
<b>Item open to the public or exempt</b>	Fully exempt - Information which is likely to reveal the identity of an individual.
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Not before 30 Apr 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

<b>ITEM 13: ID: I038234</b>	<b>Housing Infrastructure Funding for Osney Mead - revised implementation arrangements</b>
<p>For the Deputy Chief Executive - Place, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with the Environment Agency, to enable the transfer of £4,350,000 of the Housing Infrastructure Funding</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 16 Nov 2022  Deputy Chief Executive – Place Before 31 Dec 2025

<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Deputy Chief Executive – Place  Director of Economy, Regeneration & Sustainability
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

<b>ITEM 14: ID: I032500</b>	<b>Appointment of a contractor for the Oxpens River Bridge</b>
The decision enables work to progress on the design, programme and cost for the delivery of the Oxpens River Bridge. The PCSA covers work necessary in advance of entering into a delivery contract.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Part exempt -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 16 Nov 2022  Deputy Chief Executive – Place Before 31 Dec 2028  Executive Director (Communities and People) Before 31 Dec 2028
<b>Cabinet Lead Member</b>	Cabinet Member for Planning
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Steve Weitzel, Regeneration Manager sweitzel@oxford.gov.uk

<b>ITEM 15: ID: I038484</b>	<b>Contract for Select Licensing Property Inspections</b>
For the Deputy Chief Executive - Place, in consultation with the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into a contract with Buckingham Futures, for £790,500 for 1 year (with an option to extend for up to three years in total) as part the Selective	

Licensing scheme.	
This will deliver up to 1,300 property licensing Housing Health and Safety Rating System (HHSRS) inspections per annum for 12 months with an option to extend up to 2 additional 12 months periods based on performance and at the Council's entire discretion. If extended to give three years total, the expected total inspections to be around 3,900. These inspections will be lower risk properties allowing the council to focus resources on enforcement of the scheme.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Not before 17 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Planning
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk

<b>ITEM 16: ID: I038699</b>	<b>Disposal of Land - Foxwell Drive</b>
At the Cabinet meeting on 16 October 2024 approval was given to delegate authority to Deputy Chief Executive – Place, in consultation with the Director of Law, Governance and Strategy (Monitoring Officer), Group Finance Director (Section 151 Officer) and the Deputy Leader (statutory) to enter into an Option Agreement based on the approved Heads of Terms with Ruskin College which permit Ruskin College to purchase a section of land on Foxwell Drive in the event Ruskin College secure a planning consent for the land known as Ruskin Field.	
<b>Key Decision</b>	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Not before 31 Mar 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

<b>ITEM 17:</b>	<b>Sale of land to OCHL to facilitate development of 80 affordable</b>
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<b>ID: I039395</b>	<b>homes at Mill Lane, Marston</b>	
<p>The Deputy Chief Executive – Place, in consultation with the Deputy Chief Executive – City and Citizen Services; the Cabinet Member for Planning, the Group Finance Director (Section 151 Officer), the Director of Law, Governance and Strategy (Monitoring Officer) to approve and facilitate the sale of the council owned site, to facilitate the Oxford City Housing Limited (OCHL) development and the subsequent acquisition of affordable dwellings by the Housing Revenue Account (HRA), within this project approval for Mill Lane, Marston.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>		
<b>Key Decision</b>	Not Key	
<b>Item open to the public or exempt</b>	Part exempt -	
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place Not before 10 Mar 2025	
<b>Cabinet Lead Member</b>	Cabinet Member for Planning	
<b>Lead Officer</b>	Director of Planning and Regulatory Services	
<b>Report Contact</b>	Deputy Chief Executive – Place	

### Key Decisions Delegated to the Group Finance Director

<b>ITEM 18: ID: I039539</b>	<b>Oxfordshire Business Rates Distribution Agreement 2025/26</b>	
<p>To agree to enter into the Oxfordshire Business Rates Distribution Agreement for 2025/26 the Council to receive up to £1million - £1.5 million.</p>		
<b>Key Decision</b>	Yes	
<b>Item open to the public or exempt</b>	Open -	
<b>Decision Taker and date decision expected to be taken by</b>	Group Finance Director Not before 31 Mar 2025	
<b>Cabinet Lead Member</b>	Councillor Ed Turner	
<b>Lead Officer</b>	Group Finance Director	
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk	

<b>ITEM 19: ID: I040828</b>	<b>Contract in relation to Real Estate Asset Valuations</b>	
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<p>Following approval of delegation from Cabinet, the Group Director of Finance in consultation with the Director of Law, Governance and Strategy will agree the cost, final terms, and a new contract with suitably qualified firms to undertake real estate valuations.</p> <p>Target decision date is no later than 31 December 2025.</p>	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Group Finance Director Before 31 Dec 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	
<b>Report Contact</b>	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk, Robert Dude rdude@oxford.gov.uk

## Key Decisions delegated to the Director of Housing

<b>ITEM 20: ID: I034330</b>	<b>Resettlement Commitments for New Refugee Families</b>
<p>The Director of Housing in consultation with the Group Finance Director (Section 151 Officer), the Director of Law, Governance and Strategy (Monitoring Officer) and the Cabinet Member for Housing, to enter into a contract with Asylum Welcome, with the contract payment of £1.3 million for the provision of person-centred support.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 12 Jul 2023  Director of Housing Before 31 Dec 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities  Cabinet Member for Housing and Communities

<b>Lead Officer</b>	Executive Director (Communities and People)  Director of Housing
<b>Report Contact</b>	Alan Chandler, Senior Refugee and Migrant Officer achandler@oxford.gov.uk

## Key Decisions delegated to the Director of Regeneration, Economy and Sustainability

<b>ITEM 21: ID: I038814</b>	<b>Funding Agreement for the transfer of the HIF funding for Osney Mead to the Environment Agency for OFAS</b>
<p>Entering into a funding agreement with the Environment Agency to claim, and when received, to transfer up to £4.35m of HIF funding to the EA to support the delivery of the Oxford Flood Alleviation Scheme.</p> <p>Delegated by Cabinet on 19 September 2023 to the Director of Regeneration, Economy and Sustainability, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with Oxfordshire County Council and the Environment Agency and take any other steps necessary to enable or facilitate the claiming of the HIF funding.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Director of Economy, Regeneration & Sustainability Before 31 Mar 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Director of Economy, Regeneration & Sustainability
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

<b>ITEM 22: ID: I039954</b>	<b>Utility Procurement Contract Extension 2026 – 2028</b>
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<p>Director of Economy, Regeneration and Environmental Sustainability in consultation with Group Finance Director, Director of Law, Governance and Strategy and the Cabinet member for Zero Carbon Oxford to extend the current Access Agreement Contract with Kent County Council for their representative LASER to provide utilities procurement services to the Council for the 26-28 period.</p> <p>The contract value for LASER's procurement services is £35.9k per year, however, they will procure energy contracts for the Council which will have a total value of up to £4m.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Director of Economy, Regeneration & Sustainability Not before 3 Jun 2025
<b>Cabinet Lead Member</b>	Cabinet Member for A Zero Carbon Oxford
<b>Lead Officer</b>	Director of Economy, Regeneration & Sustainability
<b>Report Contact</b>	Alice Jones, Carbon Reduction Project Manager <a href="mailto:ajones@oxford.gov.uk">ajones@oxford.gov.uk</a>

## Key Decisions Delegated to the Director of Property and Assets

<b>ITEM 23: ID: I040426</b>	<b>Officers decision - Disposal of City Centre commercial property</b>
<p>Officers decision to dispose of Carfax Cafe, Carfax Churchyard Gardens, Oxford. Subject to cabinet approval and approved delegation targeted, so decision to be taken following 24th September.</p>	
<b>Key Decision</b>	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Director of Property Assets Not before 24 Sep 2025
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and

	Asset Management
<b>Lead Officer</b>	Director of Property Assets
<b>Report Contact</b>	Jane Winfield, Director of Property & Assets Tel: 01865 252551 jwinfield@oxford.gov.uk

<b>ITEM 24: ID: I040829</b>	<b>Contract for an Asset Management System for Property &amp; Assets</b>
<p>Following approval of delegation from Cabinet, the Director of Property &amp; Assets, in consultation with the Group Director Finance, and the Director of Law, Governance and Strategy will agree the cost, form of contract and enter into a contract with the relevant supplier for an Asset Management System.</p> <p>Target decision date: no later than 31 January 2026</p>	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Director of Property Assets Before 31 Jan 2026
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	
<b>Report Contact</b>	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

## Key Decisions Delegated to the Director of Planning and Regulation

<b>ITEM 25: ID: I040335</b>	<b>Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works</b>
<p>Executive decision for the Director of Planning and Regulation to award a place on the framework to the successful contractors following the procurement process</p>	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Director of Planning and Regulatory Services 22 Aug 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities

<b>Lead Officer</b>	Director of Planning and Regulatory Services
<b>Report Contact</b>	David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk

## Key Decisions Delegated to the Cabinet Member for Housing and Communities

<b>ITEM 26: ID: I040417</b>	<b>Contract for Selective Licensing Property Inspections</b>
<p>Permission to enter into a contract with Buckingham Futures, for £790,500 for 1 year (with an option to extend for up to three years in total) as part the Selective Licensing scheme.</p> <p>This will deliver up to 1,300 property licensing Housing Health and Safety Rating System (HHSRS) inspections per annum for 12 months with an option to extend up to 2 additional 12 months periods based on performance and at the Council's entire discretion. If extended to give three years total, the expected total inspections to be around 3,900. These inspections will be lower risk properties allowing the council to focus resources on enforcement of the scheme.</p>	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet Member for Housing and Communities Not before 29 Jul 2025
<b>Cabinet Lead Member</b>	Councillor Linda Smith
<b>Lead Officer</b>	Director of Planning and Regulatory Services
<b>Report Contact</b>	Kate Beeching, Programme and Partnership Manager kbeeching@oxford.gov.uk

## Key Decisions Delegated to the Leader of the Council

<b>ITEM 27: ID: I040448</b>	<b>Homes for Ukraine Grant Agreement</b>
<p>Single member decision for the Homes for Ukraine Grant Agreement.</p>	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy

<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Leader - Partnership Working Not before 7 Aug 2025
<b>Cabinet Lead Member</b>	Councillor Susan Brown
<b>Lead Officer</b>	Director of Housing
<b>Report Contact</b>	Stephen Cohen, Refugee and Resettlement Manager scohen@oxford.gov.uk