

**Decision type:** Decision Specifically Delegated to Officers  
**Decision date:** 23 October 2025  
**Decision maker:** Tom Hook, Deputy Chief Executive  
**Decision title:** Decision to award a contract for EPC Assessments, Retrofit Assessments and Improvement plans.

Summary	
<b>Decision being taken:</b>	Decision to award a contract for EPC Assessments, Retrofit Assessments and Improvement plans for up to 3 years with a total value of £185k including VAT.
<b>Key decision:</b>	No
<b>Source of delegation:</b>	Cabinet on Wednesday 12 June 2024 <a href="#">Minutes</a> - Section 12, Bullet point 2
<b>Cabinet Member:</b>	Councillor Linda Smith, Cabinet Member for Housing; Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice
<b>Corporate Priority:</b>	Pursue a zero carbon Oxford; Support thriving communities
<b>Policy Framework:</b>	Council Strategy 2020-24; Zero Carbon Council by 2030: 4 <sup>th</sup> Carbon Management Plan 2021/22 to 2029/30; Zero Carbon Oxford Action Plan; Housing, Homelessness and Rough Sleeping Strategy 2023-2028

The Deputy Chief Executive decides as follows:

1. To award and enter into a contract for EPC Assessments, Retrofit Assessments and Improvement plans for up to 3 years with a total value of £185k including VAT to Greenstorm Limited.

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

### **Introduction and background**

1. Oxford City Council (OCC) has set a target of getting 95% of its housing stock to an Energy Performance Certificate (EPC) C or above by 2030.
2. The Council does not currently have EPCs for all of its housing stock and a large majority of EPCs are out of date, due to their age and works being carried out since they were produced.

### **Reasons for the decision**

3. In order to establish what works are needed to achieve EPC C in our housing stock, and to confirm which properties are currently below an EPC C, the Council's housing stock data needs to be improved via new EPCs.
4. A supplier is required to deliver EPCs, Retrofit Assessments and improvement plans so defined work packages can be determined to ensure the Council's target can be met. This will allow for works to be incorporated into the capital programme and separate stand-alone projects where there is no alignment. These work packages will also place the Council in a better position if funding should become available.
5. Cabinet approval was given to spend funds and award contracts on Wednesday 12 June 2024.

### **Alternative Options Considered**

6. Do nothing – the Council will not deliver its EPC C target as packages of works cannot be developed.
7. Use in house tool – these proved to be inaccurate in the early stages of the Energy Efficiency programme under SHDF wave 2.1

### **Equalities Impact**

8. n/a

### **Risks**

9. Access is the key risk to delivery. The chosen supplier has provided a comprehensive plan to overcome the issues previously experienced.

### **Carbon and Environmental Considerations**

10. Reduction in carbon emissions from Housing stock will result from the developed packages of work.

### **Implications of making the decision**

Please send the completed form to [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)

<b>Financial implications</b>	Delegated authority was given by Cabinet to spend the previously approved remaining HRA 24 /25 budget, as agreed by full Council in 2023/24, for the purposes of HRA Energy Efficiency projects, including awarding contracts to contractors and consultants to manage and deliver the projects following procurement processes outlined in the constitution.	<b>Completed by:</b> Nigel Kennedy Group Finance Director <b>Date:</b> 21/10/25
<b>Legal implications</b>	<p>Officers have stated a compliant procurement process was conducted following Part 19 of the Constitution. and the contract will be awarded using the OCC standard Low Value SERVICES Contract Terms and Conditions as the value is £185k including VAT.</p> <p>No specific legal support has been sought on this procurement.</p> <p>The Deputy Chief Executive has the authority to take the decision to award the contract under the part 19.17 of the constitution. However as there is a Cabinet delegation which relates to this matter consultation with Head of Finance and head of Law and Governance is also required prior to taking the decision.</p>	<b>Completed by:</b> Joanna Williams Senior Lawyer <b>Date:</b> 22/10/25
<b>Other implications</b>	N/a there are no equalities impacts.	<b>Completed by:</b> Juliet Nicholas Energy and Sustainability Manager <b>Date:</b> 20/10/2025
<b>Member declared interests</b>	There are no member declared interests.	<b>Completed by:</b> Juliet Nicholas Energy and Sustainability Manager

Please send the completed form to [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)

		<b>Date:</b> 20/10/2025
--	--	----------------------------

<b>Background Documents</b>
<b>Not applicable</b>

<b>Report author</b>	Juliet Nicholas
Job title	Energy and Sustainability Manager
Service area or department	Property Services
Email contact	jnicholas@oxford.gov.uk


### Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</b>
<b>Senior officer</b> e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	Nerys Parry, Director of Housing	20/11/25
<b>Group Finance Director</b> Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director	21/10/25
<b>Director of Law, Governance and Strategy</b> Where required by the Constitution or conditions of the delegation	Emma Griffiths, Legal Service Manager for and on behalf of the Director of Law, Governance & Strategy	22/10/25
<b>Cabinet Member(s)</b> Where required by the conditions of the delegation	n/a	
<b>Ward Members</b>	n/a	

Please send the completed form to [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)

Where required by the Constitution or conditions of the delegation		
--	--	--

### Decision Maker Approval

<i><b>Name and job title</b></i>	<i><b>Date</b></i>
 Tom Hook Deputy Chief Executive	23/10/2025

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 [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)

## NOTES

The law<sup>1</sup> 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.

---

<sup>1</sup> 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 [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)

## **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 [acforwardplan@oxford.gov.uk](mailto:acforwardplan@oxford.gov.uk)