

Decision type:	Decision Specifically Delegated to Officers
Decision date:	18/11/2025
Decision maker:	Tom Hook, Deputy Chief Executive – City and Citizens’ Services
Decision title:	Authority to enter JCT Design & Build Contract with Kingerlee Ltd for the Maltfield House Housing Revenue Account project for Affordable Housing

Summary

Decision being taken:	Authority to enter a JCT Design & Build Contract with Kingerlee LTD for the project of <i>Maltfield House, 26 Maltfield Road, Headington, Oxford OX3 9RQ</i> for a total fixed contract sum of £2,811,423.
Key decision:	Yes
Source of delegation:	<p>Officer Delegation under Cabinet Approval 17th April, 2024.</p> <p>1. Grant project approval to the proposals to purchase and develop accommodation as set out in this report and within the allocated capital budgets (2024/25 to 2028/29) for the purpose of delivering more affordable housing in Oxford; and</p> <p>2. Delegate authority to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to agree sites and enter into agreements and contracts relating to the spend of Retained Right to Buy Receipts, for the provision of additional affordable housing into the Housing Revenue Account, within this project approval.</p> <p>The role of the Executive Director (Communities and People) has ceased to exist but has been subsumed under the new role of ‘Deputy Chief Executive - City and Citizens’ Services’.</p>
Cabinet Member:	Linda Smith, Cabinet Member for Housing.

Corporate Priority: None.

Policy Framework: None.

The Deputy Chief Executive decides as follows:

1. Authority to enter a JCT Design & Build Contract with Kingerlee Ltd for the project of Maltfield House, 26 Maltfield Road, Headington, Oxford OX3 9RQ for a total fixed contract sum of £2,811,423.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	JCT Contact Amendments	Yes
Appendix 2	N-A	

Introduction and background

On 17th April 2024 Cabinet made the decision to use Retained Right to Buy Receipts for the provision of additional acquisitions to delivery more affordable housing into the Housing Revenue Account. This form of delivery allows us to respond to the immediate housing need for the proposed demolition, design and build through a JCT Contract for the proposal of new affordable housing. The site is targeting delivery of 15 x 1-bed homes.

A previous delegated decision was taken in December 2024 to allocate the site into the acquisition programme (using RRTBRs); and purchase the land from Oxfordshire County Council.

Reasons for the decision

Enter the JCT Demolition, Design & Build into the HRA to provide Affordable Housing opportunity to support and enable the delivery of Oxford City's Affordable Housing Programme to help resolve the homelessness of some of the most disadvantaged people in our community.

Alternative Options Considered

If the Council does not proceed with appointing a contractor for the design and build of Maltfield House, the Council would be unable to deliver it directly as outlined in the Affordable Housing Supply Programme.

A full competitive tender process was undertaken.

Equalities Impact

Attached – Confidential

Risks

None – N/A

Carbon and Environmental Considerations

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LPA Planning Policy Requirements for design.

Implications of making the decision

Financial implications	None.	Completed by: Nigel Kennedy Date: 13/11/2025
Legal implications	None.	Completed by: Emma-Louise Jackman Date: 17/11/2025
Other implications	None.	Completed by: Andy Dorrington Date:13/11/2025
Other implications	None.	Completed by: Dave Scholes Date:13/11/2025
Member declared interests	None.	Completed by: Linda Smith Date:13/11/2025

Background Documents	
Cabinet Report RRBTR – 17/04/2024 Use of Retained Right to Buy Receipts to increase the provision of more affordable housing.pdf	
Forwardplan - 24/02/2025 Issue details - Maltfield House - Contract award from open tender Oxford City Council	
Land Purchase Delegated Decision - 11/12/2024 Decision - Purchase of Freehold Land and building Maltfield House, 60 Maltfield Road, Oxford, OX3 9RG - Subject to contract Oxford City Council	

Report author	Andy Dorrington
Job title	Senior Affordable Housing Development Officer
Service area or department	Affordable Housing Supply – Regeneration and Economy

Please send the completed form to forwardplan@oxford.gov.uk

Email contact

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Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Head of Service where the decision maker is the Chief Executive or an Executive Director.	Dave Scholes, Affordable Housing Supply Corporate Lead	13/11/2025
Head of Financial Services Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director.	13/11/2025
Head of Law and Governance Where required by the Constitution or conditions of the delegation	Emma-Louise Jackman, Director of Law, Governance and Strategy.	17/11/2025
Cabinet Member(s) Where required by the conditions of the delegation	Linda Smith, Cabinet Member for Housing.	13/11/2025
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

Decision Maker Approval

Name and job title	Date
Tom Hook, Deputy Chief Executive	17/11/2025

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**

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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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