

# Forward Plan of Delegated Key Decisions

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**March 2026**

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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**

**KEY DECISIONS DELEGATED TO OFFICERS**

**Key Delegated Decisions to the Chief Executive**

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

<b>ITEM 1: ID: I042325</b>	<b>HRA Purchase Opportunity RRTBR 26/27 - Flats A-D, 1 Clover Place, Blackbird Leys, Oxford, OX4 6PX</b>
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.	

<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
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens' Services
<b>Report Contact</b>	

<b>ITEM 2: ID: I042030</b>	<b>HRA ASHP 23/24 Installations contract award</b>
Delegated decision to award a contract for installations of ASHPs to HRA properties.	
<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>	Deputy Chief Executive – City and Citizens' Services
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens' Services
<b>Report Contact</b>	

<b>ITEM 3: 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.</p> <p>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 adorrington@oxford.gov.uk

<b>ITEM 4: 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 <b>Darren John Aldworth, Edmund Michael Aldworth and Michael John Nash</b> 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 5: ID: I032844</b>	<b>Social Housing Decarbonisation Fund: Wave 2.1</b>
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.	
<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  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  Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Head of Corporate Strategy  Deputy Chief Executive – Place
<b>Report Contact</b>	Mish Tullar, Transition Manager mtullar@oxford.gov.uk  Tom Bridgman, Deputy Chief Executive - Place tbridgman@oxford.gov.uk

<b>ITEM 6: ID: I039223</b>	<b>To Accept Grant Funding from Homes England</b>
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.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision</b>	Deputy Chief Executive – City and Citizens'

<b>expected to be taken by</b>	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: I039634</b>	<b>Authority to draw down Homes England grant for Northfield Phase 1</b>
<p>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.</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>	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
<b>Report Contact</b>	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

<b>ITEM 8: ID: I042276</b>	<b>Contract Approval for the Print and Post Tender</b>
<p>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 &amp; 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.</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>	Deputy Chief Executive – City and Citizens' Services
<b>Cabinet Lead Member</b>	Cabinet Member for Citizen Focused Services and Council Companies
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens' Services
<b>Report Contact</b>	

<b>ITEM 9: ID: I042512</b>	<b>Award of Contract for the Provision of Microsoft Enterprise Licensing</b>
Award of Contract for the Provision of Microsoft Enterprise Licensing Contract under Framework RM6098 Technology Products and Associated Services 2 For Microsoft Services	
<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>	Deputy Chief Executive – City and Citizens' Services
<b>Cabinet Lead Member</b>	Cabinet Member for Citizen Focused Services and Council Companies
<b>Lead Officer</b>	Deputy Chief Executive – City and Citizens' Services
<b>Report Contact</b>	Rocco Labellarte, Chief Technology and Information Officer rlabellarte@oxford.gov.uk

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

<b>ITEM 10: ID: I042841</b>	<b>Decision to award contract for burial meadow works</b>
To enter into a contract for delivery of site works for Oxford burial meadow.	
<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>	Deputy Chief Executive – Place
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management

<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	

<b>ITEM 11: ID: I042301</b>	<b>Entering into an agreement with Ministry for Housing Communities and Local Government in respect to funding for Oxpens River Bridge</b>
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.	
<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 -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – Place
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Culture
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

<b>ITEM 12: ID: I042223</b>	<b>Oxford Burial Meadow - Entering into a Deed of Release with Oxford Preservation Trust</b>
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.	
<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 10 Feb 2026
<b>Cabinet Lead Member</b>	Cabinet Member for A Healthy Oxford
<b>Lead Officer</b>	Deputy Chief Executive – Place
<b>Report Contact</b>	Bruce McRobie, Capital Programme Surveyor bmcrobie@oxford.gov.uk

<b>ITEM 13: 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 jbarker@oxford.gov.uk

<b>ITEM 14: 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
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

<b>ITEM 15: ID: I041041</b>	<b>Oxpens River Bridge Funding Agreement with Homes England</b>
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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 jbarker@oxford.gov.uk

<b>ITEM 16: 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
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

<b>ITEM 17: ID: I040807</b>	<b>Disposal of Land at Foxwell Drive, Headington</b>
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<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 tbowler@oxford.gov.uk

<b>ITEM 18: 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 19: 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

<b>ITEM 20: 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 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 21: 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

<b>ITEM 22: 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 23: 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 tbowler@oxford.gov.uk, Robert Dude rdude@oxford.gov.uk

## Key Decisions delegated to the Director of Housing

<b>ITEM 24: 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

<b>ID:</b> 1042258 <b>ITEM 1:</b>	<b>Development Agreement for provision of three affordable rented houses at Tucker Road, Blackbird Leys</b>
<b>Key Decision</b>	Yes <input type="checkbox"/> QUOTE
<b>Item open to the public or exempt</b>	Part exempt -
<b>Preceded by consultation</b>	
<b>Decision Taker and date decision expected to be taken by</b>	Director of Housing
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Director of Housing
<b>Report Contact</b>	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

<b>ITEM 26:</b> ID: 1042718	<b>Decision to award contract to a supplier for Housing First contract</b>
We are seeking approval to award a contract to a supplier following a compliant procurement process for a Housing First service in Oxford.	
<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 Housing
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Director of Housing
<b>Report Contact</b>	

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

<b>ITEM 27: 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
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<b>ITEM 28: 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 ajones@oxford.gov.uk

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

<b>ITEM 29: 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

<b>ITEM 30: ID: I042305</b>	<b>Lift Servicing and Maintenance Contract Award</b>
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.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	-
<b>Decision Taker and date decision expected to be taken by</b>	Director of Property Assets
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Director of Property Assets
<b>Report Contact</b>	Bill Chamberlain, Senior Surveyor wchamberlain@oxford.gov.uk

<b>ITEM 31: ID: I042706</b>	<b>To dispose of a property in the City Centre (subject to Cabinet approval)</b>
<p>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.</p> <p>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.</p> <p>An attractive offer has been received and it is recommended that the City Council</p>	

accepts the offer and proceeds with the sale of the Properties.	
<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>	-
<b>Decision Taker and date decision expected to be taken by</b>	Director of Property Assets 24 Mar 2026
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Director of Property Assets
<b>Report Contact</b>	Kate Protheroe, Asset Manager kprotheroe@oxford.gov.uk

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

<b>ITEM 32: 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 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

<b>ITEM 33: ID: I041450</b>	<b>Littlemore Neighbourhood Plan Referendum</b>
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.

<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 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 Aagamah@oxford.gov.uk

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

<b>ITEM 34: ID: I042717</b>	<b>Oxpens Funding Agreement</b>
Project Approval and Delegation decisions in order to receive grant from MHCLG to support the funding agreement for housing development at Oxpens	
<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 23 Mar 2026
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and

	Asset Management
<b>Lead Officer</b>	Chief Executive
<b>Report Contact</b>	Dave Scholes, Affordable Housing Supply Corporate Lead Tel: 01865 252636 dscholes@oxford.gov.uk