

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

Decision date: 18th August 2026

Decision maker: Tom Hook – Deputy Chief Executive

Decision title: **Provision of Access Control System Replacements**

Summary	
Decision being taken:	To award the contract to AB Security Ltd, for the sum of £1,087,163.22 (incl. of VAT), for a programme of 18 months (with an option to extend for additional 6 months), to replace the fob management system (access control) for each of the HRA multiple occupancy buildings and enter into the necessary contractual agreement.
Key decision:	Yes
Source of delegation:	Cabinet decision of 15 April 2026 whereby the Cabinet gave the project approval and delegated the authority to carry out the procurement exercise and to award the contract to the Director of Housing, in consultation with the Director of Group Finance, Director of Law & Governance, and the Cabinet Member for Housing and Communities
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing and Communities
Corporate Priority:	Thriving Communities
Policy Framework:	None

The Deputy Chief Executive – Communities and Citizens Services decides as follows:

1. To award and enter into a contract with AB Security Ltd for the sum of for £1,087,163.22 (inclusive of VAT), for a period of 18 months (with an option to extend for additional 6 months), for the replacement of the fob management system (Access control) for each of the HRA multiple occupancy blocks.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Risk Register https://mycouncil.oxford.gov.uk/documents/s90058/Appendix_1_%20Risk%20Register.pdf	No
Appendix 2	Equalities Impact Assessment https://mycouncil.oxford.gov.uk/documents/s90059/PSHRA4508%20Equality-Impact-Assessment%201.pdf	No

Introduction and background

1. In April, Cabinet resolved to approve the programme and delegate the authority to the Director of Housing (in consultation with the Director of Group Finance, Director of Law & Governance, and the Cabinet Member for Housing and Communities) to carry out the procurement exercise and to award the contract.
2. The procurement was conducted in accordance with the Procurement Act 2023, the Procurement Regulations 2024 and the Council's Constitution. Tenders were evaluated against the published award criteria and assessment methodology as set out in the procurement documents.
3. Following a procurement exercise through the council's procurement portal 'intend', AB Security Ltd were found to be the most advantageous bidder. Seven bids were received and evaluated by a panel. These valuations were validated through a moderation meeting led by procurement.
4. The moderation scores of each bidder following the moderation meeting can be found in Table 1. Bids were evaluated on 70% quality, 30% price.

Supplier	Quality	Price	Total
AB Security	54.00	20.61	74.61
Baydale	44.00	17.78	61.78
DSSL	34.00	26.03	60.03
OpenView	38.00	30	68.00
Safeguard	20.00	11.8	31.80
Severnside	44.00	14.75	58.75
Sureserve	41.00	16.35	57.35

Table 1: Summary of bidders

5. AB Security Ltd's procurement bid was for £1,087,163.22 excl. VAT. The contract and programme period will be set for 18 months, with a six month extension option.
6. The manufacturer of the access control system proposed by AB Security Ltd is Intratone, which was assessed as meeting the Council's operational and technical requirements and formed part of the successful tender submission.

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7. The purpose of this report is to record the outcome of the procurement process and the exercise of the delegated authority granted by Cabinet, and to approve the award of the contract to AB Security Ltd as the supplier submitting the Most Advantageous Tender.
8. Failure to deliver this decision could result in wide ranging security issues for residents as existing systems have reached storage capacity or become obsolete.

Alternative Options Considered

Option	Detail	Considerations
Ad-hoc replacement	Carry out works on a site-by-site basis as blocks reach capacity.	- Individually tendering works on a site-by-site basis is time and resource intensive. - Increased staffing resource is required to coordinate tenancy engagement. This is often unplanned or at short notice. This will create added pressure to the existing resource.
Do nothing		- Blocks fob management system reaches capacity - Building security compromised - Officers unable to issue new fobs to tenants
Re-tender works	Abandon the existing procurement process and start again	- Delays to starting the programme - Damage to contractor relationship and potential financial implications

Implications of Local Government Reorganisation

9. The contract only relates to City Council properties and works will conclude before LGR takes place.
10. These works are budgeted for within the MTFP. Further detail can be found below.

Equalities Impact

11. Appendix 1.

Risks

12. Appendix 2.

Carbon and Environmental Considerations

13. Not applicable.

Implications of making the decision

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Financial implications	The latest approved budget within the HRA's MTFP for this project is £2,364,840 spread over the financial years 2026/27 to 2028/29 consisting of £1,364,840 for 2026/27 and £660,000 for each of the following two years. A provisional budget to cover Contract Administration, Project Management, and other services including Legal and Officer time has been allocated for the sum of £134,560.	Completed by: Jason Jones Date: 3rd August 2026
Legal implications	Cabinet previously approved the Access Control Replacement Programme and delegated authority to the Director of Housing, in consultation with the Director of Group Finance, Director of Law & Governance and the Cabinet Member for Housing and Communities, to conduct the procurement and award the contract. A competitive procurement exercise has been undertaken and seven tenders were received and evaluated in accordance with the published award criteria. AB Security Ltd achieved the highest overall score and was assessed as having submitted the Most Advantageous Tender. Subject to compliance with the transparency and contract award requirements under the Procurement Act 2023, the Council may proceed to award the contract to AB Security Ltd under the delegated authority previously granted by Cabinet.	Completed by: Justin Zizys Date: 3 August 2026
Other implications	N/A	Completed by: Michael Woods Date: 18/08/2026
Member declared interests	None	Completed by: Michael Woods Date: 18/08/2026

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Background Documents
OxCityCouncil Cabinet report
Decision - Controlled Entry Systems Replacement (HRA) Oxford City Council

Report author	Michael Woods
Job title	Major Works Project Manager
Service area or department	Property Services
Email contact	mwoods@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	Alistair Rush, Group Finance Director	10 th August 2026
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	 Emma Griffiths for and on behalf of the Director of Law, Governance and Strategy	5 August 2026
Cabinet Member(s) Where required by the conditions of the delegation	Councillor Linda Smith, Cabinet Member for Housing and Communities	18/08/2026
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

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Decision Maker Approval

 Tom Hook Deputy Chief Executive	18 August 2026
The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	

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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