

Decision type: **Decision Specifically Delegated to Officers**

Decision date: 26 August 2026

Decision maker: Nerys Parry, Director of Housing

Decision title: Enter into an agreement with Oxford City Housing (Development) Limited ("OCH(D)L") for the provision of development management services in relation to the development of affordable housing at Westlands Drive/Halliday Hill ("the Development").

Summary	
Decision being taken:	Enter into an agreement with OCH(D)L for the provision of development management services for the delivery of the Development.
Key decision:	No, Issue details - Enter into a Development Services Agreement with OX Place for the Delivery of affordable homes At Westlands Drive 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:

- Approval** to enter into an agreement with OCH(D)L for provision of development management services for the delivery of the Development for the fee of £237,500. 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).
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Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Equality Impact Assessment	No

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 OCHDL) 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 OCH(D)L 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 Development, 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. OCH(D)L, trading as OX Place, has been appointed by the Council to act as Development Agent for the Development, in line with the Cabinet approval to progress the Development through direct delivery by the Council within the Housing Revenue Account (HRA). OCH(D)L will be engaged under a Development Services Agreement (“DSA”), for the fee of £237,500, acting as a management consultant to provide development management services, with all development risks and costs retained by the Council.
5. The value of the DSA has been previously discussed and agreed by the decision-maker and falls within the approved project budget, calculated as a percentage of the total development (build) cost, in accordance with the Council’s agreed arrangements for its Teckal company. This approach is consistent with the Cabinet-approved delivery model and reflects standard practice across the Council’s affordable housing supply programme, ensuring alignment with value for money and governance requirements.

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6. 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

7. Procurement of an external development management partner was considered. However, this option was not pursued as OX Place is the Council's wholly owned development company and can be directly appointed under the Teckal exemption. Using OX Place provides continuity of project knowledge, aligns with the Cabinet-approved delivery model, and represents better value for money by avoiding the additional time, cost and procurement risk associated with undertaking a competitive procurement exercise for development management services. Furthermore, OX Place has extensive experience of delivering affordable housing schemes for the Council and is already familiar with the site and project objectives.
8. Failing to proceed will delay or halt the delivery of more affordable housing, reducing the supply of much-needed affordable housing.

Equalities Impact

9. The decision to award the Development Services Agreement (DSA) to OX Place is not anticipated to have a direct adverse impact on any groups protected under the Equality Act 2010.
10. OX Place is a wholly owned company of Oxford City Council and is required to operate in accordance with the Council's equality, diversity, and inclusion policies and objectives. Appropriate safeguards will therefore be in place to ensure that equalities considerations are embedded in the delivery of services under the DSA.
11. Any equalities impacts arising from the design, development, or occupation of the site will be considered as part of subsequent design development, planning, and delivery stages, and are not directly affected by the decision to enter into the DSA (Equality Impact Assessment included in appendix 1).

Risks

Risk	Mitigation
Delivery Risk Risk that OX Place does not deliver services in accordance with agreed scope, programme, or quality requirements under the DSA.	The DSA will include clearly defined scope, performance standards, and delivery milestones. Ongoing contract management, monitoring, and client oversight will ensure performance is regularly reviewed and addressed where necessary.
Governance Risk As OX Place is a wholly owned Council company, there is a risk of perceived or actual conflicts of interest in decision-making.	Established governance arrangements will be followed, including clear separation between client and company roles, transparency in decision-making, and adherence to the Council's constitution and procedures.

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Legal / Procurement Risk Risk of challenge if the direct award of the DSA is not compliant with procurement legislation or subsidy control requirements.	The award is structured to comply with relevant legal frameworks (e.g. Teckal exemption where applicable) and informed by legal advice to ensure compliance with procurement and subsidy control regulations.
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Implications of making the decision

Financial implications	This DSA 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: 16/7/2026
Legal implications	There are no legal implications from the proposed award of DSA to OCH(D)L. The proposed DSA, despite being above the threshold for services contracts under the Procurement Act 2023 ("PA23"), is intended to be directly (without competition) awarded to OCH(D)L, on the basis of OCH(D)L being the Council's 'Teckal' Company and the proposed contract being an 'exempted contract'. The PA23 applies only to procurements of 'public contracts'. By virtue of s.3 of the PA23, 'exempted contracts' are not 'public contracts'. Paragraph 2 of Schedule 2 of the Procurement Act 2023 provides for an exemption from being caught by the PA23 where a contracting authority, that is a public authority, awards a contract within its 'corporate family' and vice versa, subject to the contracting authority demonstrating 'control' over the organisation it intends to award the contract to. 'Control' is satisfied, under Schedule 2 paragraphs 2(2) and 2(3), when: The contracting authority is a parent undertaking	Completed by: Iwona Defer Major Projects Solicitor Date: 11.06.2026

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	No person other than the authority, or authorities, exerts a decisive influence on the activities of the controlled entity (either directly or indirectly), The controlled entity carries out more than 80% of its activities for the contracting authority (the 'activity threshold'). It has been established that the Council satisfies the 'control' requirement and therefore the proposed DSA is an 'exempted contract' under the PA23.	
Other implications	N/A	Completed by: Anneri Gatial Date: 26 August 2026
Member declared interests	N/A	Completed by: Anneri Gatial Date: 26 August 2026

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

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		6 th August 2026

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Where required by the Constitution or conditions of the delegation	Head of Financial Services (Section 151 Officer) 	
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 (Monitoring Officer)	28 July 2026
Cabinet Member(s) Where required by the conditions of the delegation	Councillor Linda Smith, Cabinet Member for Housing and Communities	17 August 2026
Ward Members Where required by the Constitution or conditions of the delegation		

Decision Maker Approval

<i>Nerys Parry, Director of Housing</i>	<i>26 August 2026</i>
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 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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