

# Agenda

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## Companies Scrutiny Panel

This meeting will be held on:

Date: **Monday 28 March 2022**

Time: **6.00 pm**

Place: **Remote (Zoom)**

**For further information** please contact:

Tom Hudson, Scrutiny Officer, Committee Services Officer

☎ 01865 252191

✉ [DemocraticServices@oxford.gov.uk](mailto:DemocraticServices@oxford.gov.uk)

**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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*All public papers are available from the calendar link to this meeting once published*

## **Committee Membership**

Councillors: Membership 6: Quorum 3: substitutes are permitted.

Councillor Nigel Chapman

Councillor James Fry

Councillor Tom Landell Mills

Councillor Katherine Miles

Councillor Edward Mundy

Councillor Lucy Pegg

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

	<b>Pages</b>
<b>1 Apologies for absence</b>	
<b>2 Declarations of Interest</b>	
<b>3 Items to be considered in private</b>	
<b>Items to be considered in private - matters exempt from publication</b>	
<p>If the Panel 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 or at any other point in the meeting, it will be necessary for the Panel to pass a resolution to that effect 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 Panel 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>4 Notes of the previous meeting</b>	7 - 14
<b>Recommendation:</b> that the open and confidential notes of the meeting held on 13 December 2021 be approved.	
<b>5 Announcements and verbal updates from the Chair, the Scrutiny Officer, and/or the Monitoring Officer</b>	
<p>Announcements and verbal updates on matter relevant to the agenda items or to the operation of the Panel from the Chair; Scrutiny Officer; Monitoring Officer or her deputy; or with the Chair's permission from other officers in attendance.</p>	

## **6 Shareholder and Joint Venture Group reports**

### **6a OxWED Report**

15 - 18

The attached OxWED report is scheduled to go to the Shareholder and Joint Venture Group meeting on 30 March 2022. The Panel is asked to consider the report and agree the questions or issues it wishes to raise at the Shareholder and Joint Venture Group meeting.

No OxWED representatives are scheduled to present this report to the Panel.

### **6b OCHL report**

19 - 70

The attached OCHL report is scheduled to go to the Shareholder and Joint Venture Group meeting on 30 March 2022. The Panel is asked to consider the report and agree the questions or issues it wishes to raise at the Shareholder and Joint Venture Group meeting.

No OCHL representatives are scheduled to present this report to the Panel.

NB Please note that one report is missing, which will be issued separately as a supplement.

### **6c Barton Report**

71 - 74

The attached Barton report is scheduled to go to the Shareholder and Joint Venture Group meeting on 30 March 2022. The Panel is asked to consider the report and agree the questions or issues it wishes to raise at the Shareholder and Joint Venture Group meeting.

No Barton representatives are scheduled to present this report to the Panel.

## **7 Date of the Next Meeting**

Meetings are scheduled to be held on:

07 April 2022 (ODS)

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **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". 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.

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## Minutes of a meeting of the Companies Scrutiny Panel on Monday 13 December 2021



### Committee members present:

Councillor Chapman

Councillor Fry

Councillor Miles

Councillor Mundy

Councillor Pegg

### Officers present for all or part of the meeting:

Tom Hudson, Scrutiny Officer

Laura Harlock, ODS Cemeteries Manager

Jason Munro, Director of Operations

Lindsay Cane, Company Secretary

Simon Howick, Managing Director, Direct Services Companies, Director of Oxford Direct Services

Gregor Budde, ODS Finance Director

Tim Sadler, ODS Chair of the Board

### Also present:

### Apologies:

Councillor(s) Landell Mills sent apologies.

## 28. Apologies for absence

Councillor Landell Mills tendered apologies for the meeting.

## 29. Declarations of Interest

None

## 30. Announcements and verbal updates from the Chair and/or the Scrutiny Officer

The Chair reported the success of the previous meeting of the Shareholder and Joint Venture Group and expressed support for Scrutiny remaining part of it.

## 31. Notes of the previous meeting

The record of the meeting of 24 November 2021 was **AGREED**.

### **32. Items to be considered in private**

The Panel resolved to move into private session following the presentation of the public report on the grounds that the presence of the public would likely involve the disclosure of exempt information in accordance with paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972.

### **33. Tree Planting and Management**

Simon Howick, ODS Chief Executive, Jason Munro, ODS Director of Operations, and Laura Harlock, ODS Parks and Open Spaces Manager presented a Scrutiny-commissioned report on Tree Management to the Panel.

The Council's Tree Policy arose from a near-miss with an individual, following which a more rigorous and systematic system of surveying and managing trees was implemented.

The ODS Tree Service services the c 100,000 Council-owned trees on a three-year basis, surveying them all and developing a prioritised plan of works. Ad hoc inspections also took place. It is also responsible for surveying the County Council's trees though a s.42 and s.42+ agreement. The Service is also responsible for planting of trees, and emergency work such as during storms. The team is made up of three people, with a fourth seasonal worker in the spring and summer months.

The Service's tree planning on average involves the planting of approximately 90 trees per annum with a view to replacing in wards where practicable trees previously felled. The seasonal worker who is responsible for this is currently at maximum capacity, so additional tree planting would require investment in additional staff or equipment.

Councillors requested that the schedule for ward visits be made available to them, which was agreed.

Members also asked about how the capacity of the team was impacted by the secondment of one of the three full time staff to Oxford City Council. Careful planning had allowed this to work, but did cause a slight pressure when remaining staff were taking holiday. Regular surveying did also mean that when storms came, it created lower peaks of remedial work afterwards.

The balance between ad hoc and scheduled surveys was explored. Ad hoc surveys had halved in regularity since the Policy was implemented, and ran at about 12 per week.

Clarification over who was responsible for undertaking works on or ultimately replanting damaged trees was raised. In the end it came down to tree ownership; a tree owned by the Council would be the Council's responsibility, but one in private ownership would not. Likewise, the Council did undertake surveying of County Council trees, but it would not then undertake the works required unless done so via a further contract.

The report was **NOTED** and no recommendations were made.

Jason Munro and Laura Harlock left the meeting at the end of this item.

NB There are confidential minutes associated with this item.

### **34. Shareholder and Joint Venture Group reports**

Minutes of the consideration of the relevant Shareholder and Joint Venture Group reports are detailed below.

### **35. ODS reports**

Minutes below

### **36. OCHL report**

### **37. Barton Report**

### **38. OxWED report**

#### **a) ODS minutes**

Simon Howick, ODS Chief Executive, Tim Sadler, ODS Chairman, and Gregor Budde, ODS Financial Director, presented the ODS report to the Panel.

The Panel **AGREED** that the following recommendations would be taken up at the Shareholder and Joint Venture Group:

- 1) That future development of the score card includes environmental and sustainability elements.
- 2) That the SJVG requests a review from Council and ODS to assess how the depot project took such a long time to make a decision over Redbridge, one which was ultimately negative.

NB There are confidential minutes for this item.

#### **b) OxWED minutes**

No report to consider

#### **c) Barton minutes**

No report to consider.

#### **d) OCHL minutes**

No report to consider.

### **39. Date of the Next Meeting**

The dates of the next meetings were **NOTED**.

**The meeting started at 6.00 pm and ended at 7.50 pm**

**Chair .....**

**Date: Monday 28 March 2022**

*When decisions take effect:*

*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal  
decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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