

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:	Purchase of Freehold Land and building Maltfield House, 60 Maltfield Road, Oxford, OX3 9RG – Subject to contract.
Decision date:	11/12/2024
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?	Officer Delegation under Cabinet Approval 17 th April, 2024. 1. Grant project approval to the proposals to purchase and develop accommodation as set out in this report and within the allocated capital budgets (2024/25 to 2028/29) for the purpose of delivering more affordable housing in Oxford; and 2. Delegate authority to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to agree sites and enter into agreements and contracts relating to the spend of Retained Right to Buy Receipts, for the provision of additional affordable housing into the Housing Revenue Account, within this project approval.
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.	(1) Allocate the Maltfield House site into the acquisition programme (using RRTBRs) (2) To enter into agreement with Oxfordshire County Council for the purchase of land and buildings (Maltfield House) for £500,000 on agreed contract terms.
Purpose: What does the decision deliver or achieve?	Purchase of the land for the purpose of providing more affordable housing, through new build or acquisition activity. The JCT Design & Build contract to be tendered with the officer decision on award of contract to be brought forward at a later date.
Reasons: Please provide the reasons for the decision.	Purchase the land into the HRA to provide an Affordable Housing opportunity to support and enable the delivery of Oxford City’s Affordable Housing Programme to help resolve the homelessness of some of the most disadvantaged people in our

Please send the completed form to forwardplan@oxford.gov.uk

	community.
Decision made by: Name and title of officer within the senior management structure	Peter Matthew, Interim Executive Director of Communities and People 10/12/2024
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	None.
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	n/a
Key or Not Key: (see notes below):	Not Key
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	Northway
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:	Andrew Dorrington Affordable Housing Development Officer 09/12/2024

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 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.	Peter Matthew, Executive Director (Communities and People)	09/12/2024
Head of Financial Services if required by the delegation / Constitution	Nigel Kennedy, Head of Financial Services	10/12/2024

Please send the completed form to forwardplan@oxford.gov.uk

Head of Law and Governance if required by the delegation / Constitution	Emma-Louise Jackman Head of Law and Governance.	10/12/2024
Cabinet Member(s) approval is required for all decisions	Linda Smith Cabinet Member for Housing	10/12/2024
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

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 £750,000 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.

Please send the completed form to forwardplan@oxford.gov.uk