

Decision type: **Decision Specifically Delegated to Officers**
Decision date: 31/03/26
Decision maker: David Butler – Director of Planning and Regulation
Decision title: Minor Change to Housing Assistance and Disabled Adaptations Policy.

Summary	
Decision being taken:	Minor Change to Housing Assistance and Disabled Adaptations Policy
Key decision:	[No]
Source of delegation:	Delegated to the Director of Planning & Regulation, in conjunction with the Portfolio Holder, to approve any minor amends to the Policy in future years by Cabinet on Wednesday 5th February 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:	Housing Assistance and Disabled Adaptations Policy

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

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|----|---|
| 1. | To make minor adjustments to the Housing Assistance and Disabled Adaptations Policy wording as set out in Appendix 1 and 2. |
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Appendix No.	Appendix Title	Exempt from Publication
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Appendix 1	Housing Assistance and Disabled Adaptations Policy - Current	NO
Appendix 2	Housing Assistance and Disabled Adaptations Policy - Proposed	NO

Introduction and background

1. Oxford City Council is contracted by Oxfordshire County Council 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 using the attached policy.
2. Many of our grants are urgent works to prevent hospital admission or allow for hospital discharge. The aim of the change is to clarify our policy procedures to reflect that only one quote is required to expediate the urgent heating works paid for by Disabled Facility Grants (DFG).
3. Delegated Authority was given to the Director of Planning and Regulation to approve any minor amends to the Policy in future years by Cabinet on Wednesday 5th February 2025.

Reasons for the decision

4. This is to clarify our procedure to ensure we are compliant with the legislation.

Alternative Options Considered

5. None

Equalities Impact

6. Equalities Impact Assessment attached as an appendix.

Risks

7. Risk register attached as an appendix.

Carbon and Environmental Considerations

8. N/A

Implications of making the decision

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Financial implications	Policy wording has been strengthened through this decision by adding clarity to criteria for frequency of applications, number of quotes required and value thresholds.	Completed by: Clare Paterson Strategic Finance Manager Date: 13.03.2026
Legal implications	N/A	Completed by: Becky Walker Date: 31 March 2026
Other implications	N/A	Completed by: Becky Walker Date: 31 March 2026
Member declared interests	N/A	Completed by: Becky Walker Date: 31 March 2026

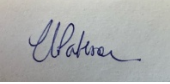
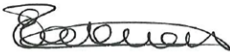
Background Documents
N/A

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
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<p>Senior officer</p> <p>e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.</p>	N/A	
<p>Group Finance Director</p> <p>Where required by the Constitution or conditions of the delegation</p>	 Nigel Kennedy/Clare Paterson	13/03/26
<p>Director of Law, Governance and Strategy</p> <p>Where required by the Constitution or conditions of the delegation</p>	 Emma Jackman	6/3/26
<p>Cabinet Member(s)</p> <p>Where required by the conditions of the delegation</p>	Councillor Linda Smith	05 March 2026
<p>Ward Members</p> <p>Where required by the Constitution or conditions of the delegation</p>	N/A	

Decision Maker Approval

<i>Name and job title</i>	<i>Date</i>
 David Butler – Director of Planning & Regulation	31/3/26

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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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