

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

Decision date: **28 January 2026**

Decision maker: David Butler – Director of Planning and Regulation

Decision title: Framework Agreement for the provision of Home Improvement Agency Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works

Summary	
Decision being taken:	To appoint the 10 successful suppliers listed below to the framework agreement for the Provision of Oxford City Council Home Improvement Agency Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works
Key decision:	Yes - Issue details - Award Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works Oxford City Council
Source of delegation:	Delegated to the Director of Planning and Regulation at the Cabinet Meeting dated 12 March 2025
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing and Communities
Corporate Priority:	Foster an inclusive economy, deliver more affordable housing, support thriving communities & Pursue a zero carbon Oxford
Policy Framework:	None

The **Director of Planning and Regulation** decides as follows:

1. To appoint
Freechoice Property Services Limited
Harpford Renewables Limited
Hillrose Property Services Limited
Idyllic Construction Limited
Logic Contract Services Limited
NKS Contracts (Central) Ltd
Oxford Direct Services Trading Limited
R & A Haines Building Contractors
Seville Developments Limited
Snape Contracting Services Limited

to the Framework for the Provision of Oxford City Council Home Improvement Agency Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works

Appendix No.	Appendix Title	Exempt from Publication
N/A		

Introduction and background

10. Oxford City Council is contracted by Oxfordshire County to carry out their home Improvement Agency functions. Part of such function is facilitating the distribution and use of Disabled Facilities Grant (DFG). DFG helps fund works to enable a person to remain in their home. The current process is once potential works are identified the council obtains quotes and a determination is then made as to whether the individual will receive a grant to cover the cost of the works. If a grant is given, the member of the public has a choice whether to use the contractor from whom the council obtained the quote or use someone else. The contract for the works is between the member of the public and the contractor.
11. As part of its obligations under the contract the City Council is responsible for establishing a set of reputable contractors from whom quotes can be obtained for DFG works. The Framework Agreement, has been procured to facilitate this process, and includes 10 contractors.
12. The aim of the new Framework Agreement is to update the mechanism by which the council can access suitable experienced and qualified contractor(s) to deliver level access showers/wetrooms, ramps and associated bathroom works in private individuals' homes paid for by Disabled Facility Grants (DFG).
13. As each work commission is unique to the member of the public each work will be advertised to all suppliers via a mini competition procedure to establish the best value option.
1. Delegated Authority was given to the Director of Planning and Regulation to enter into the Framework Agreement and award a place on the framework to the successful contractors following the procurement process
14. Estimated spend through the Framework using the Disabled Facilities Grant allocation is £600K per annum

Reasons for the decision

2. DFG funds are part of the Better Care Fund which are given to Oxford City Council to spend in specific regulated ways. The funds are awarded to the member of the public as a DFG recipient, and it becomes their money.
15. The establishment of this framework enables to the Council to meet the requirement for Disabled Facilities Grants to offer comparable prices from at least two contractors assessed against Quality/Price, which can be covered under a framework agreement such as this proposal. Further the use of the framework enables officers to pre-vet contractors and make the process of obtaining quotes more time efficient.

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3. There is no obligation on the council to use the Framework and there is no guarantee of any work being awarded to any of the contractors on it.

Alternative Options Considered

16. Sticking with our current framework was not recommended. Only one contractor was returning quotations leading to delays for clients.

Equalities Impact

17. This decision has no negative equalities impacts.

Risks

18. The procurement process that was undertaken was fully compliant with the Council's Contract Rules and Financial Rules and the Procurement Act 2023 / Procurement Regulations 2024 .
19. Not having a functioning Framework limits the availability of contractors and can cause considerable delays to those disabled and vulnerable individuals already at risk.

Carbon and Environmental Considerations

20. Not applicable

Implications of making the decision

Financial implications	The Financial implications are included within the Council's budget. IN ADDITION TO GFD CONSULTATION	Completed by: Nigel Kennedy – Group Finance Director Date: 22/01/2026
Legal implications	On 12 March 2025, the Cabinet approved the establishment of a framework for the Procurement of Emergency Temporary Accommodation ("the Framework"). At the same time as approving the procurement of the Framework, Cabinet provided delegated power to the Director of Planning and Regulation to appoint successful suppliers to the Framework. A competitive procurement process has been undertaken and the contract documents drafted and overseen by legal services The Director of Planning and Regulation is empowered under the	Completed by: Joanna Williams Solicitor - Acting Team Leader Major Projects and Commercial Date: 17/12/25


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	delegation from Cabinet to appoint the successful suppliers to the Framework, If the recommended decision is agreed the City Council will enter into individual Framework Agreements with each of the successful suppliers.	
Other implications	N/A	Completed by: Becky Walker Date: 29 January 2026
Member declared interests	N/A	Completed by: Becky Walker Date: 29 January 2026


Background Documents
Linked into the Cabinet meeting above

Report author	Becky Walker
Job title	HIA Manager
Service area or department	Planning and Regulation
Email contact	bwalker@oxford.gov.uk


Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	N/A	
Group Finance Director Where required by the Constitution or conditions of the delegation		21.01.2026

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	Nigel Kennedy	
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	 Emma Jackman	18.12.2025
Cabinet Member(s) Where required by the conditions of the delegation	n/a	
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>
David Butler – Director of Planning & Regulation 	28/01/2026

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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