

**Open minutes of a meeting of the
Shareholder and Joint Venture Group
for Oxford City Council Companies**

on Wednesday 25 September 2019

SJVG members:

Councillor Brown (Chair)	Councillor Linda Smith (Vice-Chair)
Councillor Chapman	Councillor Clarkson
Councillor Hollingsworth	Councillor Rowley

Officers representing the Council and/or supporting the Shareholder:

Anita Bradley, Monitoring Officer/ Head of Law and Governance
Nigel Kennedy, s151 Officer / Head of Financial Services
Tom Hudson, Scrutiny Officer, Law and Governance
Jennifer Thompson, Clerk, Law and Governance

Company Directors and support staff present for all or part of the meeting (see individual minutes for details):

Lindsay Cane, Company Secretary for Oxford Direct Services, Housing Group and OXWED
Richard Connolly, Interim Managing Director, Housing Group
Stephen Clarke, Director, Housing Group and Barton Oxford LLP
Jane Winfield, Director, Housing Group and Barton Oxford LLP
Alan Wylde, Housing Group
David Watt, Housing Group
Simon Howick, Managing Director, Oxford Direct Services
Tim Sadler, Director, Oxford Direct Services
Aled Bath, Director, Oxford Direct Services
Tom Bridgman, Director, OXWED
Stephen Hing, OXWED Development Director

Apologies:

Councillors Turner, Tidball and Upton sent apologies.

Minutes

1. Declarations of interest

Anita Bradley, Monitoring Officer, advised that there should be no discussion on the sites in the Housing Company reports which were the subject of current planning applications to avoid any conflicts of interests.

2. SJVG Confidentiality and private session

The Shareholder group members agreed that all items relating to the individual companies would be discussed in private session. They agreed to exclude the public and also all directors and officers who were neither their advisers nor had a direct relationship with the company being discussed.

3. SJVG Terms of reference and meeting arrangements

The Shareholder group considered and **agreed to adopt without change** the terms of reference and meeting arrangements as set out by the Head of Law and Governance.

4. Scrutiny comments and/or recommendations

Tom Hudson, Scrutiny Officer, reported on the discussions at the Companies Scrutiny Panel.

The Panel had made no formal recommendations but had noted and discussed a number of points.

Those immediately relevant to the discussions at this meeting included:

- The Panel encouraged the Housing Companies to build low carbon/ energy efficient value-for-money housing both in light of the Council's motion to become carbon neutral by 2030 and to provide good value for the company and tenants.
- The Panel recognised the challenges the Housing Companies faced in securing an adequate supply of land to maintain momentum and fulfil its plans.
- The Panel noted the good progress to date at Barton Park but were concerned about the potential impact of the slowdown in sales and development at Barton Park and asked about facilitating the start of the bus link to the city.

5. Oxford City Housing Ltd - the Housing Group

Present for this item only:

Company Directors:	Others in attendance
Richard Connolly	Lindsay Cane (Company Secretary)
Stephen Clarke	Alan Wylde (Adviser)
Jane Winfield	David Watt (Strategic Finance Manager)

a) The future strategic direction of the Council's Group of Housing Companies (draft Business Plan) [Private]

The Group considered a report introducing the first draft of both the OCHL Strategic Plan and 10 year indicative Business Plan and seeking shareholder endorsement before presentation of the detailed Business Plan for the Shareholder on 19 November 2019.

The Shareholder and Joint Venture Group agreed to endorse the first draft of both the OCHL Strategic Plan and indicative Business Plan at Appendix 1 to the report, subject to their comments.

b) Housing Group - Quarterly reporting on finance and progress [Part private]

Councillor Linda Smith left at the start of this item.

The Group discussed a report and exempt appendices setting out the impact of the most recent changes made to the previous approved development programme within OCHL's current Business Plan; proposals for Key Performance Indicators (KPI's); and financial performance measures.

The Shareholder and Joint Venture Group agreed the note the report.

c) Housing Group - Project Delivery Programme update [Public]

The Group discussed a report setting out the status and progress of the Housing Group's development site delivery programme. On Warren Crescent development, they noted that the proposal for a footpath diversion was awaiting a decision from the Secretary of State.

The Shareholder and Joint Venture Group agreed to note the status of the Housing Group Delivery Programme, and asked that the next update also include the originally planned completion dates and slippage against that plan.

d) Furnished Tenancy Scheme (Reserved under Rent & Lettings Policy) [Public]

The Group discussed a report asking for an amendment to the Rent and Lettings Policy to include a Furnished Tenancy Scheme, and the terms of the proposed scheme.

They noted that the rent for a furnished tenancy would be slightly higher than for an unfurnished tenancy, and that the housing company should offer information about the reason for the difference in cost and whether it was eligible to be covered by benefits.

The Shareholder and Joint Venture Group agreed to approve an amendment to the Housing Group's Rent and Lettings Policy to include a Furnished Tenancy Scheme as set out in the report and its appendices.

e) Governance arrangements for the OCHL Group of Companies [Part private]

The Group discussed a report and appendices asking for approval for the proposed governance arrangements.

The Shareholder and Joint Venture Group agree the recommendations in the report.

6. Barton Oxford Limited Liability Partnership (LLP):

Present for this item only:

City Council's representatives on the Limited Liability Partnership (LLP):

Stephen Clarke

Jane Winfield

a) Barton Park Development Quarterly progress report [Part private]

The Group considered a report and confidential appendix providing an update into the activities of Barton Oxford LLP (BOLLP) over the previous quarter and progress of housing delivery at Barton Park.

The Group noted:

- The ground-breaking ceremony celebrating the start of construction of the school would take place in early October: the building should be complete by mid-2020.
- Work to fix the pavilion's snagging issues was nearing completions. Completion of leases would allow the Council to manage the relationships with the football clubs using the pitch and pavilion. Improvements to the pitch's drainage had created a more usable surface which withstood recent heavy rain.
- More discussions with the community on the proposed public art projects were needed before a satisfactory scheme could be agreed.
- Providing the bus link was not under the council's control: the operator would be chosen after a tender process by the county council.
- Plans for the next phases of the development.
- The economic factors affecting market sales and hence future completions of both market and social housing. The joint venture and the Council had limited options for increasing the rate of delivery of social housing.

The Group asked for information in the next report

- about the 'Healthy New Towns' programme as it was implemented at Barton Park;
- on progress with opening and controlling the bus link and on provision of a bus service.

The Shareholder and Joint Venture Group agree to note the discussion, the contents of the report and the appendix.

7. Oxford Direct Services Ltd and Oxford Direct Services Trading Ltd (ODS)

Present for this item only:

Company Directors:	Others in attendance
Simon Howick	Lindsay Cane (Company Secretary)
Aled Bath	
Tim Sadler	

a) Oxford Direct Services (ODS) Board Quarterly update report [Private]

The Group considered and noted a report providing an update on the companies' activities.

The Group noted:

- A third non-executive director had joined the company boards.
- Progress on ongoing contractual work (such as housing repairs) and on large-scale projects.
- The current strategy on purchasing electric vehicles where feasible as part of overall fleet management strategy.

The Group asked to review ODS's low carbon strategy to ensure this fitted with and enhanced the Council's overall strategy to reduce carbon use.

The Shareholder and Joint Venture Group agreed to note the report.

8. Oxford West End Development (OxWED)

Present for this item only:

Oxford City Council's Company Directors	Others in attendance
Gordon Mitchell	Lindsay Cane (Company Secretary)
Tom Bridgman	Stephen Hing (OxWED Development Director)

Gave apologies:

Oxford City Council's Company Directors
Gordon Mitchell

a) OxWED Quarterly Oxford City Council Shareholder Update [Part private]

Councillor Chapman left the meeting at the start of this item.

The Group considered a report and confidential appendices providing an update on the company's activity.

They noted an update from the Director and the Development Director setting out progress towards seeking an agreement with a developer to take forward the securing of planning permission and subsequent development of the site, and the proposed basis of the development agreement.

The Shareholder and Joint Venture Group agreed to note the report and the appendices.

9. Minutes of the previous meeting (Shareholder meeting, 23 July 2019) [Part private]

The Shareholder and Joint Venture Group approved the public and private minutes of the Shareholder meeting of 23 July 2019 as a true and correct record.

The meeting started at 6.00 pm and ended at 8.00 pm

Chair

Date: Tuesday 19 November 2019

Note: the next meeting is on Tuesday 19 November 2019