

Decision type: Decision Specifically Delegated to Officers
Decision date: 8 January 2026
Decision maker: Nerys Parry, Director of Housing
Decision title: Enter into a build contract for the development of affordable housing at Westlands Drive/Halliday Hill.

Summary	
Decision being taken:	Enter into a build contract for the development of affordable housing at Westlands Drive/Halliday Hill.
Key decision:	Yes, Issue details - Affordable housing delivery at Westlands Drive/Halliday Hill Oxford City Council
Source of delegation:	Decision delegated at Cabinet on 22 October 2025 'Cabinet Decision', Minute number 77 . OxCityCouncil Cabinet report 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 build contracts and any other necessary agreements or contracts to facilitate the development within the identified budget, for the provision of additional affordable housing;
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing
Corporate Priority:	More Affordable Housing
Policy Framework:	Housing and Homelessness Strategy 2023 to 2028

The Director of Housing decides as follows:

1. **Approval** to enter into a design and build contract with Life Build Solutions Ltd. for the delivery of this development project. The project budget has been allocated through the annual February Council budget-setting meetings and vired into a new HRA budget line from October 2025 Cabinet (as set out at item 3 of the Cabinet Decision).

Appendix No.	Appendix Title	Exempt from Publication

Appendix 1	N/A	
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Introduction and background

1. The site is owned by Oxford City Council (“the Council”) and held in the HRA, and the development will be directly delivered by the Council, with Oxford City Housing (Development) Limited (“OCHL”) acting as the development agent. The site has secured planning consent, and a competitive tender exercise completed with regards to the procurement of a build contractor.
2. The scheme had previously been in the OCHL pipeline programme as one of their development sites (where the Council would commit to selling and buying back the land and affordable homes). On review, the scheme is now considered to be better brought forward directly by the Council. This is due to the nature of the scheme, being 100% affordable housing and on Council (HRA) owned land. It provides better value for money for the HRA and better ensures that development appraisal financial parameters are met.
3. This is a 100 per cent affordable housing scheme of 15 much needed affordable homes for general needs. These are a mix of unit types with flats ranging from 1-bedroom to 4-bed and 2- and 3-bedroom houses. Six of the homes are for Social Rent, five are for Affordable Rent (capped at Local Housing Allowance) and four houses are to be developed at Shared Ownership tenure. One social rent flat is a 4-bed (6-person) flat which supports delivery to meet a limited but acute housing need for larger family homes. One of the 2-bed flats at affordable rent will be built to the accessible M4(3) standard (formerly wheelchair standard).
4. OCHL carried out an open tender process on behalf of the Council and received 5 contractor submissions. Life Build Solutions Ltd. has been identified as the preferred bidder for the delivery of Westlands Drive based on cost and quality. OCHL received 5 contractor submissions under the latest open tender exercise. The outcome of which recommends Life Build Solutions Ltd. for the delivery of Westlands Drive at a cost of £4,713,289.70 (inclusive of VAT) based on cost and quality. OCHL will act as the development manager on behalf of the Council, and will undertake the management of the development of the Westlands Drive/Halliday Hill development in the HRA.
5. The objective is to deliver 15 affordable new homes – which supports the Council's strategy and priority of providing more affordable housing. This initiative contributes to the Council's affordable homes delivery programme.

Alternative Options Considered

6. Failing to proceed will delay or halt the delivery of more affordable housing, reducing the supply of much-needed affordable housing.

Equalities Impact

1. The delivery of 15 new affordable homes in Oxford City will make a significant contribution to addressing the ongoing housing crisis affecting both the city and the wider UK. These homes will be allocated to individuals and families on the housing register in accordance with the Housing Allocations Policy, ensuring fair access to much-needed housing and promoting greater equity within the community.

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Risks

Westlands Drive	Mitigation
Programme – Start on site date	Westlands already has planning permission. Start on site is due in April 2026 with 18 months build out programme. The start on site is dependent on the completion of the S278 work for the road closure of Elizabeth Place; this work has now started and due to be completed in February 2026. We do not envisage any delays with this process, as no opposition was raised from either Oxfordshire County Council or the local community when the planning application was approved and the stopping up order was completed earlier this year.

Carbon and Environmental Considerations

9. For schemes delivered within the HRA: OCHL and the Council aim to deliver a 40% carbon reduction (on 2022 building regulations) on all new developments. A fabric first approach and focus on renewable energy contribute to this work. The OCLT is seeks to ensure these standards as a minimum requirement, and target delivery that is as close to net-zero as they can viably achieve.

Implications of making the decision

Financial implications	This contract will be funded using the approved budget of £5,693,000 for this scheme which is included within the approved HRA Capital Programme.	Completed by: Jason Jones Finance Business Partner Date: 25/11/25
Legal implications	This contract has been procured in compliance with the Procurement Act 2023. The proposed JCT Design and Build Contract has been prepared by legal services. There are legal implications from the proposed award of contract.	Completed by: Iwona Defer Major Projects Solicitor Date: 18/12/2025
Other implications	N/A	Completed by: Anneri Gatial Date: 06/01/2026
Member declared interests	N/A	Completed by: Anneri Gatial Date:

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	06/01/2026
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Report author	Anneri Gatial
Job title	Affordable Housing Supply Senior Programme Officer
Service area or department	Economy, Regeneration & Sustainability
Email contact	Agatial@oxford.gov.uk

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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.	N/A	
Head of Financial Services Where required by the Constitution or conditions of the delegation	 Nigel Kennedy, Head of Financial Services (Section 151 Officer)	02/12/25
Director of Law, Governance, and Strategy Where required by the Constitution or conditions of the delegation	Emma-Louise Jackman, Director of Law, Governance, and Strategy, and a Monitoring Officer	19/12/25
Cabinet Member(s) Where required by the conditions of the delegation	Councillor Linda Smith, Cabinet Member for Housing and Communities	22/12/25
Ward Members Where required by the Constitution or conditions of the delegation		

Decision Maker Approval

Nerys Parry, Director of Housing	07/01/2026
The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	

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 have given their approval. The decision shall be effective from the date of**

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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)

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 at 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.