

Decision type: **Decision Specifically Delegated to Officers Decision**

Decision date: 12th August 2025

Decision maker: Tom Hook Deputy Chief Executive – City and Citizens’ Services

Decision title: Appointment of successful suppliers to Interim Emergency Temporary Accommodation Framework

| Summary | |
|------------------------------|--|
| Decision being taken: | To appoint successful suppliers listed below to Lot 1, Lot 2, Lot 3 and Lot 4 of the Interim Emergency Temporary Accommodation Framework. |
| Key decision: | No |
| Source of delegation: | Cabinet delegated decision on 10th July 2024. <ul style="list-style-type: none"> • OxCityCouncil Cabinet report |
| Cabinet Member: | Councillor Linda Smith, Cabinet Member for Housing and Communities |
| Corporate Priority: | More Good Affordable Homes. |
| Policy Framework: | Housing, Homelessness and Rough Sleeping Strategy 2023-2028 |

The Deputy Chief Executive – City and Citizens’ Services decides as follows:

- Lot 1: Emergency Accommodation for Adults with Dependent Children**
To award Oxford bed and breakfast limited, JW Property Management Group Ltd and Barlow Tree Limited to Lot 1 of the Interim Emergency Temporary Accommodation Framework
- Lot 2: Emergency Accommodation for Adults with No Dependent Children**
To award Oxford bed and breakfast limited, JW Property Management Group Ltd, Barlow Tree Limited, Supreme Hotels LLP and Shaheer Ltd to Lot 2 of the Interim Emergency Temporary Accommodation Framework.
- Lot 3: Emergency Accommodation for Higher Risk Adult Singles and Couples**
To award Oxford bed and breakfast limited, JW Property

Management Group Ltd and Barlow Tree Limited to Lot 3 of the Interim Emergency Temporary Accommodation Framework

4. **Lot 4: Emergency Self-Contained Accommodation** To award JW Property Management Group Ltd and Limitless Sourcing Group Ltd to Lot 4 of the Interim Emergency Temporary Accommodation Framework.

| Appendix No. | Appendix Title | Exempt from Publication |
|--------------|----------------|-------------------------|
| Appendix 1 | Risk Register | No |

Introduction and background

1. Oxford City Council has a statutory duty to provide interim accommodation for households whom the authority has reason to believe are eligible, homeless and in Priority Need as prescribed under housing legislation.
2. Due to a significant increase in demand, there has been a corresponding rise in spending on temporary accommodation.
3. To address this need and ensure value for money, the council is establishing a framework for suppliers. This framework aims to secure fixed prices and discounts for block bookings, providing reassurance and confidence in the suppliers involved. The framework will operate through call-off contracts awarded via competitive tendering, subject to separate decisions. It is designed to be an open framework, allowing for the possibility of additional suppliers being added over time. The value of the framework is aligned with the council's approved budget for Emergency Temporary Accommodation, which falls under the General Fund and is classified under Area S13K - Housing Needs.
4. The introduction of a supplier framework is proposed to manage the increased demand and spending on temporary accommodation. This framework would offer fixed prices, discounts for block bookings, and reliable supplier relationships, ultimately benefiting the Council by controlling costs and ensuring quality service.
5. The framework has been procured through an open and competitive tendering process, in full compliance with public procurement law. This ensures transparency, fairness, and equal opportunity for all potential suppliers. The procurement process adhered to the principles of the Public Contracts Regulations 2015, including the publication of the contract notice, the use of objective criteria for selection and award, and the provision of feedback to unsuccessful bidders. This rigorous process guarantees that the framework is legally sound and that the appointed suppliers meet the required standards of quality and reliability.

Reasons for the decision

6. It is expected that this decision will have several benefits, such as efficiencies in process and procedures freeing up capacity in operational teams, provide further assurance on accommodation quality whilst also ensuring compliance with procurement law.

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Alternative Options Considered

7. While demand for Temporary Accommodation remains high and due to the ongoing volume and cost of hotel use, the Council needs to establish a new Emergency Temporary Accommodation Framework to enable it to award contracts, in an open, fair and transparent way whilst also ensuring compliance with procurement law.

Equalities Impact

8. The decisions to be taken under this report relate to procuring a Framework through which the Council can purchase Emergency Temporary Accommodation such as hotel rooms. There is no adverse impact on equalities expected from such a procurement.

Risks

9. See Risk Register Attached under Appendix 1.

Carbon and Environmental Considerations

10. There are few environmental considerations arising directly from this report. Any property booking purchased for Temporary Accommodation will comply with the Decent Homes Standard, Housing Health & Safety Rating System (HHSRS) and be compliant with regulatory requirements.

Implications of making the decision

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|-------------------------------|--|---|
| Financial implications | By establishing a framework of suppliers, the council aims to secure fixed prices and discounts for block bookings, thereby achieving Value for Money in the provision of emergency TA. | Completed by: Jason Jones Date: 11/08/2025 |
| Legal implications | On 10.07.2024, the Cabinet approved the establishment of a framework for the Procurement of Emergency Temporary Accommodation ("the Framework") under the Public Contracts Regulations 2015. The main body of the report confirms that the Framework has now been competitively procured in full compliance with the Regulations. At the same time as approving the establishment of the Framework, the Cabinet provided delegated power to the Executive Director (Communities and People) to agree the final structure of the Framework and appoint | Completed by: Joanna Williams Date: 23/07/2025 |

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| | <p>successful suppliers to all lots on the Framework.</p> <p>The role of the Executive Director (Communities and People) is now subsumed within the role of the Deputy Chief Executive, City and Citizen's Services, who consequently has the delegated authority to make the decision set out in this Officer Decision Notice.</p> <p>The Deputy Chief Executive – City and Citizens' Services is now being recommended to make a decision, based on the Cabinet delegation, to appoint the successful suppliers to the relevant Lots of the Framework, through the City Council entering into individual Framework Agreements with each of the successful suppliers.</p> <p>Forms of Framework Agreements have been drafted and approved by legal services.</p> | |
| Other implications | No other implications | <p>Completed by:</p> <p>Kieran Edmunds, Rapid Rehousing Manager, Housing Services</p> <p>Date:</p> <p>08/05/2025</p> |
| Member declared interests | No interests declared | <p>Completed by:</p> <p>Kieran Edmunds, Rapid Rehousing Manager, Housing Services</p> <p>Date:</p> <p>08/05/2025</p> |

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| Background Documents: None |
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|----------------------------|-------------------------|
| Report author | Kieran Edmunds |
| Job title | Rapid Rehousing Manager |
| Service area or department | Housing Services |

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Email contact

kedmunds@oxford.gov.uk

Consultee checklist

| Consultees | | Date |
|--|--|-------------|
| Senior officer e.g. the relevant service manager / Head of Service where the decision maker is the Chief Executive or an Executive Director. | | |
| Group Finance Director Where required by the Constitution or conditions of the delegation | | |
| Head of Law and Governance Where required by the Constitution or conditions of the delegation | | |
| Cabinet Member(s) Where required by the conditions of the delegation | | |
| Ward Members Where required by the Constitution or conditions of the delegation | | |

Decision Maker Approval

| | |
|---|-------------------|
|  Tom Hook Deputy Chief Executive – City and Citizens’ Services | 12/08/2025 |
| The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution. | |

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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.

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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 sheet (excluding all exempt or confidential information) will be published on the Council's website.

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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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.

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