

# Agenda

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## Companies Scrutiny Panel

### OxWED Report Only

This meeting will be held on:

Date: **Monday 18 October 2021**

Time: **6.00 pm**

Place: **Remote (Zoom)**

**For further information** please contact:

Tom Hudson, Scrutiny Officer

📞 01865 252191

✉ 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 not 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

	Pages
<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 - 16
<b>Recommendation:</b> that the open and confidential notes of the meeting held on 20 July 2021 be approved.	
<b>5 Announcements and verbal updates from the Chair, the Scrutiny Officer, and/or the Monitoring Officer</b>	
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.	

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

To consider the OxWED report to the Shareholder and Joint Venture Group meeting on 19 October 2021. Emma Gubbins, OCC Corporate Asset Lead, will be presenting the report. Jane Winfield and Jonathan Solomon, OxWED Directors, Nigel Kennedy, OCC Head of Finance, and Susan Sale, OCC Head of Legal Services, have also been invited to attend the meeting in support of the meeting.

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.

**NB This report is to follow.**

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

Meetings are scheduled to be held on:

24 November 2021 (OxWED, OCHL, Barton)

13 December 2021 (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 Tuesday 20 July 2021



### Committee members present:

Councillor Fry

Councillor Landell Mills

Councillor Miles

Councillor Mundy

Councillor Pegg

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

Tom Hudson, Scrutiny Officer

Nigel Kennedy, Head of Financial Services

### Also present:

Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery

Gregor Budde, Finance Director, ODS

Lindsay Cane, Company Secretary for OxWED, ODS and the Housing Companies

Stephen Clarke, Director Housing Companies, in role as Director, Housing Group and Barton Oxford LLP

Jane Winfield, Head of Corporate Property, in role as Director, Housing Group and Barton Oxford LLP and OXWED

Michelle Thomas, Interim Managing Director, OCHL

David Watt, Finance Business Partner, Housing Companies, Housing Group

Tom Bridgman, Executive Director (Development), in role as Director of OXWED

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

Kerry Kyriacou, Chair, Housing Group, Non Executive Director, Housing Group

Helen Horne, Invited Guest

### 1. Appointment of Chair

In the absence of the Chair, the Panel **AGREED** that Councillor James Fry should assume the role of Chair for the meeting.

### 2. Apologies for absence

Councillor Nigel Chapman tendered his apologies.

### 3. Declarations of Interest

None

### 4. Minutes of the previous meeting

The record of the meeting of 15 March 2021 was **AGREED**.

## **5. Announcements and verbal updates from the Chair, the Scrutiny Officer, and/or the Monitoring Officer**

None

## **6. Responses to previous recommendations**

None

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

The Panel resolved to move into private session 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.

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

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

### **a) ODS minutes**

The Panel considered the confidential report in private session and **NOTED** the report.

Simon Howick, Managing Director, Gregor Budde, Finance Director, Lindsay Cane, Company Secretary were present at the meeting for the duration of this item to answer questions.

### **b) OCHL minutes**

The Panel discussed the exempt report in private session and agreed to **NOTE** the report.

Michelle Thomas, Interim Housing Company Managing Director, Jane Winfield, Housing Company Director, Kerry Kiriadou, Housing Company Chair, and David Watt, Finance Analyst joined the meeting to present the report to the Panel. Helen Horne also attended as an invited guest.

### **c) Barton minutes**

The Panel discussed the exempt appendix in private session and agreed to **NOTE** the report.

Jane Winfield and Stephen Clarke, City Council representatives on Barton Oxford LLP were present to introduce the report and to answer questions.

### **d) OxWED minutes**

The Panel discussed the confidential report in private session and **NOTED** it.

Tom Bridgman, City Council representative on the OxWED board presented the report. Councillor Alex Hollingsworth, Cabinet member for Planning and Housing Delivery also provided responses to questions.



## 9. Date of the Next Meeting

Recent changes agreed by Cabinet, Scrutiny and Council concerning the governance of the Council's companies were reported to the Panel. Executive meetings, in the form of the Shareholder and Joint Venture Group, were moving to a four-monthly cycle, but with two meetings. Panel members were invited to attend these meetings and contribute in a non-voting capacity. The Companies Scrutiny Panel would continue without officers (except for the Scrutiny Officer) to discuss what would be brought up at Shareholder and Joint Venture Group meetings.

This information was **NOTED**.

**The meeting started at 6.00 pm and ended at 7.40 pm**

**Chair .....**

**Date: Monday 18 October 2021**

*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.*

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

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