

## **DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE, PROPERTY AND TRANSFORMATION**

**MINUTES** of the meeting held on Friday, 12 September 2025 commencing at 2.00 pm and finishing at 2.15pm.

**Present:**

**Voting Members:** Councillor Dan Levy – in the Chair

**Officers:**

Whole of meeting Jack Nicholson, Democratic Services Officer  
Vic Kurzeja, Director of Property and Assets

Part of meeting

<b>Agenda Item</b>	<b>Officer Attending</b>
5	Michael Smedley, Head of Estates
6	Anthony Hulsman, Head of Property Operations

*The Cabinet Member 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.*

### **6/25 DECLARATIONS OF INTEREST** (Agenda No. 1)

There were no declarations of interest.

### **7/25 QUESTIONS FROM COUNTY COUNCILLORS** (Agenda No. 2)

There were no questions from County Councillors.

### **8/25 PETITIONS AND PUBLIC ADDRESS** (Agenda No. 3)

There were none.

### **9/25 MINUTES OF THE PREVIOUS MEETING** (Agenda No. 4)

The minutes of the meeting held on 11 July 2025 were approved as an accurate record of proceedings.

### **10/25 CLEANING AND CATERING** (Agenda No. 6)

The Head of Property Operations presented the report and referred to the proposed outsourcing of residual cleaning for County Council properties. The Chair stated that a portion of the Council's contracts had been outsourced to a third-party provider, which was subsequently reviewed by the Scrutiny Committee. The Committee expressed concerns regarding staff transitions between contracts. In response, the officer assured the Chair that all current employees would maintain their positions under this recommendation; and furthermore, the Council would require the provider to uphold the existing contractual terms and conditions, including the preservation of pension benefits. The Chair expressed support for a cleaning service that was more efficient and lower in cost, if staff welfare was maintained, and approved the recommendation.

The Head of Property Operations also presented the section on proposed changes to the school catering service. The Chair said that he had three options, which were, to do nothing, to transfer to all schools the responsibility of delivering their own catering, or to recommend that the Council found its own catering partner. He said that to do nothing was not feasible as the existing service was operating at a loss and that the second option was impractical because some schools did not have the capacity to interact with a third party. In relation to finding a catering partner to take on the existing service, he said that the proposals had been considered by the Schools' Forum and the Scrutiny Committee, who had concerns around food quality and, again, current staff. The officer informed the Chair that the Council would require all partners to provide food meeting Department for Education guidelines and would comply with appropriate staff welfare measures. The Chair acknowledged that the decision was challenging; however, he ultimately endorsed the recommendation.

**RESOLVED to:**

- a) proceed with a procurement exercise to identify a suitable commercial provider to deliver catering services via a direct service contract with each school to replace the existing service level agreements with the school meals service; and**
- b) commence a tender exercise in line with OCC Contract Procedure Rules and the relevant procurement legislation to outsource the remaining in-house cleaning of corporate sites.**

**11/25 GUYDENS FARM, NORTHFIELD, OXFORD**

(Agenda No. 5)

**RESOLVED that the public be excluded for the duration of Item 5 since it was likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and since it was considered that, in all the circumstances of the case, the public interest in Page 4 maintaining the exemption outweighed the public interest in disclosing the information.**

The Head of Estates introduced the report. The Chair said that he had concerns about relinquishing control over Guydens Farm, Northfield, Oxford in light of its controversy, and that his preference was for finalisation of, and entry into, the Promotion Agreement to be subject to delegated decision by the Cabinet Member. As such, he approved the first recommendation only on this occasion.

**RESOLVED to:**

- a) approve a Direct Award to enter into a site Promotion Agreement for the development of Guydens Farm, Northfield, Oxford, with existing Promoter of Brasenose College's land, Catesby Estates Limited; but**
- b) defer the decision to delegate authority to the Director of Property and Assets to finalise, and enter into, the Promotion Agreement in consultation with the Section 151 Officer and the Head of Legal and Governance.**

..... in the Chair

Date of signing ..... 2025