

Decision type: Decision Specifically Delegated to Officers

Decision date: 01/04/2025

Decision maker: Tom Hook, Deputy Chief Executive

Decision title: Purchase of block of 4 x 1-bedroom flats at 14 Toot Hill Butts, Headington, OX3 8LB for a purchase price of £735,000

Summary

Decision being taken:	Purchase of a block of 4 one-bedroom flats 14, 14B, 14C, 14D Toot Hill Butts including the freehold at a purchase price of £735,000. Two of the flats to be allocated to RRTBR 25/26 programme and two flats to be allocated to Local Authority Housing Fund 3 programme.
Key decision:	No – published on the forwardplan on 03/03/2025
Source of delegation:	<p>RRTBR Element: General Delegation under 17 April 2024 Cabinet as part of the HRA budget for RRTBR.</p> <p>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.</p> <p>LAHF 3 Element: Cabinet – 13th November 2024 Council – 25th November 2024 Council resolved to:</p> <ol style="list-style-type: none"> 1. Approve the Council becoming part of the Local Authority Housing Fund Round 3, in order to deliver 5 new affordable homes. 2. Recommend to Council, the approval of an allocation of £1,910,000 capital budget from the Housing Revenue Account, for the Council's investment to purchase the

properties as part of Local Authority Housing Fund Round 3, with up to £1,061,000 being funded from HRA borrowing, and the rest covered by grant of up to £849,000.

3. Delegate authority to the Interim Executive Director (Communities and People) in consultation with; the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer; and the Head of Law and Governance/Monitoring Officer, to enter into agreements and contracts to facilitate the purchase by the Council of housing (to be held in the HRA) within the identified budget and within the project approval.

Governance/Monitoring Officer to enter into agreements and contracts to facilitate the purchase by the Council of housing (to be held in the HRA) within the identified budget and within this project approval.

Cabinet Member: Linda Smith, Cabinet Member for Housing.

Corporate Priority: None.

Policy Framework: None.

The Deputy Chief Executive decides as follows:

1. To purchase a block of 4 one-bedroom flats 14, 14B, 14C, 14D Toot Hill Butts including the freehold at a purchase price of £735,000. Two of the flats to be allocated to RRTBR 25/26 programme and two flats to be allocated to Local Authority Housing Fund 3 programme.

Appendix No.	Appendix Title	Exempt from Publication
N/A	N/A	N/A

Introduction and background

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.

As at 13th April cabinet made the decision to become part of the Local Authority Housing Fund Round 3, in order to deliver 5 new affordable homes.

Reasons for the decision

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

In response to the above, the decision to use allocated funds of £735,000 (£367,500 per programme) for the purchase of 4 one-bedroom flats at 14 Toot Hill Butts to provide a total of 4 new affordable homes for the HRA.

Alternative Options Considered

None.

Equalities Impact

N/A

Risks

None – N/A

Carbon and Environmental Considerations

N/A

Implications of making the decision

Financial implications	None	Completed by: Nigel Kennedy, Group Finance Director Date: 31/03/2025
Legal implications	None	Completed by: Emma Jackman, Director of Law, Governance and Strategy Date: 31/03/2025
Other implications	None	Completed by: Dave Scholes, Affordable Housing Supply Corporate Lead Date: 31/03/2025
Member declared interests	None	Completed by: Emma Jackman, Director of Law, Governance and Strategy Date: 31/03/2025

Background Documents

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

Cabinet Report RRBTR – April 17th 2024.

[Use of Retained Right to Buy Receipts to increase the provision of more affordable housing.pdf](#)

Cabinet Report LAHF 3 – November 14th 2025.

[OxCityCouncil Cabinet report](#)

Report author	Andy Dorrington
Job title	Affordable Housing Development Officer
Service area or department	Affordable Housing Supply – Regeneration and Economy
Email contact	adorrington@oxford.gov.uk


Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Head of Service where the decision maker is the Chief Executive or an Executive Director.	Dave Scholes, Affordable Housing Supply Corporate Lead	31/03/2025
Head of Financial Services Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director.	31/03/2025
Head of Law and Governance Where required by the	Emma-Louise Jackman, Director of Law, Governance and Strategy.	31/03/2025

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

Constitution or conditions of the delegation		
Cabinet Member(s) Where required by the conditions of the delegation	Linda Smith, Cabinet Member for Housing.	31/03/2025
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

Decision Maker Approval

<i>Name and job title</i>	<i>Date</i>
 Tom Hook Deputy Chief Executive – City & Citizens	01/04/2025

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call in period has passed.**

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

NOTES

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.
- in accordance with Part 4.4 of the Constitution as follows:
 - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
 - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
 - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

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

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision

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)

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

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 which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is:
 - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
 - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
 - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
 - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on 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