

Decision type: Decision Specifically Delegated to Officers
Decision date: 02/07/2026
Decision maker: Director of Communities and Citizens Services
Decision title: Approval of the Ward Member Budget Application for Councillor Upton

Summary	
Decision being taken:	For the Director of Communities and Citizens Services to approve the Ward Member Budget application for Councillor Upton
Key decision:	No
Source of delegation:	Delegated by Cabinet on 15 April 2026: Decision - Review of Ward Member Budget and Community Infrastructure Levy Councillor Applications Oxford City Council
Cabinet Member:	None
Corporate Priority:	Thriving Communities
Policy Framework:	None.

The Director of Communities and Citizens Services decides as follows:

1. **Approve** the Ward Member Budget request from Councillor Upton for £500 payment to St Philip and James' Primary School. The funding support tree planting as part of their greener, healthier environment project.

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

Introduction and background

1. Each member of Council will (subject to the budget being approved annually by Council) be allocated an amount of money to spend in their ward (Ward Member Budgets). If the ward member changes during the year without their full allocations being designated (including any allocations carried forwards from a previous year), the replacement ward member will be able to allocate the remaining balance.

2. The Ward Member Budget allocation may be spent only if it would benefit the economic, social or environmental well-being in relation to the member's own ward. Members may pool budgets across adjoining wards to benefit a wider area. The allocation can be spent on community projects benefitting groups or communities living or working in the ward such as:
 - a. Improving, refurbishing or cleaning up parts of the local area
 - b. Purchasing new street furniture or signage (having regard to any future servicing or maintenance requirements)
 - c. Supporting local groups, events or newsletters
3. The rules surrounding Ward Member Spend can be found at part 4.7 of the Constitution.

Reasons for the decision

Councillor Upton has submitted a request for a £500 payment to St Philip and James' Primary School.

The Councillor notes 'SS Phil and Jim's School have launched an ambitious new fundraising project to help create a greener, healthier environment for the children and community. Over this school term, they are working with the PTA to raise £10,000 for sustainability projects across the school - including tree planting, rewilding a dedicated area of the playground and creating natural shaded spaces.'

Alternative Options Considered

4. The Ward Member spend could not be approved; however, the application has been reviewed by the relevant consultees and fits with the scheme as set out within the Constitution.

Implications of Local Government Reorganisation

5. This decision has no direct implications relating to the upcoming Local Government Reorganisation.
6. A future funding model for members to apply to fund projects within their wards would be a decision for the new unitary authority covering Oxford.

Equalities Impact

7. The impact on equalities has been considered by the Ward Member before the application was submitted. Officers have reviewed the application, and any potential impacts have been considered before the final decision was taken.

Risks

8. The risks of the Ward Member Budget spend has been considered by Officers before the application was approved.

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Implications of making the decision

Financial implications	Councillor has enough funds within their account for this application.	Completed by: Barbara Smolonska, Senior Management Account Date: 01/07/2026
Legal implications	There are no legal implications.	Completed by: Jonathan Malton, Committee and Member Services Manager Date: 01/07/2026
Other implications (Construction, Design and Management Regulations 2015)	N/A	Completed by: N/A
Member declared interests	There are no declarations of interest.	Completed by: Jonathan Malton, Committee and Member Services Manager Date: 01/07/26

Background Documents
None

Report author	Maria Clark
Job title	Grants and External Funding Officer
Service area or department	Communities and Citizens' Services
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Consultee checklist

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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.	Jonathan Wright, General Fund Surveying Manager, under delegated authority from Jane Winfield, Director of Property and Assets	N/A
Group Finance Director Where required by the Constitution or conditions of the delegation	Barbara Smolonska, Senior Management Accountant, under delegated authority from Alistair Rush, Interim Group Finance Director (Section 151 Officer)	01/07/2026
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	Jonathan Malton, Committee and Member Services Manager, under delegated authority from Emma Jackman, Director of Law, Governance and Strategy (Monitoring Officer)	01/07/2026
Cabinet Member(s) Where required by the conditions of the delegation	N/A	N/A
Ward Members Where required by the Constitution or conditions of the delegation	N/A	N/A

Decision Maker Approval

Name and job title	Date
Paula Redway, Culture and Community Development Manager, under delegated authority from Helen Bishop, Director of Communities and Citizens' Services	02/07/2026

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
 - Any Ward Member Budget and Community Infrastructure Levy application under 4.7 Ward Member decisions.

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

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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sheet (excluding all exempt or confidential information) will be published on the Council's website.

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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