

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

Decision date: 30/10/2025

Decision maker: Tom Hook, Deputy Chief Executive

Decision title: Programme Delivery Transfer – Purchase flat 1, 45 Wytham Street, Oxford, OX1 4TR for a total purchase price of £195,000 to the LAHF 3 programme instead of the RRTBR 25/26 programme.

Summary	
Decision being taken:	To purchase flat 1, 45 Wytham Street, Oxford, OX1 4TR for a total purchase price of £195,000 to the LAHF 3 programme. It was envisaged that the property would be funded under the RRTBR 25/26 programme however due to the requirement to acquire a minimum of 5 units for the LAHF 3 programme it is necessary to change the programme through which this property will be acquired.
Key decision:	No
Source of delegation:	Cabinet – 13th November 2024 The Cabinet resolved to: 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.
Cabinet Member:	Linda Smith, Cabinet Member for Housing.
Corporate Priority:	None.
Policy Framework:	None.

The Deputy Chief Executive decides as follows:

1. To approve the purchase of flat 1, 45 Wytham Street, Oxford, OX1 4TR for a total purchase price of £195,000 to the LAHF 3 programme to meet the

Council's requirement to acquire a minimum of 5 units for the LAHF 3 programme.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	N/A	
Appendix 2	N/A	

Introduction and background

Cabinet – 13th November 2024

Council – 25th November 2024

Approval was given for the Council to become part of the Local Authority Housing Fund Round 3 programme in order to deliver 5 new affordable homes.

Reasons for the decision

It is necessary to acquire flat 1, 45 Wytham Street, Oxford, OX1 4TR for a total purchase price of £195,000 to the LAHF 3 programme, instead of the RRTBR programme to meet the Council's requirement of 5 new homes as part of the LAHF 3 programme. Reference to the relevant cabinet delegation for this has been made in the source of delegation section of this form. The original decision on 12 August 2025 to acquire the property via RRTBR 25/26 has also been provided under background documents. The delegation to acquire property under the RRTBR 25/26 programme has also been included for reference.

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 Date: 21/10/2025
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Legal implications	The acquisition could be made using either of the delegated authorities quoted but the LAHF 3 programme is being used to ensure that the Council meets the requirement to acquire 5 units under that programme,	Completed by: Emma-Griffiths Legal Services Manager Date: 23 October 2025
Other implications	None.	Completed by: Andy Dorrington Date: 21/10/2025
Member declared interests	None.	Completed by: Linda Smith Date: 21/10/2025

Background Documents
Cabinet Report Local Authority Housing Fund Round 3 – November 13 th 2024. OxCityCouncil Cabinet report
Original decision - Decision - Purchase of a block 4 x one-bedroom units situated at 45 Wytham Street, Oxford, OX1 4TR. Oxford City Council

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	21/10/2025

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Head of Financial Services Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director.	21/10/2025
Head of Law and Governance Where required by the Constitution or conditions of the delegation	Emma Griffiths, Legal Services Manager, for and on behalf of the Director of Law, Governance and Strategy.	23/10/2025
Cabinet Member(s) Where required by the conditions of the delegation	Linda Smith, Cabinet Member for Housing.	21/10/2025
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 Citizen & City Services	28/10/2025

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.**

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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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