

Memorandum of understanding between Ministry of Housing, Communities and Local Government, and Oxford City Council

June 2026

1. BACKGROUND

Oxford City Council is being funded to complete spatial work on the Oxford Central and West End opportunity area. This will include staffing delivery role(s) for the West End and strategic infrastructure in the City. This MOU sets out an agreement for £1,000,000 to be provided by MHCLG and to be spent by Oxford City Council on activities as set out above.

2. PURPOSE AND SCOPE

2.1 This Memorandum of Understanding (“MOU”) sets out the terms, principles and practices that will apply to the working relationship between the Ministry of Housing, Communities and Local Government (“MHCLG”) and Oxford City Council (“the Council”) regarding the commissioning of spatial work for the Oxford Central and West End opportunity area and supporting activities.

2.2 This MOU is not legally binding, and no legal obligations or legal rights shall arise between the Parties from the provisions of the MOU. The Parties enter into the MOU intending to honour all their obligations.

3. PURPOSE OF FUNDING

3.1 MHCLG will allocate funding of £1,000,000 to the Council.

3.2 The goal of the funding is to develop spatial thinking and a framework for the Oxford Central and West End opportunity area and supporting activities. This will be completed through 2026 with reporting on the spatial framework provided to MHCLG in September 2026.

4. FINANCIAL ARRANGEMENTS

4.1. The Secretary of State for Housing, Communities and Local Government has determined under Section 31 of the Local Government Act 2003 that a grant of £1,000,000 should be paid to Oxford City Council.

4.2. The maximum amount of grant payable for the funding period between date of agreeing this MOU and before 01/04/2027 is £1,000,000.

4.3. The Council should not use the grant for purposes other than those defined in section 3 of this document.

4.4. The funding will be paid in a lump sum and consists of:

- i. £1,000,000 revenue which should be used for activities relating to spatial work for the Oxford Central and West End opportunity area and supporting activities.

4.5. The Council must keep a record of expenditure.

4.6. Upon completion of this MOU, MHCLG will send the Council a Grant Determination letter which sets out the financial terms and conditions under Section 31 grants.

5. DURATION

5.1. This MOU applies up to and including 31/03/2027.

5.2. This MOU will come into effect upon signature by the Parties. It may be extended by the written agreement of the Parties.

6. MONITORING AND EVALUATION

6.1. MHCLG will provide grant funding subject to the Council hereby agreeing to full transparency open book working on all matters relating to the project, including project proposals, project expenditure, reporting and evaluation forms.

6.2. The Council agrees to keep a record of project expenditure and report this to MHCLG.

6.3. The Council agrees to include MHCLG is on the project group for this work. MHCLG will continue to monitor progress through regular meetings with Oxford City Council. MHCLG will review the draft documents before they are finalised.

6.4. MHCLG may publish relevant data and use it to inform public statements.

6.5. MHCLG will ensure that any information published will be processed in accordance with the requirements of the data protection legislation.

7. WIDER EVALUATION

7.1. Participating local authorities may be asked by MHCLG to participate in a wider programme evaluation to help MHCLG better understand whether the programme was able to achieve its stated aims. This will be for the purpose of understanding the impact of the Fund and the identification of any best practice or learning to inform future policy making.

8. ASSURANCE AND RISK MANAGEMENT

8.1. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid/subsidy control, equalities duties, procurement, health and safety and fraud.

8.2. Ownership of risk will be transferred to the Council. The Council will be responsible for mitigation of any risks that arise throughout the delivery of the Fund.

8.3. The Council will complete their own Fraud Risk Assessment to ensure the safe administration of grants and that appropriate measures are put in place to mitigate against the risk of both fraud and payment error.

8.4. The Council will inform MHCLG should there be any changes to their project delivery.

8.5. The Council will undertake corrective action if the quality of work does not meet expected standards.

9. MARKETING AND BRANDING

9.1. The Council agrees that UK Government should be acknowledged in all marketing and promotional material as the funding source.

10. PROCUREMENT

10.1. The Council will be responsible for ensuring that any third-party partnership arrangements or procurement activities related to delivery of the Fund comply with Procurement Law and any relevant Council procurement procedures.

10.3. "Procurement Law" includes, but is not restricted to, the Public Contracts Regulations 2015, Concession Contracts Regulations 2016, Defence Security Public Contracts Regulations 2011, the Utilities and Contracts Regulations 2016 and The Procurement Act 2023 and any secondary legislation (such as regulations) and/or other Law made pursuant to the Procurement Act 2023, together with their amendments, updates and replacements from time to time.

11. DUE DILIGENCE

11.1. The Council will be responsible for undertaking due diligence checks on all third-party organisations, including community groups, suppliers and subcontractors, receiving funding and/or involved in delivery of the Fund. Evidence may be required of due diligence on community groups chosen to work with.

12. RESOLUTION OF DISPUTES

12.1. Any dispute that may arise as to the interpretation or application of this MOU will be settled by consultation between the Parties.

13. LEGAL ENFORCEMENT

13.1. This MOU is not legally enforceable. It describes the understanding between both Parties for the development of spatial work for the Oxford Central and West End opportunity area and supporting activities.

14. AMENDMENT OF THIS MEMORANDUM OF UNDERSTANDING

14.1. The arrangements under this MOU will be kept under review by MHCLG and the Council and can be amended upon securing written agreement between both parties.

Signed on behalf of Oxford City Council by:

Name:

Dated:

Duly authorised to sign Oxford City Council (by Chief Executive/Section 151 Officer)

Signed on behalf of MHCLG by: Mark Singh

Name: Mark Singh

Dated: 10/07/26