**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Development Service Agreement (DSA) with OCHL to undertake all development services in relation to the Northfield Hostel housing development site |
| **Decision date:** | 15 July 2024 |
| **Source of delegation:** | Cabinet, [on 9 September 2020](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=5575&Ver=4), resolved to:  1. **Give project approval** to the proposals, to purchase land; enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated HRA capital budgets and business plan, for the purpose of delivering more affordable housing in Oxford;  4. **Delegate authority** to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer, to enter into agreements for the purchase of land, and any other necessary agreements or contracts and/or spend within the identified budget, for the provision of additional affordable housing; and  5. **Delegate authority** to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any property or development purchases over £500,000 for affordable housing, within this project approval and budget envelope. |
| **What decision was made?** | To enter into a Development Service Agreement (DSA) with OCHL to undertake all development services in relation to the Northfield Hostel housing development. The budget envelope for the project has been approved at annual February Council budget setting meetings.  The fee for the development management services is agreed at 5% of the build cost. |
| **Purpose:** | The decision will allow sealing of the Development Services Agreement between OCC and OCHL. This engages OCHL as the development manager on behalf of the Council to undertake the direct development of these sites in the HRA. |
| **Reasons:** | To deliver 51 affordable new homes, which supports the Council's strategy and priority of providing more affordable housing. This initiative contributes to the City Council's affordable homes delivery programme. |
| **Decision made by:** | Peter Mathew, Interim Executive Director (Communities and People). |
| **Other options considered:** | If OCHL does not act as the development manager for the scheme, the Council would be unable to deliver it directly as outlined in the affordable housing supply programme and the OCHL and HRA Business Plans. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not Key |
| **Wards significantly affected:** | None (by the DSA) |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Dave Scholes  Affordable Housing Supply Corporate Lead  18 June 2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Peter Mathew, Interim Executive Director (Communities and People) | 15 July 2024 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services (Section 151 Officer) | 9 July 2024 |
| **Head of Law and Governance** | Emma-Louise Jackman, Head of Law & Governance | 9 July 2024 |
| **Cabinet Member** | Councillor Linda Smith, Cabinet Member for Housing and Communities | 10 July 2024 |