

# Forward Plan of Delegated Key Decisions

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**October 2025 to November 2025**

Published on 27/10/25

## **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' |

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|                    | 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

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| <b>ITEM 1:<br/>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  |

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

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| <b>ITEM 2:<br/>ID: I040856</b>   | <b>HRA Purchase - Land &amp; Buildings at 119 Rose Hill, Oxford, OX4 4HT</b>  |
| <p>Housing Revenue Account (HRA) proposal to enter into an advance purchase agreement with Admiral Homes.<br/>The agreement pertains to the acquisition of land and freehold for the proposed development of six one-bedroom new-build flats for social and/or affordable rent. The total contract sum is of £1,410,000.</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 Before 31 Dec 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<br>adorrington@oxford.gov.uk  |

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| <b>ITEM 3:<br/>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 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> |  |

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| <p>Address: The Bungalow Sandy Lane Oxford Oxfordshire OX4 6LL.<br/>         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<br>adorrington@oxford.gov.uk  |

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| <b>ITEM 4:<br/>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>   | Cabinet, Council 16 Nov 2022<br><br>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<br><br>Cabinet Member for Housing and  |

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|                       | Communities   |
| <b>Lead Officer</b>   | Head of Corporate Strategy<br><br>Deputy Chief Executive – Place  |
| <b>Report Contact</b> | Mish Tullar, Transition Manager<br>mtullar@oxford.gov.uk<br><br>Tom Bridgman, Deputy Chief Executive - Place<br>tbridgman@oxford.gov.uk |

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| <b>ITEM 5:<br/>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 shared ownership) 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<br>nkowalski@oxford.gov.uk   |

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| <b>ITEM 6:<br/>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> |   |

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| 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<br>agatial@oxford.gov.uk           |

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| <b>ITEM 7:<br/>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<br>nkowalski@oxford.gov.uk   |

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| <b>ITEM 8:<br/>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<br>adorrington@oxford.gov.uk   |

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| <b>ITEM 9:<br/>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 Not before 22 Apr 2025  |
| <b>Cabinet Lead Member</b>  | Deputy Leader (Statutory) - Finance and Asset Management   |
| <b>Lead Officer</b>   | Deputy Chief Executive – City and Citizens' Services   |

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| <b>Report Contact</b> | Anneri Gatial, Regeneration and Economy<br>agatial@oxford.gov.uk |
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## Key decisions delegated to the Deputy Chief Executive - Place

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| <b>ITEM 10:<br/>ID: I041043</b>   | <b>Oxpens River Bridge - Construction Contract</b>   |
| Entering into a construction contract for the building of the Oxpens River Bridge |  |
| <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>  | Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)                                 |
| <b>Decision Taker and date decision expected to be taken by</b>                   | Deputy Chief Executive – Place Before 25 Sep 2025  |
| <b>Cabinet Lead Member</b>  | Councillor Alex Hollingsworth  |
| <b>Lead Officer</b>   | Deputy Chief Executive – Place   |
| <b>Report Contact</b>   | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk  |

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| <b>ITEM 11:<br/>ID: I041042</b>                                 | <b>Oxpens River Bridge Amendment of Funding Agreement with Oxfordshire County Council</b>  |
| Amendment of funding agreement with Oxfordshire County Council  |  |
| <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 – Place Before 25 Sep 2025  |
| <b>Cabinet Lead Member</b>                                      | Councillor Alex Hollingsworth  |
| <b>Lead Officer</b>   | Deputy Chief Executive – Place   |

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| <b>Report Contact</b> | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk |
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| <b>ITEM 12:<br/>ID: I041041</b>                                 | <b>Oxpens River Bridge Funding Agreement with Homes England</b>  |
| Entering into a funding agreement with Homes England            |  |
| <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>                        | Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)                                 |
| <b>Decision Taker and date decision expected to be taken by</b> | Deputy Chief Executive – Place Before 25 Sep 2025  |
| <b>Cabinet Lead Member</b>                                      | Councillor Alex Hollingsworth  |
| <b>Lead Officer</b>   | Deputy Chief Executive – Place   |
| <b>Report Contact</b>   | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk  |

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| <b>ITEM 13:<br/>ID: I041040</b>   | <b>Oxpens River Bridge Funding Agreement with University of Oxford</b>   |
| Entering into a funding agreement with the University of Oxford for the Oxpens River Bridge |  |
| <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>  | Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)                                 |
| <b>Decision Taker and date decision expected to be taken by</b>                             | Deputy Chief Executive – Place Before 25 Sep 2025  |
| <b>Cabinet Lead Member</b>  | Councillor Alex Hollingsworth  |
| <b>Lead Officer</b>   | Deputy Chief Executive – Place   |

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| <b>Report Contact</b> | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk |
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| <b>ITEM 14:<br/>ID: I040807</b>  | <b>Disposal of Land at Foxwell Drive, Headington</b>         |
| <p>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. Cabinet gave delegated authority to the Deputy Chief Executive – Place (previously Executive Director – Development) in consultation with the Director of Law, Governance and Strategy (previously 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 Deputy Chief Executive (previously Executive Director – Development) in consultation with the Director of Law, Governance and Strategy (previously 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>  | Director of Property Assets                                  |
| <b>Report Contact</b>  | Ted Bowler, Corporate Asset Manager<br>tbowler@oxford.gov.uk |

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| <b>ITEM 15:<br/>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)</p> |  |

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)  
 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)

The cost of the acquisitions are restricted as per section 12A of the Local Government Act 1972.

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| <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<br>nkowalski@oxford.gov.uk  |

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| <b>ITEM 16:<br/>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> |  |

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| <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<br><br>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<br><br>Director of Economy, Regeneration & Sustainability   |
| <b>Report Contact</b>   | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk  |

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| <b>ITEM 17:<br/>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<br><br>Deputy Chief Executive – Place Before 31 Dec 2028<br><br>Executive Director (Communities and People) Before 31 Dec 2028 |
| <b>Cabinet Lead Member</b>   | Cabinet Member for Planning and Culture  |
| <b>Lead Officer</b>  | Deputy Chief Executive – Place   |

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| <b>Report Contact</b> | Steve Weitzel, Regeneration Manager<br>sweitzel@oxford.gov.uk |
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| <b>ITEM 18:<br/>ID: I038484</b>   | <b>Contract for Select Licensing Property Inspections</b>                      |
| <p>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.</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>   | Deputy Chief Executive – Place Not before 17 Mar 2025                          |
| <b>Cabinet Lead Member</b>  | Cabinet Member for Planning and Culture  |
| <b>Lead Officer</b>   | Deputy Chief Executive – Place   |
| <b>Report Contact</b>   | David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk |

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| <b>ITEM 19:<br/>ID: I038699</b>   | <b>Disposal of Land - Foxwell Drive</b>   |
| <p>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.</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</b>   | Deputy Chief Executive – Place Not before   |

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| <b>expected to be taken by</b> | 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<br>tbowler@oxford.gov.uk |

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| <b>ITEM 20:<br/>ID: I039395</b>  | <b>Sale of land to OCHL to facilitate development of 80 affordable 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 and Culture  |
| <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

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| <b>ITEM 21:<br/>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</b>  | Group Finance Director Not before 31 Mar                         |

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| <b>expected to be taken by</b> | 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 |

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| <b>ITEM 22:<br/>ID: I040828</b>  | <b>Contract in relation to Real Estate Asset Valuations</b>                                      |
| <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>  | Director of Property Assets  |
| <b>Report Contact</b>  | Ted Bowler, Corporate Asset Manager<br>tbowler@oxford.gov.uk, Robert Dude<br>rdude@oxford.gov.uk |

## Key Decisions delegated to the Director of Housing

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| <b>ITEM 23:<br/>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 |

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| <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<br>Director of Housing Before 31 Dec 2025                                |
| <b>Cabinet Lead Member</b>                                      | Cabinet Member for Housing and Communities<br><br>Cabinet Member for Housing and Communities |
| <b>Lead Officer</b>   | Executive Director (Communities and People)<br><br>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

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| <b>ITEM 24:<br/>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   |

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| <b>Lead Officer</b>   | Director of Economy, Regeneration & Sustainability          |
| <b>Report Contact</b> | Jenny Barker, Regeneration Manager<br>jbarker@oxford.gov.uk |

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| <b>ITEM 25:<br/>ID: I039954</b>   | <b>Utility Procurement Contract Extension 2026 – 2028</b>  |
| <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<br>ajones@oxford.gov.uk  |

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| <b>ITEM 26:<br/>ID: I040854</b>  | <b>Local Electric Vehicle Infrastructure (LEVI) electric vehicle (EV) chargepoint installations</b> |
| <p>The installation of electric vehicle only chargepoints under the Government initiative (LEVI funding) to enable electric vehicles to be able to charge in the City car parks.</p> |   |
| <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>  | Director of Economy, Regeneration & Sustainability Before 31 Oct 2025                               |
| <b>Cabinet Lead Member</b>   | Cabinet Member for A Zero Carbon Oxford   |

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| <b>Lead Officer</b>   | Director of Economy, Regeneration & Sustainability                        |
| <b>Report Contact</b> | Susan Briscoe, Net Zero Transition Project Manager sbriscoe@oxford.gov.uk |

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

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| <b>ITEM 27:<br/>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>  | Director of Property Assets  |
| <b>Report Contact</b>  | Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk                |

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

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| <b>ITEM 28:<br/>ID: I041337</b>  | <b>Award Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works</b> |
| <p>Director of Planning and Regulation to Award Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works.</p> |  |
| <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>  | Director of Planning and Regulatory Services<br>Not before 6 Nov 2025  |

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| <b>Cabinet Lead Member</b> | Councillor Linda Smith  |
| <b>Lead Officer</b>        | Director of Planning and Regulatory Services  |
| <b>Report Contact</b>      | Becky Walker, Home Improvement Agency Team Manager <a href="mailto:bwalker@oxford.gov.uk">bwalker@oxford.gov.uk</a> |

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| <b>ITEM 29:<br/>ID: I040335</b>  | <b>Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works</b>                  |
| Executive decision for the Director of Planning and Regulation to award a place on the framework to the successful contractors following the procurement process |   |
| <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<br>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 <a href="mailto:dbutler@oxford.gov.uk">dbutler@oxford.gov.uk</a> |

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| <b>ITEM 30:<br/>ID: I041450</b>  | <b>Littlemore Neighbourhood Plan Referendum</b> |
| <p>Cabinet, at their meeting on 9th April 2025, granted approval to officers to proceed with the independent examination of the Littlemore Neighbourhood plan and also delegated the Director of Planning and Regulation authorisation to proceed with the referendum.</p> <p>The City Council appointed an independent Examiner, Andrew Ashcroft BA (Hons), MA, DMS, MRTPI to examine whether the Littlemore Neighbourhood Plan met the basic conditions as set out in Schedule 4B to the Town and Country Planning Act 1990, and whether the Littlemore Neighbourhood Plan should proceed to a referendum. Following the conclusion of the examination, Mr Ashcroft has submitted a report, which recommended a series of modifications so that the Littlemore Neighbourhood Plan is able to comply with the 'basic conditions' and other relevant statutory provisions, and that the draft plan as modified can be submitted for referendum.</p> <p>Having considered the recommendations made by the examiner's report, and the reasons for them, the Director of Planning and Regulation takes the delegated decision to accept the modifications made to the submitted draft plan and proceed to the referendum stage within a reasonable timescale.</p> |   |

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| <b>Key Decision</b>   | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <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<br>Not before 17 Nov 2025  |
| <b>Cabinet Lead Member</b>                                      |   |
| <b>Lead Officer</b>   | Director of Planning and Regulatory Services  |
| <b>Report Contact</b>   | Arome Agamah, Senior Planner<br>Aagamah@oxford.gov.uk   |

## Key Decisions Delegated to the Leader, and Cabinet Member for Partnership Working and Inclusive Economic Growth

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| <b>ITEM 31:<br/>ID: I041309</b>  | <b>Devolution</b>   |
| <p>All Oxfordshire councils, Berkshire councils and Swindon Council have been working collaboratively to develop a joint proposal for the creation across the Thames Valley area of a Foundation Strategic Authority or Mayoral Strategic Authority, in line with objectives set by Government in the English Devolution Bill. While only upper tier authorities and unitaries can make an application to Government for devolution, all lower tier councils in Oxfordshire are also asked to support such an application. Cabinet will be asked to make a decision on Oxford City Council giving its support to Oxfordshire County Council's application for Devolution to Government, alongside councils in Berkshire and Swindon, before the end of December 2025. This will be taken via a Single Member Decision, following review at Council in November and Scrutiny Committee in December.</p> |   |
| <b>Key Decision</b>  | Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards |
| <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 3 Dec 2025  |
| <b>Cabinet Lead Member</b>   | Leader - Partnership Working  |
| <b>Lead Officer</b>  | Chief Executive   |
| <b>Report Contact</b>  | Mish Tullar, Transition Manager<br>mtullar@oxford.gov.uk  |