

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

Decision date: 30/04/2026

Decision maker: Tom Hook, Deputy Chief Executive for City and Citizen Services

Decision title: To purchase the leasehold interest of a one-bedroom flat at 2B Gerard Place, Cowley, Oxford, OX4 3HD as part of the additional RRTBR programme.

Summary

Decision being taken:	To purchase the leasehold interest of a one-bedroom flat at 2B Gerard Place, Cowley, Oxford, OX4 3HD as part of the additional RRTBR programme.
Key decision:	No
Source of delegation:	General Delegation under 17 April 2024 Cabinet as part of the HRA budget for RRTBR. Delegate authority to the Executive Director (Communities and People) in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to agree sites and enter into agreements and contracts relating to the spend of Retained Right to Buy Receipts for the provision of additional affordable housing into the Housing Revenue Account within this project approval.
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing and Communities.
Corporate Priority:	None.
Policy Framework:	None.

The Deputy Chief Executive for City and Citizen Services decides as follows:

1. To purchase the leasehold interest of a one-bedroom flat at 2B Gerard Place, Cowley, Oxford, OX4 3HD for a purchase price of £280,000 as part of the additional RRTBR programme.

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

Introduction and background

1. As at 17th April 2024 cabinet made the decision to use Retained Right to Buy Receipts for the provision of additional affordable housing into the Housing Revenue Account. The numbers of applicants on the housing registers continues to rise. Across the general and homeless registers, and TA (and combined across all registers) the need is highest for 1-bed homes. This form of delivery allows us to respond to the immediate housing need.

Reasons for the decision

2. In response the above, the decision has been made to use allocated funds of £280,000 to purchase the leasehold interest of a one-bedroom flat at 2B Gerard Place, Cowley, Oxford, OX4 3HD as part of the additional RRTBR programme in order to provide an additional affordable housing unit for the HRA to respond to the immediate housing need. If the decision is not taken, the council would not be responding to the immediate housing need, and we would miss out on the opportunity to purchase a much needed one-bedroom home.

Alternative Options Considered

3. An alternative option would be to not purchase the property, this decision has not been taken as the property provides a suitable opportunity for the council to deliver an additional much needed one-bedroom home.

Implications of Local Government Reorganisation

4. None. Written consent from successor councils not required.

Equalities Impact

5. N/A

Risks

6. N/A

Carbon and Environmental Considerations

7. N/A

Implications of making the decision

Financial implications	None.	Completed by: Alistair Rush Date: 21/04/2026
Legal implications	None.	Completed by: Emma-Louise Jackman

Please send the completed form to acforwardplan@oxford.gov.uk

		Date: 27/04/2026
Other implications	None.	Completed by: Andy Dorrington Date: 21/04/2026
Member declared interests	None.	Completed by: Linda Smith Date: 21/04/2026

Background Documents
Cabinet Report RRBTR – April 17 th 2024. Use of Retained Right to Buy Receipts to increase the provision of more affordable housing.pdf

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	21/04/2026
Group Finance Director Where required by the Constitution or conditions of the delegation	Alistair Rush, Interim Group Finance Director	21/04/2026
Director of Law, Governance and Strategy	Emma-Louise Jackman, Director of Law, Governance and Strategy.	

Please send the completed form to acforwardplan@oxford.gov.uk

Where required by the Constitution or conditions of the delegation		27/04/2026
Cabinet Member(s) Where required by the conditions of the delegation	Linda Smith, Cabinet Member for Housing and Communities.	21/04/2026
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

Decision Maker Approval

Name and job title	Date
 Tom Hook, Deputy Chief Executive	30/04/2026

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.**

Please send the completed form to acforwardplan@oxford.gov.uk

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)

Please send the completed form to 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