



Delegated Decisions by Cabinet Member for Finance

Friday, 14 February 2025 at 10.00 am

Room 3 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 21 February unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public

A handwritten signature in blue ink that reads "Reeves".

Martin Reeves
Chief Executive

February 2025

Committee Officer: **Democratic Services**
 committeesdemocraticservices@oxfordshire.gov.uk

Note: *Date of next meeting: 14 March 2025*

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk.

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

4. Minutes of the Previous Meeting

The Cabinet Member is asked to approve the minutes of the last meeting of Friday, 10 January 2025 at 10.00am.

5. Wood Green School, Witney (Pages 1 - 10)

Cabinet Member: Finance

Forward Plan Ref: 2024/333

*Contact: Nick Tomkins, Strategic Liaison Manager, Property & Assets
(nick.tomkins@oxfordshire.gov.uk)*

Report by Executive Director of Resources and Section 151 Officer **(CMD5)**

The Cabinet Member is RECOMMENDED to:

Approve the completion of the Funding Agreement with Acer Trust which will release funding greater than £1m to Acer Trust to enable the construction of a new teaching block at Wood Green Secondary School in Witney.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE

MINUTES of the meeting held on Friday, 10 January 2025 commencing at 10.00 am and finishing at 10.05 am

Present:

Voting Members: Councillor Dan Levy – in the Chair

Officers:

Whole of meeting Jenny Seddon, Strategic Liaison Manager; Colm Ó Caomhánaigh, Democratic Services Manager

The Scrutiny Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports are attached to the signed Minutes.

1 DECLARATIONS OF INTEREST

(Agenda No. 1)

There were no declarations of interest.

2 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda No. 2)

There were no questions from County Councillors.

3 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 3)

There were no petitions or public address.

4 MINUTES OF THE PREVIOUS MEETING

(Agenda No. 4)

The minutes of the meeting held on 13 December 2024 were signed by the Cabinet Member as a correct record.

5 MARLBOROUGH SCHOOL, WOODSTOCK

(Agenda No. 5)

The Cabinet Member commented that the new accommodation was required to cope with the increased demand from new homes built in the area. He welcomed the fact that the plans of the River Learning Trust exceeded the required environmental standards. He approved the recommendation.

The Cabinet Member for Finance RESOLVED to:

approve the sealing of a funding agreement to enable the Council to release funding greater than £1 million to River Learning Trust for the expansion of Marlborough School, from 6FE to 7FE, through the construction of new teaching accommodation.

..... in the Chair

Date of signing 2025

Delegated Decision by Cabinet Member for Finance 14 February 2025

Wood Green School, Witney Funding Agreement with Acer Trust

Report by: Executive Director of Resources

RECOMMENDATION

1. The Cabinet Member is RECOMMENDED to

Approve the completion of the Funding Agreement with Acer Trust which will release funding greater than £1m to Acer Trust to enable the construction of a new teaching block at Wood Green Secondary School in Witney.

Executive Summary

2. Wood Green School is an academy managed by Acer Trust.
3. Due to local housing growth and rising primary school numbers, there is a pupil-place pressure for secondary places in Witney. The council agreed with Acer Trust that they would expand the admission number at Wood Green School by 150 places, from 7 forms of entry to 8 forms of entry, using funding provided by the council.
4. The expansion will be achieved by constructing a new teaching block which has planning approval from WODC. Acer Trust have tendered the project and the tender sum for construction forms part of the project budget.
5. The budget for this project is £4.239m, approved in the Outline Business Case in May 2024. The Full Business Case will be submitted for approval In February 2025, and once that has been approved, it will enable Acer Trust to commence construction.

Corporate Policies and Priorities

6. This proposed course of action supports the council's statutory duty to provide pupil places.

Financial Implications

7. This expansion project has obtained Capital Governance approval as below:
 - Initial Business Case, approved June 2023 with a £3.3m budget

- Outline Business Case, approved May 2024 with a £4.239m budget
 - Full Business Case to be submitted for approval at Property Capital Board on 19 February 2025.
8. The project is fully funded from S106 contributions received by the council.
 9. There are no revenue implications for the council as Wood Green School is an academy, under the management of Acer Trust.

Comments checked by:

Drew Hodgson,
Strategic Finance Business Partner
Email: drew.hodgson@oxfordshire.gov.uk

Legal Implications

10. The council has a statutory duty including under section 14(1) of the Education Act 1996 and all other relevant Acts of Parliament, regulations to secure additional school places for children within the County. This funding arrangement to Acer Trust will enable the council to fulfil its statutory function.
11. As the funding under the Funding Agreement will be passed directly to works contractors to cover the building and other professional costs, there is no benefit to Acer Trust, this being a mere pass-through arrangement. Therefore, there are no Subsidy law implications of transferring this funding to Acer Trust.
12. Under the terms of the funding agreement, in selecting contractors and consultants for the building works, Acer Trust is required to go through a procurement process which would be compliant with the Public Contract Regulations 2015 ("PCR 2015"). This ensures that the works contracts represent value and comply with the council's obligations under PCR 2015, under the Subsidy Control Act 2022 and under the council's Contract Procedure Rules. Acer Trust will also be required to comply with all applicable legislation in carrying out the building project.

Comments checked by:

Busola Akande
Solicitor
Email: Busola.akande@oxfordshire.gov.uk

Staff Implications

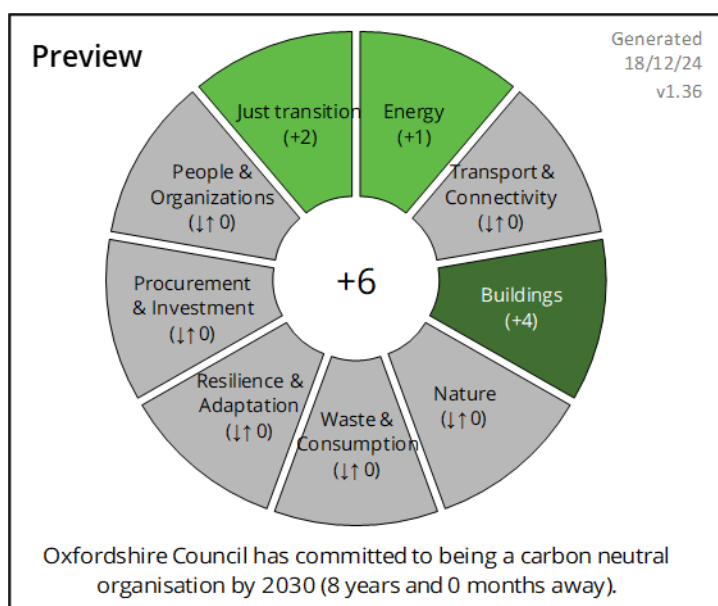
13. The course of action will result in further staff costs for OCC Property, Legal and Highways, which will be recharged against the project budget, as previous staff costs have been.

Equality & Inclusion Implications

14. The project does not have any equality and inclusion implications with no change to current operations.

Sustainability Implications

15. The scheme has been designed to meet very high standards of sustainable design. Working with the DfE Output Specification as a starting point, this sets a target of Net Zero Carbon in Operation. The scheme has been future proofed to be able to achieve this.
16. The scheme has been designed with an Air Source Heat Pump (ASHP), in tandem with a new ASHP for the existing block, that the new extension will connect to. Using ASHPs means that the scheme can be heated purely by electricity, removing the reliance on gas.
17. The ASHP will create maximum efficiency and lead to a significant overall improvement in the school's energy performance.
18. A Climate Impact Assessment has been carried out, with the results below:



Consultations

19. This expansion project went through the planning approval process with WODC which included a full consultation period.
20. The increase of Wood Green School's Published Admission Number (PAN) was approved by the Regional Schools Director (RSD) after consultation.

Lorna Baxter,
Executive Director of Resources and Section 151 Officer
Lorna.baxter@oxfordshire.gov.uk

Annex 1 Approved Outline Business Case

Contact Officer: Nick Tomkins, Strategic Liaison Manager
nick.tomkins@oxfordshire.gov.uk

29 January 2025

15/03/2024

G1-OBC

Outline Business Case / Commit to Invest

Project Name:	Wood Green School, Witney (Academy) – Expansion by one form-of-entry (1fe) from 7fe to 8fe Self-Delivery by Acer Trust
Total Capital Budget:	£4.239m
Sponsoring Director:	Lisa Lyons
Strategic Professional Lead:	Nick Tomkins
Delivery Project Lead:	Nick Tomkins (working with the Acer Trust)
Divisions Affected:	Witney North and East
Financial No:	ED973 C.AE10076.01

Threshold Change Request (OOT)

Threshold(s) Exceeded:	Requires Approval from:
1. Cost	S151 Officer & Strategic Director Communities
2. Time	Corporate & Senior Capital Governance Officer
3. Scope / Benefits	Within Threshold
4. Reputational / Political Risk	Within Threshold

Decision(s) required:

1. Approval to increase the budget by £0.939m to £4.239m to be met from additional S106 monies.
2. To release a development budget of £0.297m to enable Acer Trust to progress the scheme through Planning, Design and Procurement of the Contractor.

Record of Decision / Final Approval [as per Financial Procedure Rules]

Decision	Approved by
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APPROVED	Approved at Property Capital Programme Board but recommended for SCB (17/04/24) Approved at SCB (02/05/2024)
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Contents

Sign-off	2
1. Executive Summary	3
2. Description & Objectives of the Desired Outcomes & Business Benefits	3
3. Results of Options Appraisal & Project Scope	3
4. Financials: Estimated Final Costs & Proposed Funding Plan	4
5. Project Delivery Timetable & Procurement Plan	6
6. Risks, Constraints, Dependencies & Exclusions	6
7. Communication & Consultation (Internal & External)	6
8. Appendices	6

Sign-off

Sign-offs	Name	Date
Director	Vic Kurzeja	10/04/2024
Head of Major Projects	Liz Clutterbrook	17/4/24
Strategy / Delivery Professional Lead (Author)	Nick Tomkins	10/04/2024
Assistant Finance Business Partner	Bick Nguyen-McBride	09/04/2024
Senior Cost Manager	David Scrimgeour	05/04/2024
Planning Operations Manager	Christine Stevenson	09/04/2024
Service Manager - CEF	Kevin Griffin	02/04/2024

1. Executive Summary

- 1.1 Wood Green School (WGS) is a secondary school in Witney managed by Acer Trust (AT). CEF require WGS to expand by 1 form-of-entry (1fe) from 7fe to 8fe to accommodate increased pupil number pressures as a result of housing developments in Witney.
- 1.2 AT are self-delivering the expansion project using S106 funding provided by the council through a Funding Agreement.
- 1.3 The IBC was approved in June 2023 with a budget of £3.3m. AT have completed the feasibility stage and have provided a feasibility cost plan with a revised budget of £4.239m, an increase of £0.939m.
- 1.4 The project will be fully funded from s106 contributions. The budget increase will be met from S106 funding held by the council for increasing secondary education capacity in Witney.
- 1.5 This OBC requests the release of a further £0.297m for AT to progress the project through the Planning stage, design and procurement of a contractor.

2. Description & Objectives of the Desired Outcomes & Business Benefits

- 2.1 A link to the approved IBC in Section 9 includes full details of this section.

3. Results of Options Appraisal & Project Scope

- 3.1 AT have completed the feasibility stage which has determined the scope of works required to facilitate the expansion to 8fe. The scope of works has been reviewed by OCC and is considered appropriate to support the expansion. The works include a 2-storey extension at the front of the site which will include:
 - 3 science labs
 - 4 Art classrooms
 - 1 general classroom
 - Toilets, Storage
 - Circulation including a first-floor bridge to existing classrooms to provide disabled access to previously inaccessible classrooms.
- 3.2 External landscaping around the new building and also improvements to the existing car park layout, additional cycle storage and a possible contribution to OCC Highways for improvements to an existing adjacent pedestrian/cycle route (if requested).
- 3.3 To facilitate this extension, some of the existing accommodation will be demolished.

4. Financials: Estimated Final Costs & Proposed Funding Plan

4.1 The budget has increased by £0.939m from £3.3m to £4.239m based on the outcome of the feasibility study. The feasibility cost plan has been reviewed by the council's Senior Cost Manager.

4.2 The IBC referred to AT contributing around £1m towards the cost of undertaking additional works. These additional works no longer form part of the expansion project and therefore the additional funding and costs will no longer be referred to in this OBC.

4.3 The £4.239m budget is made up of:

£3.315m	Construction
£0.311m	Fees
£0.041m	Surveys, Stats and misc
£0.130m	Risk Register
£0.054m	AT direct costs – f&e and Legal
£0.025m	OCC Property and Legal recharge costs
£0.363m	Client Contingency
£4.239m	Total

Funding – S106 Agreements

4.4 There are 3no. S106 Agreements with funding specifically for the expansion of WGS. All of this funding has been received:

WI73:	£1,464,339.86
WI81:	£1,671,540.26
WI88:	£ 132,552.21
TOTAL:	£3,268,432.33

Project Budget: £4,239,000 (£4.239m)
Shortfall £970,568 (£0.971m)

The additional £0.971m required to meet the £4.239m budget will be met from S106 funding held by the council for the expansion of secondary capacity in Witney.

The S106 Agreements that cover this amount are-

AT01 £296,450.04
 WI77 £674,117.96

Release of Funding for Stage 2

4.5 The amount of funding requested for release for AT to progress the project through planning, design and procuring a contractor is £0.297m broken down as:

£0.175m	Consultants Fees
£0.022m	Surveys, Stats and AT's Legal costs
£0.050m	Enabling Works (asbestos removal and electrical supply upgrade)
£0.010m	Legal and Property Staff Recharge

£0.040m Client Contingency (retained)
£0.297m **Total**

BUDGET (£000's)	G0 (IBC)	G1 (OBC) (baseline)	G2 (FBC)	G3 (PC) Project Close	G4 (FC) Final Close	MOVEMENT
Stage 1 Concept Design	120	78				-
Stage 2 Design & Procurement	200	300				
Stage 3 Delivery / Construction	2,500	3,369				
Stage 4 Close Out	50	-				
Risk Register	100	130				
Contingency	330	362				
TOTAL	3,300	4,239				

EXPENDITURE	G0 – IBC budget	G1 – OBC baseline	G2 - FBC	G3 - PC	G4 - FC	MOVEMENT
2023/24	200	72				
2024/25	2,000	300				
2025/26	620	3,275				
2026/27	50	100				
Risk Register	100	130				
Contingency	330	362				
TOTAL	3,300	4,239				

5. Project Delivery Timetable & Procurement Plan

5.1 The table below shows the indicative start dates for each of the stages.

	G0	G1	G2	G3	G4	MOVEMENT
Stage 0 Options Appraisal	Feb 23					
IBC Approval	Mar 23	Jun 23				
Stage 1 Feasibility Study	Apr 23	Apr 23				
OBC Approval	Aug 23	Apr 24				
Stage 2 Design & Procurement	Sep 23	May 24				
FBC Approval	Jun 24	Feb 25				
Stage 3 Delivery / Construction	Aug 24	Mar 25				
Completion / Handover / Fit-Out & Occupation	May 25	Jan 26				
Project Close	Oct 25	May 26				
Stage 4 Close Out	-	Jan 26				
Final Close	Oct 26	May 27				

6. Risks, Constraints, Dependencies & Exclusions


6.1 Apart from standard design and construction risks; known project risks are:

Risk Item	Details	Owner
OCC Highways have proposed possible works to the junction off Woodstock Rd and to a walk/cycle pathway	If all works are recommended as a planning condition, this could add around £45k to the project budget and so for now it is included in the risk register	AT/OCC

7. Communication & Consultation (Internal & External)

7.1 See the IBC for details.

8. Appendices

1	Approved Initial Business Case	 APPROVED Wood Green School Expansion Link to approved IBC
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