

Decision type: Decision Specifically Delegated to Officers

Decision date: 20th August 2026

Decision maker: Tom Bridgman, Deputy Chief Executive of Place

Decision title: Disposal of City Centre property

Summary	
Decision being taken:	Decision to dispose of the freehold titles of 1 Floyds Row and The Old Mortuary in Oxford.
Key decision:	Yes Issue details - To dispose of a property in the City Centre (subject to Cabinet approval) Oxford ...
Source of delegation:	Cabinet Meeting Wednesday 18 th March 2026 Decision Details
Cabinet Member:	Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management
Corporate Priority:	Enabling and Inclusive Economy
Policy Framework:	Asset Management Strategy

The Deputy Chief Executive of Place decides as follows:

1. To agree the final sale terms and enter into the final agreement and any other documents necessary to effect the transfer of the freehold titles of Floyds Row and Old Mortuary, the sale being conditional upon the granting of planning permission.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Exempt Appendix 1 – Sale terms and financial implications	Yes This information is exempted from publication under Schedule 12A to the Local Government Act 1972 on the following basis: • Information about individuals

		Information about someone's finances or business
Appendix 2	Exempt Appendix 2 – Risk Register	Yes This information is exempted from publication under Schedule 12A to the Local Government Act 1972 on the following basis: • Information about individuals Information about someone's finances or business

Introduction and background

1. Oxford City Council owns the freehold of 1 Floyds Row and Old Mortuary adjacent ("the Properties"). 1 Floyds Row is currently being used for file storage to support the Archive Scanning Project until Spring 2027. The Old Mortuary is leased to Oxfordshire Council for Voluntary Action on a 25 year lease expiring in January 2027. The Properties are held for investment purposes.
2. In anticipation of the Archive Scanning Project ending in Spring 2027 and 1 Floyds Row becoming vacant, options have been considered against the objective of maximising the return to the City Council as soon as possible. Details are in attached confidential Appendix 1. After an off market approach some market testing was done to understand the likely market interest. A number of parties showed interest and a best bids process was run in January 2026 in order to capitalise on strong initial interest.
3. An attractive offer has been received and details are in the attached Exempt Appendix 1. It is recommended that the City Council accepts the offer and proceeds with the sale of the Properties.
4. OCC are working with groups using the Old Mortuary to provide assistance in finding alternative premises.

Reasons for the decision

5. The decision provides the Council with a capital receipt for the properties which can be used towards funding the City Council's capital programme.

Alternative Options Considered

6. The alternative option is not to proceed with the sale. It is believed that an offer of this level would not be forthcoming from another purchaser due to the nature of the purchaser and their current property portfolio in the surrounding area and viewed as a "special purchaser".

Equalities Impact

7. The financial benefit to the city council will help provide services, notably those in line with the council's ambition to create a strong, fair economy and well-run council.

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The disposal of the freehold does not give rise to any direct equalities issues. Therefore, an equalities impact assessment is not necessary.

Risks

8. See Exempt Appendix 2 – Risk Register.

Carbon and Environmental Considerations

9. This report does not give rise to any direct carbon or environmental considerations.

Implications of making the decision

Financial implications	Please see Exempt Appendix 1 – Sale Terms and Financial Implications	Completed by: Jason Jones, Finance Business Partner Date: 17/08/26
Legal implications	The contract documents for the sale are being finalised in consultation with Legal Services, and it is considered that these are in line with the Cabinet decision of 18th March 2026. IN ADDITION TO DoLG&S CONSULTATION	Completed by: Kathleen Fraser Kathleen Fraser, locum property solicitor Date: 17/08/26
Other implications	Please see Exempt Appendix 1 – Sale terms and financial implications.	Completed by: Kate Protheroe, Asset Manager Date: 23/03/26
Member declared interests	None	Completed by: Kate Protheroe, Asset Manager Date: 23/03/26

Background Documents
List the background documents and, if possible, link to them. All background papers must be listed in accordance with the Local Government (Access to Information) Act and The Local Authorities (Executive Arrangements)

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(Meetings and Access to Information) (England) Regulations 2012. This includes, any material which discloses facts or matters on which the report or an important part of it is based and which have been relied on in the preparation of the report. Each document must be listed and a copy of each document made available to members and the public on request, (or they should be directed where to find it if it is already published on the Council's website). All confidential, exempt, copyrighted and published works are EXCLUDED from this requirement.

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Report author	Kate Protheroe
Job title	Asset Manager
Service area or department	Corporate Property
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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	19 th August 2026
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	Emma Jackman, Director of Law, Governance and Strategy	18.8.2026
Cabinet Member(s) Where required by the conditions of the delegation	Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management	19.08.2026

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Ward Members Where required by the Constitution or conditions of the delegation	N/A	
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Decision Maker Approval

<i>Name and job title</i>	<i>Date</i>
Tom Bridgman, Deputy Chief Executive – Place, in the absence of and under delegated authority from Jane Winfield, Director of Property & Assets	20/08/2026

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.

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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