

# Agenda

## for a meeting of the

www.oxford.gov.uk



# Shareholder and Joint Venture Group for Oxford City Council Companies

Date: **Wednesday 28 July 2021**

---

Meeting starts at: **6.00 pm**

---

Place: **Main Hall - Town Hall**

---

For any further information please contact the Committee Services Officer:

**Catherine Phythian, Committee and Member Services Officer**

Telephone: 01865 25 2402

Email: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

---

This meeting will be held mostly or entirely in private session as the Group will be discussing commercially sensitive matters and information relating to the Council's companies.

Many of the reports are not available to the public as they contain commercially sensitive information relating to the Council's companies.



**OCHL**  
Oxford City Housing Limited

**OXWED**  
Oxford West End Development Ltd

*Barton Oxford  
LLP*

# Shareholder and Joint Venture Group

## Membership: Members confirmed by the Leader.

Chair	Councillor Susan Brown	
	Councillor Ed Turner	Councillor Tom Hayes
	Councillor Diko Blackings	Councillor Mike Rowley
	Councillor Alex Hollingsworth	

The quorum for this meeting is three members.

## Advisers to the Group (the SJVG)

Susan Sale	Law & Governance	Nigel Kennedy	s151 Officer / Head of Financial Services
Tom Hudson	Law and Governance		

# Agenda items

Number	Agenda item	Approximate start times/ Pages
	<p>Public reports can be viewed individually from the SJVG meeting page on the council's website.</p> <p>Separate packs for each company, containing all the reports for that company, are sent to the SJVG members and their support officers and to those attending on behalf of that company.</p> <p>This agenda shows the approximate time when the SJVG will consider reports from each company.</p>	
<b>1</b>	<b>Apologies for absence</b>	
<b>2</b>	<b>Declarations of interest</b>	
<b>3</b>	<b>SJVG Confidentiality and private session</b>	
	<p>If the SJVG wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the SJVG to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.</p> <p>The SJVG may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	
<b>Items relating to the Companies</b>		<b>6.00pm</b>
	<p>The agenda item text indicates which documents are available to the public and which are private.</p> <p>Public reports in this section are available on the website under each agenda to download individually but are not included in an agenda pack.</p>	
<b>4</b>	<b>Scrutiny comments and/or recommendations</b>	
	<p>The Group is asked to consider any comments and/or recommendations from the Companies' Scrutiny Panel meeting.</p>	

**5 Oxford City Housing Ltd - The Housing Group (Part private)**

**Those who may attend for this company's items:**

**Company Directors:**

Kerry Kyriacou (Chair)

Stephen Clarke

Jane Winfield

Michelle Thomas (Managing Director)

**Others in attendance**

Lindsay Cane (Company Secretary)

David Watt (Strategic Finance Manager)

**5a Appointment of a Managing Director to the Housing Group of Companies (open)**

**Purpose of report:** To request the Shareholder and Joint Venture group to appoint the new Managing Director of the Oxford City Housing group to the Board of each of the three housing group companies

**Recommendation:** That the Shareholder and Joint Venture Group resolves to

Appoint Helen Horne, the newly appointed Managing Director of the Oxford City Housing Group as a Board director of each of Oxford City Housing Limited ("OCHL"), Oxford City Housing (Development) Limited ("OCHDL") and Oxford City Housing (Investment) Limited ("OCHIL"), such appointment to take effect as from 31st August 2021, the date of commencement of her appointment as Managing Director.

11 - 12

**5b OCHL Business Plan refresh 2021 (private)**

**Purpose of report:** to ask the Shareholder and Joint Venture Group to review and approve the refresh of Oxford City Housing Company's (OCHL's) 10 year Business Plan.

**6 Barton Oxford Limited Liability Partnership (LLP): (Part Private)**

**Those who may attend for this company's items:**

**City Council's representatives on the Limited Liability Partnership (LLP) and supporting officers:**

Stephen Clarke

Paul Leo

Carolyn Ploszynski

Jane Winfield

**6a Barton LLP Quarterly Performance report July 2021 (part open, part private)**

**Purpose of report:** to ask the Shareholder and Joint Venture Group to note the update of the activities of Barton Oxford LLP (BOLLP) over the past quarter.

13 - 16

**7 Oxford West End Development (OxWED) (Private)**

**Those who may attend for this company's items:**

**Oxford City Council's Company Directors**

Tom Bridgman

Caroline Green

Jane Winfield

**Representing the company**

Lindsay Cane (Company Secretary)

Kevin Minns (OxWED Managing Director)

**7a OXWED update and project report July 20/21 (private)**

**Purpose of report:** to ask the Shareholder and Joint Venture Group to note the progress report and agree the recommendations and actions in the report.

## **Commercially sensitive information**

The private/ restricted access parts of this agenda contain commercially sensitive information relating to the Council's companies and joint ventures. The handling of confidential information is an important element in the relationship of trust that exists between members, officers and the public.

A mishandling of such information or its accidental or deliberate disclosure will damage that trust as well as possibly lead to formal proceedings being taken against the Council, individual members or officers.

The duty not to disclose information provided to a member in confidence is governed by the General Obligations under the Members' Code of Conduct contained in the Council's constitution (Paragraph 22.7).

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## Shareholder and Joint Venture Group

### Information about Oxford City Council companies

Information about each company is also available on the [Companies House](#) website.



#### 1. Oxford Direct Services (ODS)

ODS is the wholly owned trading arm of the Council. It is structured as two companies that work together to deliver cost-effective public and commercial services include building, waste & recycling, streetscene, parks & open spaces, highways & engineering, motor transport and pest control.

##### Companies:

- (i) **Oxford Direct Services Limited (ODSL)** (Company no.10719222 )  
a “Teckal” company\* which provides services directly to the Council; and
- (ii) **Oxford Direct Services Trading Limited (ODSTL)** Company no.10719214  
is a trading company which trades and competes for business in the wider city economy:

Oxford City Council is the sole shareholder in both companies and both are controlled by the same Board of Directors.

\*see para 5 for the definition of “Teckal”



#### 2. The Housing Group Oxford

Oxford City Housing Limited (OCHL) is the Council's wholly owned housing company which aims to increase housing supply in Oxford. OCHL has two wholly-owned subsidiaries and the three companies are known collectively as “The Housing Group”

The Housing Group benefits from “Teckal” status

##### **Oxford City Housing Limited – OCHL** (Company no.10212716)

This is the parent or holding company for the two subsidiaries (listed below) which were established for the purposes of:

- (i) Buying and selling of own real estate and
- (ii) Letting and operation of own or leased real estate
- (iii) Development of housing projects

##### **Oxford City Housing (Investment) Limited – OCH(I)L** (Company no.10370637)

The purposes include:

- (i) Buying and selling of own real estate and
- (ii) Letting and operation of own or leased real estate

The company primarily procures the social rented housing being delivered at the major new mixed-tenure development at Barton Park, required of housebuilders as part of the Section 106 Agreement entered into by Barton Park LLP (the joint venture between the City Council and Grosvenor Estates). This arrangement is planned to continue for both current and future phases and is anticipated to provide in total 354 social rented homes over a number of years. The homes are let and managed by the Council but ownership remains with the company. The rental stream services the loans taken out by the company from the Council's General Fund. Future activity would also potentially include forms of ownership of market rented housing.

### **Oxford City Housing (Development) Limited – OCH(D)L** (Company no.10370647)

The purpose is:

- (i) Development of housing projects

The company delivers mixed tenure housing developments which include the sale of affordable housing units to the Council. For each development scheme there is usually:

- Open market housing for sale
- a 50% affordable housing requirement (subject to scheme viability) in the negotiated S106 agreement and
- 'additionality' where the Council secures grant/subsidy to support the purchase of some or all of the open market housing on each scheme, to 'flip the tenure' to achieve additional affordable housing, where this represents value for money.

### **3. Oxford West End Development Ltd (OXWED)** (Company no.09957392)



OXWED is a joint venture development partnership company with Nuffield College created to enable the delivery of a major new mixed used development on the Oxpens site, a key site to the west of Oxford City Centre.

The Council and Nuffield College each have a 50% holding in OXWED and each can appoint three directors to the OXWED Board which takes some strategic and all operational decisions.

OXWED has different shareholder arrangements from the other Council Companies because most shareholder decisions must only be taken by jointly by the shareholders (the Council and Nuffield College).

### **4. Barton Oxford Limited Liability Partnership (LLP)** (Company no.OC368330)

Barton Oxford LLP is a joint venture development partnership of the Council and Grosvenor Developments Ltd created to enable the delivery of the major new development now known as Barton Park.

The structure and governance of an LLP is different from that of a Limited Company.

## **5. Definitions**

**Teckal status:** The Housing Group and ODS benefit from “Teckal” status allowing them to trade (contract for works, services or supply) with the Council and other “Teckal” companies wholly within the ownership of the Council, without having to go through a competitive tender process.

A “Teckal” company benefits from contracts for works, services or supply from its controlling Contracting Authority (the Council) without having to go through a competitive tender process and must meet these tests among others:

- the Council must exercise a control which is similar to that which it exercises over its own departments – this means it/they must exercise a decisive influence over both strategic objectives and significant decisions of the controlled company either itself or through another subsidiary; and
- more than 80% of the activities of the company must be carried out in the performance of tasks entrusted to it by the Council.





**To:** Shareholder and Joint Venture Group Meeting  
**Date:** 27 July 2021  
**Report of:** Company Secretary of the Housing Group of Companies  
**Title of Report:** Appointment of the new Managing Director to the Boards of the three Housing Group companies

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To request the Shareholder and Joint Venture group to appoint the new Managing Director of the Oxford City Housing group to the Board of each of the three housing group companies
<b>Recommendations: That the Shareholder and Joint Venture Group resolves to:</b>	
<ol style="list-style-type: none"> <li>1. Appoint Helen Horne, the newly appointed Managing Director of the Oxford City Housing Group as a Board director of each of Oxford City Housing Limited (“OCHL”), Oxford City Housing (Development) Limited (“OCHDL”) and Oxford City Housing (Investment) Limited (“OCHIL”), such appointment to take effect as from 31<sup>st</sup> August 2021, the date of commencement of her appointment as Managing Director.</li> </ol>	

### Introduction and background

1. The appointment of Board Directors to the Oxford City Housing Group is a matter reserved for the Shareholder under the Shareholder’s Agreement and the Company’s Articles.
  
2. In order that the Housing Group is possessed of the operational and strategic strength, capacity and oversight required to enable it to compete successfully in an ever-evolving housing development market in highly challenging times, an appropriate recruitment process was undertaken to seek to make a permanent appointment to the role of Managing Director. A member of the Shareholder and

Joint Venture group formed part of the interview and selection process which when concluded led to an offer of the post of Managing Director being made to Helen Horne, such offer then being accepted. The MD appointment was offered on a permanent basis.

### **Financial implications**

3. There are financial implications for the Housing Group arising from this report, in that while the Managing Director will, technically, be an employee of the City Council, she will be seconded to the Housing Group and all employment costs incurred will be passed on to the Housing Group. These costs are in line with the Approved Business Plan previously endorsed by the Shareholder.

### **Legal issues**

4. With the appointment of Board directors being a matter reserved to the Shareholder, no individual can act as a statutory director of OCHL, OCHDL or OCHIL and be recorded as such at Companies House without Shareholder consent. Under her contract of employment, the Managing Director will, of course, hold particular and direct operational responsibilities in regard to the management and performance of the Housing Group.

### **Level of risk**

5. The need for a dedicated Managing Director of the Housing Group is clear in a period when the three companies are increasing the volume of their operations, the quantum of their financial commitments, and consequently the magnitude of the companies' risk in a period of economic and market uncertainty.

<b>Report author</b>	Lindsay Cane (Company Secretary)
Telephone	01865 335499
e-mail	<a href="mailto:lindsay.cane@oxfordds.co.uk">lindsay.cane@oxfordds.co.uk</a>

**To:** Shareholder and Joint Venture Group  
**Date:** 28 July 2021  
**Report of:** Jane Winfield, Corporate Property Service Head  
**Title of Report:** Quarterly Progress Report relating to Barton Oxford LLP

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	This report provides an update into the activities of Barton Oxford LLP (BOLLP) over the past quarter.
<b>Recommendation(s): There is a resolution to:</b>	
1. Note the contents of the report.	

<b>Appendices</b>	
Appendix 1	Not for publication marketing report.

## **Introduction and background**

1. This is the ninth report to the Shareholder and Joint Venture Group covering the period since the previous update in March 2021.

## **Coronavirus**

2. On 5<sup>th</sup> July 2021, The Government announced an end to lockdown restrictions in England from 19<sup>th</sup> of July. There remain concerns over the Delta Variant and rising numbers of new cases. There is still uncertainty over whether the full impact of COVID is yet to be felt. The residential property market remains buoyant, although developers are reporting supply chain difficulties.
3. In anticipation of the social distancing restrictions soon being lifted, FirstPort (who manage the site for the LLP) is working with the community health development officer, residents, local schools and interest groups, to discuss events and community projects and potential community activation events over upcoming summer months.

## **Progress Update**

### **First Phase**

4. Hill report that they have now completed 225 units out of the total 237, and all affordable homes have been handed over .They expect to achieve overall completion of construction on site by December 2021.

## **Second Phase**

5. Redrow has now completed the first 10 units onsite with 3 (private sale) handed over and occupied. They anticipate completing a further 50 units bringing the total number of completions to 60 by December 2021, including an apartment block for the Housing Company. This phase is to deliver 207 units.

## **Third Phase**

6. BOLLP has now exchanged and completed on the sale to Countryside, detailed terms are commercially sensitive and further details are contained in the not for publication appendix. A press release for this appointment was issued shortly after completion, Oxford Times, Oxford Mail, Housing Today, Show House, React News, PrimeResi and The Construction Index have covered the news. Countryside is making good progress on design and preplanning for their Reserved Matters application. They already have a few pre-planning meeting dates and also have planned the first Oxford Design Review Panel on the 29th of July. This phase will deliver 441 units.

## **Final Phase**

7. A marketing strategy is being drawn up for the final phase on land adjacent to Harolde Close. The sale to Countryside has fulfilled the quota of up to 885 units so this area will require a new planning consent. It is estimated that it could provide a further 18 units. More detail is attached in the not for publication appendix.

## **The Pavilion**

8. The improvements to the disabled parking and disabled WC along with redecoration of some areas is now complete.

## **The School**

9. The school has current vacancies in years 1 and 2.

## **Public Art**

10. Following appointment of Raw to lead on the delivery of Public Art, Raw has been working with their consultant Jessop and Cook to progress the detailed design work and prepare documents for pre-planning meetings with the Local Planning Authority. Prior and Partners are providing more detailed planning advice. The planning process means that it is unlikely that Raw will be able to deliver the public art project before the end of the Summer months 2021. They are currently updating the overall project programme to reflect this delay, and are working to develop a community activation programme to be implemented

over summer/early autumn to set the scene and generate community support for the delivery of Public Art.

### **Financial Implications**

11. The financial implications are detailed in the not for publication appendix.

### **Legal Implications**

12. There are no legal implications arising directly from this report.

<b>Report author</b>	Jane Winfield
Job title	Corporate Property Service Head
Service area or department	Corporate Property
Telephone	01865 252551
e-mail	<a href="mailto:jwinfield@oxford.gov.uk">jwinfield@oxford.gov.uk</a>

This page is intentionally left blank