

DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to forwardplan@oxford.gov.uk

Decision title:	Entering into a funding agreement to provide grant for the provision of affordable housing under the Oxfordshire Housing and Growth Deal to Catalyst Housing with respect to Littlemore Park.
Decision date:	30 September 2021
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	<p>Cabinet on 21 July 2021 resolved to Recommend to Council:</p> <ol style="list-style-type: none"> 1. That it approves a revision to the general fund capital budget in 2021/22 of £4,984,000, for the grant payment in relation to Oxfordshire Housing and Growth Deal (OGD) schemes. In addition to give a further approval for a capital budget for 2025/26 of £33,000 to fund the remaining grant balance payable for the schemes all of which will be funded by capital grant income from Oxfordshire Housing and Growth Deal (OGD) detailed in paragraph 26 and in doing so: <ol style="list-style-type: none"> a) Give project approval to accept and distribute grant; enter into funding agreements; and any other necessary agreements or contracts, for the purpose of delivering more affordable housing in Oxford, through the Oxfordshire Housing and Growth Deal programme; b) Delegate authority to the Director of Housing, in consultation with the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery affordable housing through the Oxfordshire Housing and Growth Deal programme, within the identified budget; and c) Delegate authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Planning and Housing Delivery, to approve any agreements over £500,000 for affordable housing, within this project approval and budget

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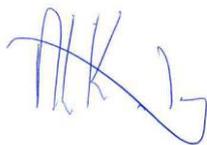
	envelope.
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	To enter into a funding agreement to provide grant for the provision of affordable housing under the Oxfordshire Housing and Growth Deal to Catalyst Housing Ltd with respect to Littlemore Park.
Purpose: What does the decision deliver or achieve?	Agreement to provide grant funding to support this development
Reasons: Please provide the reasons for the decision.	The conditions for the release of 90% of the funding has been met, and the development has already commenced on site. The remaining grant is to be paid on completion.
Decision made by: Name and title of officer within the senior management structure	Caroline Green, Chief Executive Decision taken in consultation with Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, and Cllr Ed Turner, Cabinet Member for Finance and Asset Management.
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	Not to proceed with the agreement would represent a missed opportunity to deliver affordable housing.
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	Cabinet Report of 21 July 2021.
Key or Not Key: (see notes below):	Key
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	None
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	None
This form was completed by: Name & title: Date:	Dave Scholes Affordable Housing Supply Corporate Lead 29 September 2021

Approval checklist

Delegations made at meetings and the Council's Finance Rules and Contract Rules (Parts 18 and 19 of the Constitution) stipulate who the decision maker must consult with

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before taking a decision. The table below should be used to record their approval. The relevant Cabinet Member(s) must be consulted on all decisions taken by officers.

Approver	Name and job title	Date
Senior officer(s) e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	n/a	
Head of Financial Services if required by the delegation / Constitution	Nigel Kennedy, Head of Financial Services 	
Head of Law and Governance if required by the delegation / Constitution	Susan Sale, Head of Law and Governance. 	
Cabinet Member(s) approval is required for all decisions	Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery Cllr Ed Turner, Cabinet Member for Finance and Asset Management	
Ward Member(s) – Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first.	n/a	

This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2 working days from the decision notice being published. Before completing the form please refer to the notes below

NOTES

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The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual;
 - award a contract or incur expenditure with a value in excess of £10,000;
 - award a contract with a value in excess of £10,000 but less than £1,000,000;
 - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
 - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
 - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
 - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

Key or Non Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be "called in" by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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