



Delegated Decisions by Cabinet Member for Finance

Friday, 8 March 2024 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 Monday 18 March 2024 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, appearing to read 'Martin Reeves'.

Martin Reeves
Chief Executive

March 2024

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

Note: Date of next meeting: 12 April 2024

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. Property Decarbonisation Programme (Pages 1 - 6)

Cabinet Member: Finance

Forward Plan Ref: 2024/030

Contact: Sam Thomas, Property Decarbonisation Manager

Sam.thomas@oxfordshire.gov.uk

Report by Executive Director of Resources (CMDf4)

The Cabinet Member for Finance is RECOMMENDED to:

- (a) **To approve the receipt of £3.1m grant funding from the Public Sector Decarbonisation Fund.**
- (b) **To note, subject to approval (a), that the total Decarbonisation Programme budget included in the capital programme for 2024/25 will be £8.2m for works to 26 sites.**
- (c) **To approve the commencement of the procurement of decarbonisation works with a value above £1m for Kidlington Fire Station HQ.**
- (d) **To approve the commencement of the procurement of decarbonisation works with a value above £1m for Oxford Resource Centre.**
- (e) **To approve the commencement of the procurement of decarbonisation works for the other sites in the programme of works, noting that where sites may be batched together into a single procurement exercise these will have a combined value in excess of £1m.**
- (f) **Delegate authority to the Executive Director of Resources & Section 151 Officer to agree the procurement strategy and award of contracts associated with the 2024/25 Property Decarbonisation Programme.**

5. Sale of Glebe House and The Moors, Kidlington (Pages 7 - 12)

Cabinet Member: Finance

Forward Plan Ref: 2023/008

Contact: Michael Smedley, Head of Estates, Assets and Investment

michael.smedley@oxfordshire.gov.uk

Report by Executive Director of Resources (CMD5)

The Cabinet Member for Finance is RECOMMENDED to:

- a) **Approve, as a key decision, the freehold sale of land comprising the former elderly persons home at Glebe House, Kidlington and the development site at The Moors, Kidlington in consideration of Oxfordshire County Councils (OCC) receiving a capital receipt.**
- b) **Delegate authority to the Executive Director of Resources, in consultation with the Cabinet Member for Finance and Property, to consider Officer recommendations and agree the final purchaser(s) and sale price(s).**

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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Divisions Affected – N/A

DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE

08 March 2024

2024/25 Property Decarbonisation Programme

**Report by the Executive Director of Resources & Section 151
Officer**

RECOMMENDATION

1. **The Cabinet Member for Finance is RECOMMENDED:**
 - (a) **To approve the receipt of £3.1m grant funding from the Public Sector Decarbonisation Fund.**
 - (b) **To note, subject to approval (a), that the total Decarbonisation Programme budget included in the capital programme for 2024/25 will be £8.2m for works to 26 sites.**
 - (c) **To approve the commencement of the procurement of decarbonisation works with a value above £1m for Kidlington Fire Station HQ.**
 - (d) **To approve the commencement of the procurement of decarbonisation works with a value above £1m for Oxford Resource Centre.**
 - (e) **To approve the commencement of the procurement of decarbonisation works for the other sites in the programme of works, noting that where sites may be batched together into a single procurement exercise these will have a combined value in excess of £1m.**
 - (f) **Delegate authority to the Executive Director of Resources & Section 151 Officer to agree the procurement strategy and award of contracts associated with the 2024/25 Property Decarbonisation Programme.**

Executive Summary

2. **The Council has secured central government grant funding of £3.1m, requiring £5.1m match funding, to conduct full scale property decarbonisation of 26**

buildings, putting these buildings on the pathway to net zero. This includes the electrification of heating, building fabric improvements, electrical efficiency improvements and deployment of renewable electricity generation technology.

3. This funding is time limited and need to be spent by 31 March 2025. A complex programme of works to replace aged equipment in a poor state of repair will generate potential carbon savings of 425 Tonnes of CO²e.
4. A range of options are presented within the report, with the recommendation to approve the full set of works to achieve the maximum decarbonisation benefits.

Background

5. The Council declared a climate emergency in 2019 with a target of 2030 to bring the Council's operations and activities to net zero. This target is reflected in the Council's Climate Action Framework and Property Strategy.
6. In 2022/23 the Council's property accounted for approximately 33% (3,467 T CO₂e) of the emissions that need to be reduced to meet the net zero target by 2030. In addition, a reactive only maintenance approach has left much of the Council's estate in very poor-quality condition, with many components past their expected working life and in need of replacement irrespective of the net zero target.
7. To reduce emissions the aim is to stop fossil fuelled activities within the Council's properties, which is predominantly heating, via the electrification of these components. Although there will be a carbon component remaining by 2030 from the use of electricity, this will be much reduced and will be on the pathway to fully net zero in line with the decarbonisation of the electricity grid. This should enable an ever-reducing need for carbon offsetting by 2030 and beyond which is outside of this scope of works but is recognised by the industry to be a significant unknown given the, currently, few recognised and accepted methods of carbon offsetting.
8. The transition to electric heating will predominantly be via heat pumps and infrared heating. Due to the lower operating temperatures of the heat pumps improvements are required in thermal building fabric (e.g. single glazing to double or triple glazing, insulation installations, etc.) to decrease the potential running costs. Nonetheless even with these improvements because of the, currently, low cost of gas compared to electricity the running costs would be increased. As part of the strategic approach the Council would seek to install renewable electricity measures (solar PV) and upgrade electrical components (particularly lighting to LED), to ensure the overall running costs do not increase.

Public Sector Decarbonisation Funding

9. The Public Sector Decarbonisation Fund (PSDS) is a central government grant fund awarded to public sector bodies to replace fossil fuelled heating systems

from buildings, whilst also conducting thermal fabric improvements, electrical efficiency improvements and solar PV deployments amongst other measures.

10. The council has secured £3.1m of central government grant funding, alongside £5.1m approved matched funding, agreed by Council in February 2024 as part of the Capital Programme to 2033/34, to conduct works to 26 properties, with the grant funding needing to be spent within 12 months. The carbon savings associated with these properties are 425T CO₂e per year, or 12% of the property emissions. The 26 properties are detailed in Table 1:

Table 1: Site List

Kidlington Fire Station HQ	Oxford Record Office	Standlake Museum Store
Union Street	Bicester Day Centre	Henley Library
Rose Hill Children and Family Centre	Abingdon Library	Witney Library
Forum Youth Centre	Didcot Children and Family Centre	Cowley Library
Grove Library	Chipping Norton Fire Station	Chipping Norton Library
Witney Children and Family Centre	Wychwood Library	Faringdon Fire Station
Wallingford Library	Burford Library	Thame Library
Watlington Fire Station	Woodstock Fire Station	Wallingford Fire Station
Charlbury Fire Station	Eynsham Fire Station	

11. The Council will seek to utilise a combination of existing procurement frameworks alongside self-tendered contracts for smaller valued works, in accordance with the Contract Procedure Rules. The value of the works at two of the properties, Kidlington Fire Station, and Oxford Resource Centre, will each be in excess of £1million, and require a Key Decision to proceed. In addition, some of the smaller value works are likely to be batched up and procured as a single procurement exercise and awarded to a single contractor to deliver.
12. Some of the proposed measures will enable a component of future proofing of the building in relation to climate adaptation, by installing heating systems that can provide cooling in the summer months and alleviate existing overheating problems within the buildings.
13. The grant funding needs to be spent by 31 March 2025. Due to the constrained timescale, delegated authority is sought for later stage business cases to ensure that the projects are delivered efficiently.

Options Appraisal

14. The Council has 3 options available:
 - Option 1: Do Nothing, this will incur a capital cost of £1.5m to replace components at the end of their useful life.

- Option 2: Do Minimum, this approach will be to focus on technologies that have a high payback, this would utilise the existing funding available and would focus on an unknown set of measures delivering a lower amount of carbon savings. The Council would also need to return the PSDS3c grant incurring a reputational risk.
 - Option 3: Do Maximum, this approach will conduct the full set of measures as set out within the paper costing £8.2m, with an annual saving of £0.054m and 425T CO₂e per year.
15. The recommended option is option 3, due to the need to meet the Council's corporate priorities, achieving the maximum carbon savings and utilising grant funding.

Corporate Policies and Priorities

16. The proposal strongly supports the following Council priorities:
- Put action to address the Climate Emergency at the heart of our work.
 - Work with local businesses and partners for environmental, economic, and social benefit.
17. The proposals directly support the aims of the Council's climate action framework alongside the Council's property strategy.

Financial Implications

18. The Capital Programme approved by Council in February 2024 includes council funding of £5.1m for the Decarbonisation Programme.
19. The £3.1m grant funding from the Public Sector Decarbonisation Fund is required to be spent by 31 March 2025. There is a risk that if there is slippage in the programme, that the grant cannot be fully utilised or that additional costs will fall on the Council. Therefore, the programme will need to be carefully managed with updates on progress and any risks reported throughout the year so that any mitigating action can be taken.
20. As a result of the investment, there will be a small annual financial saving from the proposed measures estimated at £0.054m. This is not currently included in the Medium Term Financial Strategy.

Comments checked by:

Kathy Wilcox, Head of Corporate Finance
kathy.wilcox@oxfordshire.gov.uk

Legal Implications

21. Section 1 of the Climate Action Act 2008 placed a duty on the Secretary of State to ensure that the UK carbon account in 2030 is at least 100% lower than the 1990 baseline. The projects identified in this report will help support Council's Climate Action Framework and Property Strategy and the UK Government's net zero commitment.
22. The selection of suitable contractors for the delivery of the series of works covered by this programme will need to be conducted in line with the Council's procurement policies, the Contract Procedure Rules and relevant procurement legislation. The Council's lawyers will support this delivery by providing advice on the procurement process and suitable contractual documentation.
Comments checked by:

Jayne Pringle, Head of Law and Legal Business Partner (Contracts and Conveyancing)
jayne.pringle@oxfordshire.gov.uk

Staff Implications

23. The costs detailed have included suitable provision for staffing costs for managing the delivery of these projects.

Sustainability Implications

24. The proposals have a positive benefit in reducing the carbon footprint of the Council and providing for future proofing of buildings in terms of climate adaptation and further potential carbon savings.

Comments checked by:

Tammy Marrett, tammy.marrett@oxfordshire.gov.uk (Climate Action)

Risk Management

25. There are a number of risks associated with the delivery of this project, the main risks are local electricity grid upgrades, contractors not being able to deliver within budget, contractors not being able to deliver within time. These risks will be managed in line with the Council's corporate approach to risk and the key business cases stages associated with the Capital Governance Programme, to ensure contracts and contractors are managed effectively. The local electricity grid upgrades are an unclear picture that will not be clarified until a grid application is made, however early engagement with the DNO will help clarify this.

Lorna Baxter
Executive Director Resources and Section 151 Officer

Annex: N/A

Background papers: N/A

Contact Officer: Sam Thomas, Decarbonisation Manager,
sam.thomas@oxfordshire.gov.uk

March 2024

Divisions Affected – Kirtlington and Kidlington North

DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE

08 March 2024

SALE OF GLEBE HOUSE AND THE MOORS, KIDLINGTON

Report by Executive Director for Resources

RECOMMENDATION

The Cabinet Member is RECOMMENDED to:

- a) Approve, as a key decision, the freehold sale of land comprising the former elderly persons home at Glebe House, Kidlington and the development site at The Moors, Kidlington in consideration of Oxfordshire County Councils (OCC) receiving a capital receipt.
- b) Delegate authority to the Executive Director of Resources, in consultation with the Cabinet Member for Finance and Property, to consider Officer recommendations and agree the final purchaser(s) and sale price(s).

Executive Summary

1. Glebe House is a former elderly person's home that has been vacant since 2020. The property was let to the Oxfordshire Care Partnership (OCP) under a project agreement dated 20 December 2001, for a term of 60 years, for use as an elderly person's home. The property has been unoccupied since 2020 when the residents moved to a new facility at Moorside Place Extra Care Housing (ECH) in Kidlington. Oxfordshire County Council (OCC) took back possession in 2021.
2. The property has been considered for several uses within OCC and other external partners, since 2020, but with no viable business case forthcoming.
3. The property has been formally declared as surplus to operational requirements.
4. The Moors is a group of three smaller properties. The largest is Mays Yard, purchased in 2013 to secure access into the new Moorside ECH to the north. The other two areas, being the Stables and Bungalow lie on the previous main access

way shared with Homewell House and providing access to the OCC Children's Home at Moorlands, again to the north.

5. Outline planning permission was achieved on the Mays Yard site in 2022 for six residential units.
6. Both the stables and bungalow have been vacant for some time and are in poor condition.
7. The properties have been formally declared as surplus to any internal operational requirement and have been discussed in detail with Local Authority partners and other connected parties.

Background – Glebe House

8. OCC own the freehold of the site at Glebe House as shown on the plan below edged red. The site extends to 1.18 acres (0.48 hectares), with the single storey building, built in the 1970s, extending to 15,630 sq. ft (1,452 sq. m).



9. The property was historically used as an elderly persons care home and let to the Oxfordshire Care Partnership. Glebe House is one of the original homes transferred to OCP in 2001. The home should have been closed and removed from the block contract under the Project Agreement when the Moorside Place Extra Care Housing scheme in Kidlington was built in 2015 however, it remained open as demand still existed in the locality.

10. From 2015 to 2020, demand for Glebe House reduced and occupancy levels reduced to less than 55% making the home commercially unviable for OCP. As a consequence, the Partnership requested that the home be closed, and the lease was surrendered in April 2021.
11. Since 2020 the Estates team have been exploring the potential use of the property within OCC service lines, but due to the outdated layout of the property this has always provided a financial unviable. The potential use of the site with several Housing Authorities and Registered Providers, as well as the Parish Council, District Council and charity groups has also been considered.
12. OCC Services were given a final opportunity to submit interest in March 2023, with no further interest coming forward by the deadline in April 2023. The property has now been declared surplus to the operational requirements of the Council.
13. The availability of the property was brought to the attention of Cherwell District Council (CDC) and the local Parish Council before the property was launched onto the market. The marketing was delayed in order that CDC could further consider the site. Details were provided and CDC inspected the site in the autumn/winter 2023. CDC then confirmed that they had no interest in the site.

Background – The Moors

14. OCC own the freehold of the three distinct parcels of land at The Moors.
15. The larger Mays Yard comprises a significant area of hard standing, currently used for parking, with some garages on the western boundary and period, single storey brick buildings on the eastern boundary, used by a car repair business. The site is bisected by a relatively new vehicular access to Moorside Place ECH scheme. The property was purchased in 2013 to allow for a better access to the ECH site that was previously accessed via the shared access to the west with Homewell House.
16. The site extends to 0.82 acres (0.33 hectares) and held under title ON232429.
17. The site benefits from outline planning permission under reference 21/00255/OUT, granted on 26 May 2022. The permission is for “outline planning application for residential development comprising 6 new dwellings and the demolition of the former smithy building and garages. A condition of the planning permission is that a start must be made within three years of the date of permission (May 2025).
18. The stables comprise a single detached building to the northwest of Mays Yard. Access is from the shared driveway with Homewell House to the west of Mays Yard. The building is mostly single storey with five rooms and an attic above. It is believed the building was the former stables for Homewell House and may therefore be curtilage Listed. The building has been vacant since it was previously used for storage, workshops and a gym/games room by the nearby Children’s Home.
19. The building is in a dilapidated state but would appear suitable for conversion to an alternative use subject to the necessary consents. The building extends to 1,243 sq. ft (11,535 sq. m).

20. The bungalow comprises a single residential unit, formally a caretaker's bungalow, accessed from the same access road as The Stables, that eventually leads to an OCC children's home. The bungalow has a reception room, kitchen, two bedrooms and a bathroom and extends to 868 sq. ft (80.6 sq. m). The bungalow is in a very poor condition and is currently boarded up and suffers from break-ins and vandalism. There is a small garden, garage and store.
21. OCC Services were given an opportunity to submit interest in all parts of the property in September 2023, with no further interest coming forward by the deadline in October 2023. The property has now been declared surplus to the operational requirements of the Council.
22. As part of the same exercise in talking to CDC about the availability of Glebe House above, we also discussed The Moors, but again they expressed no interest in the site.

Risk Management

23. The Council must ensure that all capital payments received come from the client account of a firm of solicitors acting for the purchaser, which has taken responsibility for money laundering checks. The Council may wish to conduct independent checks on the source of the funds and must reserve the right to withdraw from the transaction at any stage in the event that these are not completed to its satisfaction.

Corporate Policies and Priorities

24. The sale of the site supports the agreed Property and Asset Strategy agreed in November 2022, by maximising the value of investments to support the long-term financial sustainability of the Council land and supporting the local community by the provision of land for social housing.

Staff Implications

25. There are no staff implications.

Equality & Inclusion Implications

26. There are no equality and inclusion implications.

Financial Implications

27. The Capital & Investment Strategy for 2023/24 agreed by the Council in February 2023 sets out that the principle that capital receipts should be treated as a corporate resource and used across the capital programme flexibly.
28. The eventual sale would provide a capital receipt which has been recorded in the Capital Programme and will be further updated upon sale with actual sale receipts

on disposal. No revenue savings are envisaged from the sale other than minor vacant building costs for the Glebe.

29. The sale price is being supported by a period of open marketing with a substantial number of viewings that have been carried out.

30. Next steps will be an update to Property Capital Board and Strategic Capital Board of the offers received for the properties.

Comments checked by:

Prem Salhan - Finance Business Partner (Resources)

Prem.Salhan@Oxfordshire.gov.uk

Legal Implications

31. The Council has power to dispose of its land assets pursuant to Section 123(1) of the Local Government Act 1972, subject to its duty to ensure it receives best value for them. The Council owns the freehold to the site.

Comments checked by:

Richard Hodby, Solicitor, Law and Governance

Richard.hodby@Oxfordshire.gov.uk

Sustainability Implications

32. There are no sustainability implications.

**Report by Lorna Baxter
Executive Director of Resources.**

Contact Officers:

Michael Smedley, Head of Estates, Assets, and Investment
Michael.smedley@Oxfordshire.gov.uk

Henry White, Senior Strategic Assets Officer
Henry.white@Oxfordshire.gov.uk

February 2024

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