

To: **Cabinet**
Date: 13 January 2026
Report of: Jane Winfield – Director of Property and Assets
Title of Report: **Write-off of Commercial Tenant Rent Arrears**

Summary and recommendations	
Decision being taken:	To approve the write-off of commercial rent arrears above the limit which officers can approve under the scheme of delegation.
Key decision:	No
Cabinet Member:	Cllr Ed Turner – Deputy Leader (Statutory) – Finance and Asset Management
Corporate Priority:	Well Run Council
Policy Framework:	Asset Management Strategy

Recommendation(s): That Cabinet resolves to:

1. **Approve** the write-off of arrears relating to the property identified in the Exempt Appendix 1;

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Summary of current position and proposed action	<p>Yes</p> <p>This information is exempted from publication under Schedule 12A to the Local Government Act 1972 on the following basis:</p> <p>Information about someone's finances or business.</p>
Appendix 2	Risk Assessment	No

Introduction and background

1. The Council has a historic commercial property portfolio, which brings in much needed income to fund core services. As a major landlord in the city, the portfolio also allows the Council to provide a level of custodianship.
1. The impacts of the COVID-19 pandemic had a significant impact on the Council's retail, food and beverage, and commercial tenants, particularly those located within the City centre.
2. Both during and after the pandemic Council officers took various actions to reach agreements in respect of the rent arrears which included negotiating agreements with tenants. Many of these agreements are still in place and tenants are continuing to adhere to them.
3. Cabinet approval has previously been given in March 2023 and June 2024 to write-off a number of arrears. There remains one Tenant where, due to them going into administration, it has not been possible to reach an agreement.
4. It should be noted that this case has been discussed between Corporate Property and Finance to ensure that this is the appropriate course of action.

Financial implications

5. The debt to be written-off amounts to £100,782.38 and a provision for this bad debt has been made in prior years. All avenues of debt recovery have been explored, and we have been notified by the administrators that there are no remaining funds available to contribute towards this debt. This write-off will have no impact on the accounts for 2025/26 other than an accounting adjustment to write-off the debt and reduce the balance on the bad debt provision.

Legal issues

6. In accordance with clause 18.20(d) of the Constitution all write-offs above £100,000 require Cabinet approval.

Level of risk

7. Please see Appendix 2 for a copy of the risk assessment.

Equalities impact

8. This decision does not have an impact on anyone with protected characteristics, on this basis an Equalities Impact Assessment is not required.

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Background Papers:

None

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