

Forward Plan of Delegated Key Decisions

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March 2026

Published on 02/03/26

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

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

KEY DECISIONS DELEGATED TO OFFICERS

Key Delegated Decisions to the Chief Executive

Key Delegated Decisions to the Deputy Chief Executive - Citizen and City Services

ITEM 1: ID: I042325	HRA Purchase Opportunity RRTBR 26/27 - Flats A-D, 1 Clover Place, Blackbird Leys, Oxford, OX4 6PX
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. This form of delivery allows us to respond to the immediate housing need. In response to this, the decision has been made to use allocated funds of £840,001 to purchase flats Flats A-D, 1 Clover Place, Blackbird Leys, Oxford, OX4 6PX to provide four more additional affordable housing units for the HRA to respond to the immediate housing need.	

Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services
Cabinet Lead Member	
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	

ITEM 2: ID: I042030	HRA ASHP 23/24 Installations contract award
Delegated decision to award a contract for installations of ASHPs to HRA properties.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services
Cabinet Lead Member	
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	

ITEM 3: ID: I040856	HRA Purchase - Land & Buildings at 119 Rose Hill, Oxford, OX4 4HT
Housing Revenue Account (HRA) proposal to enter into an advance purchase agreement with Admiral Homes. 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.	
Key Decision	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

Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Before 31 Dec 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

ITEM 4: ID: I039826	HRA Purchase - Land & Buildings at Sandy Lane, The Bunaglow
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 Darren John Aldworth, Edmund Michael Aldworth and Michael John Nash 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. Address: The Bungalow Sandy Lane Oxford Oxfordshire OX4 6LL. Planning Reference: 24/01397/FUL. Subject to contract.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Not before 14 May 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

ITEM 5: ID: I032844	Social Housing Decarbonisation Fund: Wave 2.1
For the Deputy Chief Executive - City & 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.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet, Council 16 Nov 2022 Deputy Chief Executive – Place Before 31 Dec 2028
Cabinet Lead Member	Cabinet Member for Housing and Communities, Cabinet Member for A Zero Carbon Oxford Cabinet Member for Housing and Communities
Lead Officer	Head of Corporate Strategy Deputy Chief Executive – Place
Report Contact	Mish Tullar, Transition Manager mtullar@oxford.gov.uk Tom Bridgman, Deputy Chief Executive - Place tbridgman@oxford.gov.uk

ITEM 6: ID: I039223	To Accept Grant Funding from Homes England
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 a total of up to £4,075,500. This funding will be used for the affordable homes at the Northfield Hostel Site.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision	Deputy Chief Executive – City and Citizens'

expected to be taken by	Services Not before 3 Mar 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

ITEM 7: ID: I039634	Authority to draw down Homes England grant for Northfield Phase 1
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.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Not before 22 Apr 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

ITEM 8: ID: I042276	Contract Approval for the Print and Post Tender
The Deputy Chief Executive of City and Citizen Services, in consultation with the Director of Law, Governance and Strategy (Monitoring Officer), Group Finance Director (Section 151 Officer) and the Cabinet Member for Citizen Focused Services and Council Companies following a compliant procurement to process an award will be made for the Print & Post contract. 8 providers have submitted a bid, and evaluations will be completed by the 28th January. The most advantageous bid according to the criteria laid out in the invitation to tender will then be awarded the contract.	
Key Decision	Yes

Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services
Cabinet Lead Member	Cabinet Member for Citizen Focused Services and Council Companies
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	

ITEM 9: ID: I042512	Award of Contract for the Provision of Microsoft Enterprise Licensing
For the Deputy Chief Executive - City and Citizens' Services, in consultation with the Monitoring Officer, Section 151 Officer and Cabinet Member for Citizen Focused Services and Council Companies, to award the contract and finalise contractual arrangements.	
Key Decision	Yes
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services
Cabinet Lead Member	Cabinet Member for Citizen Focused Services and Council Companies
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Rocco Labellarte, Chief Technology and Information Officer rlabellarte@oxford.gov.uk

Key decisions delegated to the Deputy Chief Executive - Place

ITEM 10: ID: I042301	Entering into an agreement with Ministry for Housing Communities and Local Government in respect to funding for Oxpens River Bridge
For the Deputy Chief Executive – Place, in consultation with the Director of Law, Governance and Strategy (Monitoring Officer) Group Finance Director (Section 151 Officer) and the Cabinet Member for Planning and Culture to enter into a funding agreement for Ministry for Housing Communities and Local Government (MHCLG) for the Oxpens River Bridge.	

Key Decision	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
Item open to the public or exempt	Fully exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place
Cabinet Lead Member	Cabinet Member for Planning and Culture
Lead Officer	Deputy Chief Executive – Place
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 11: ID: I042223	Oxford Burial Meadow - Entering into a Deed of Release with Oxford Preservation Trust
To obtain authority to enter into a Deed of Release with the Oxford Preservation Trust to enable the development of a burial meadow in Horsham.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 10 Feb 2026
Cabinet Lead Member	Cabinet Member for A Healthy Oxford
Lead Officer	Deputy Chief Executive – Place
Report Contact	Bruce McRobie, Capital Programme Surveyor bmcrobie@oxford.gov.uk

ITEM 12: ID: I041043	Oxpens River Bridge - Construction Contract
Entering into a construction contract for the building of the Oxpens River Bridge	
Key Decision	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
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Decision Taker and date decision	Deputy Chief Executive – Place Before 25

expected to be taken by	Sep 2025
Cabinet Lead Member	Councillor Alex Hollingsworth
Lead Officer	Deputy Chief Executive – Place
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 13: ID: I041042	Oxpens River Bridge Amendment of Funding Agreement with Oxfordshire County Council
Amendment of funding agreement with Oxfordshire County Council	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Before 25 Sep 2025
Cabinet Lead Member	Councillor Alex Hollingsworth
Lead Officer	Deputy Chief Executive – Place
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 14: ID: I041041	Oxpens River Bridge Funding Agreement with Homes England
Entering into a funding agreement with Homes England	
Key Decision	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
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Before 25 Sep 2025
Cabinet Lead Member	Councillor Alex Hollingsworth
Lead Officer	Deputy Chief Executive – Place

Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk
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ITEM 15: ID: I041040	Oxpens River Bridge Funding Agreement with University of Oxford
Entering into a funding agreement with the University of Oxford for the Oxpens River Bridge	
Key Decision	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
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Before 25 Sep 2025
Cabinet Lead Member	Councillor Alex Hollingsworth
Lead Officer	Deputy Chief Executive – Place
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 16: ID: I040807	Disposal of Land at Foxwell Drive, Headington
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. 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.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision	Deputy Chief Executive – Place Before 31

expected to be taken by	Dec 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 17: ID: I038234	Housing Infrastructure Funding for Osney Mead - revised implementation arrangements
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	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 16 Nov 2022 Deputy Chief Executive – Place Before 31 Dec 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – Place Director of Economy, Regeneration & Sustainability
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 18: ID: I038484	Contract for Select Licensing Property Inspections
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.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 17 Mar 2025
Cabinet Lead Member	Cabinet Member for Planning and Culture
Lead Officer	Deputy Chief Executive – Place
Report Contact	David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk

ITEM 19: ID: I038699	Disposal of Land - Foxwell Drive
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.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 31 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – Place
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 20: ID: I039395	Sale of land to OCHL to facilitate development of 80 affordable homes at Mill Lane, Marston
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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. The cost of the contract is restricted as per section 12A of the Local Government Act 1972.	
Key Decision	Not Key
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 10 Mar 2025
Cabinet Lead Member	Cabinet Member for Planning and Culture
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Deputy Chief Executive – Place

Key Decisions Delegated to the Group Finance Director

ITEM 21: ID: I039539	Oxfordshire Business Rates Distribution Agreement 2025/26
To agree to enter into the Oxfordshire Business Rates Distribution Agreement for 2025/26 the Council to receive up to £1million - £1.5 million.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Group Finance Director Not before 31 Mar 2025
Cabinet Lead Member	Councillor Ed Turner
Lead Officer	Group Finance Director
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 22: ID: I040828	Contract in relation to Real Estate Asset Valuations
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.	
Target decision date is no later than 31 December 2025.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Group Finance Director Before 31 Dec 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk, Robert Dude rdude@oxford.gov.uk

Key Decisions delegated to the Director of Housing

ITEM 23: ID: I034330	Resettlement Commitments for New Refugee Families
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.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Jul 2023 Director of Housing Before 31 Dec 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities Cabinet Member for Housing and Communities
Lead Officer	Executive Director (Communities and People)

	Director of Housing
Report Contact	Alan Chandler, Senior Refugee and Migrant Officer achandler@oxford.gov.uk

ID: I042258 ITEM 1:	Development Agreement for provision of three affordable rented houses at Tucker Road, Blackbird Leys
Key Decision	Yes ☐ QUOTE
Item open to the public or exempt	Part exempt -
Preceded by consultation	
Decision Taker and date decision expected to be taken by	Director of Housing
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 25: ID: I042718	Decision to award contract to a supplier for Housing First contract
We are seeking approval to award a contract to a supplier following a compliant procurement process for a Housing First service in Oxford.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Housing
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	

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

ITEM 26: ID: I038814	Funding Agreement for the transfer of the HIF funding for Osney Mead to the Environment Agency for OFAS
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. 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.	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Economy, Regeneration & Sustainability Before 31 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 27: ID: I039954	Utility Procurement Contract Extension 2026 – 2028
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. 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.	

Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Economy, Regeneration & Sustainability Not before 3 Jun 2025
Cabinet Lead Member	Cabinet Member for A Zero Carbon Oxford
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Alice Jones, Carbon Reduction Project Manager ajones@oxford.gov.uk

Key Decisions Delegated to the Director of Property and Assets

ITEM 28: ID: I040829	Contract for an Asset Management System for Property & Assets
Following approval of delegation from Cabinet, the Director of Property & 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. Target decision date: no later than 31 January 2026	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Property Assets Before 31 Jan 2026
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 29: ID: I042305	Lift Servicing and Maintenance Contract Award
Agreement to award the Lift Servicing and Maintenance contract from the committed budget for a 3-year term with an optional (+1) (+1) year extension to a successful	

supplier following a compliant procurement process.	
Key Decision	Yes
Item open to the public or exempt	-
Decision Taker and date decision expected to be taken by	Director of Property Assets
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Bill Chamberlain, Senior Surveyor wchamberlain@oxford.gov.uk

ITEM 30: ID: I042706	To dispose of a property in the City Centre (subject to Cabinet approval)
Oxford City Council owns the freehold of 1 Floyds Row and Old Mortuary adjacent ("the Properties"). 1 Floyds Row is currently being used for file storage to support the Archive Scanning Project until Spring 2027. The Old Mortuary is leased to Oxfordshire Council for Voluntary Action on a 25 year lease expiring in January 2027. The Properties are held for investment purposes. In anticipation of the Archive Scanning Project ending in Spring 2027 and 1 Floyds Row becoming vacant, options have been considered against the objective of maximising the return to the City Council as soon as possible. After an off market approach some market testing was done to understand the likely market interest. A number of parties showed interest and a best bids process was run in January 2026 in order to capitalise on strong initial interest. An attractive offer has been received and it is recommended that the City Council accepts the offer and proceeds with the sale of the Properties.	
Key Decision	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
Item open to the public or exempt	-
Decision Taker and date decision expected to be taken by	Director of Property Assets 24 Mar 2026
Cabinet Lead Member	
Lead Officer	Director of Property Assets
Report Contact	Kate Protheroe, Asset Manager kprotheroe@oxford.gov.uk

Key Decisions Delegated to the Director of Planning and Regulation

ITEM 31: ID: I040335	Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works
Executive decision for the Director of Planning and Regulation to award a place on the framework to the successful contractors following the procurement process	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Planning and Regulatory Services 22 Aug 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Planning and Regulatory Services
Report Contact	David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk

ITEM 32: ID: I041450	Littlemore Neighbourhood Plan Referendum
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. 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. 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.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -

Decision Taker and date decision expected to be taken by	Director of Planning and Regulatory Services Not before 17 Nov 2025
Cabinet Lead Member	
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Arome Agamah, Senior Planner Aagamah@oxford.gov.uk

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

ITEM 33: ID: I042717	Oxpens Funding Agreement
Project Approval and Delegation decisions in order to receive grant from MHCLG to support the funding agreement for housing development at Oxpens	
Key Decision	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
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Leader - Partnership Working 23 Mar 2026
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Chief Executive
Report Contact	Dave Scholes, Affordable Housing Supply Corporate Lead Tel: 01865 252636 dscholes@oxford.gov.uk