

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

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on Wednesday 22 June 2022

## **SJVG members:**

Councillor Brown (Chair)

Councillor Turner (Vice-Chair)

Councillor Munkonge

Councillor Hollingsworth

Councillor Chapman

Councillor Linda Smith

Councillor Upton

## **Officers representing the Council and/or supporting the Shareholder:**

Marcia Ecclestone, Legal Adviser; Law and Governance

Nigel Kennedy, Head of Finance (Section 151 Officer)

Lucy Tyrrell, Committee and Member Services Officer; 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

Jane Winfield, Director, Housing Group, Barton Oxford LLP, and OXWED

Helen Horne, Managing Director, OCHL

Kerry Kyriacou, None Executive Director, Housing Group

Sarah Knight, Oxford City Housing

David Watt, Oxford City Housing

Caroline Green, Director, OxWED

Tom Bridgman, Director, OxWed

Kevin Minns, OXWED Managing Director

Stephen Gabriel, Director, Housing Group

## **Guests present (members of the Companies Scrutiny Panel)**

Councillor James Fry, Companies Scrutiny Panel

Councillor Mike Rowley, Companies Scrutiny Panel

Councillor Alistair Morris, Companies Scrutiny Panel

## **Minutes**

### **1. Apologies for absence**

Apologies were received and accepted from Councillors Aziz and Thomas.

## **2. Declarations of interest**

There were no declarations of interest.

## **3. Scrutiny comments and/or recommendations**

There were no recommendations from the Companies Scrutiny Panel tabled under this agenda item but members of the Companies Scrutiny Panel contributed to the discussion on all agenda items as minuted.

## **4. Appointments to Company Boards [public]**

The Shareholder and Joint Venture Group considered a report from the Head of Law & Governance which sought approval for changes in the Council's appointments to the Boards of its companies and Joint Venture.

The Shareholder and Joint Venture Group **resolved to:**

1. Appoint Tom Hook as one of the Council appointed Directors on the ODSL and ODSTL Boards, replacing Stephen Gabriel;
2. Appoint Stephen Gabriel as one of the Council appointed Directors on the OCHL, OCH(D)L and OSH(I)L ("Housing Group") Boards;
3. Appoint Ian Brooke as a Council appointed member of the Barton Oxford LLP Partnership Board;
4. Appoint Carolyn Ploszynski as a Council appointed Director on the OxWED LLP Board, replacing Jane Winfield;
5. Appoint Tom Bridgman and Jane Winfield as the SOSV LLP Council appointed Board Members effective from the date at which it is incorporated;
6. Note the appointment of Clients as:
  - ODSL and ODSTL – Stephen Gabriel / Bill Graves / Mish Tullar (waste and recycling only)
  - Housing Group – Tom Bridgman / Dave Scholes
  - Barton Oxford LLP – Sarah Knight
  - OxWED LLP – Carolyn Ploszynski
  - SOSV LLP (*when incorporated*) – Jane Winfield / Jenny Barker
7. Note the Advisors to Shareholder for matters relating to the business of companies as:
  - ODSL and ODSTL – Tom Hook and Stephen Gabriel
  - Housing Group – Stephen Gabriel and Tom Bridgman
  - Barton Oxford LLP – Carolyn Ploszynski
  - OxWED LLP – Tom Bridgman
  - SOSV LLP – Tom Bridgman
  - All – Nigel Kennedy & Susan Sale

## **5. SJVG Confidentiality and private session**

The SJVG passed a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 to exclude the press and members of the public on the grounds that Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX their presence could

involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

## **6. Oxford City Housing Limited - The Housing Group [private]**

The following were present for this item:

Helen Horne, Managing Director, OCHL

Sarah Knight, Head of Development

Kerry Kyriacou, Chair of OCHL

David Watt, Strategic Finance Manager

Stephen Gabriel, Director

Jane Winfield, Director

Tom Bridgman, Advisor to the SJVG

## **7. OCHL Business Plan Refresh May 2022**

The Shareholder and Joint Venture Group received a report which set out the refreshed OCHL Business Plan, also included were comments provided by the Head of Financial Services (Section 151 Officer).

The Shareholder and Joint Venture Group **resolved to**:

1. Approve the Business Plan May 2022, noting the contents of the report and appendices;
2. Provide comment as detailed in the recommendations of the report.

## **8. OCHL Risk Register**

The Shareholder and Joint Venture Group received a report from the Head of Financial Services (Section 151 Officer) which set out OCHL's Risk Register and Risk Matrix.

The Shareholder and Joint Venture Group **resolved to** note the Risk Register and had no further comments to make on this report.

## **9. OCHL Branding Update**

The Shareholder and Joint Venture Group considered a report which provided an update on the progress of OCHL's branding and draft annual report.

The Shareholder and Joint Venture Group **resolved to** note and comment on the contents of the report and appendices.

## **10. Barton Oxford LLP [public]**

The following were present for this item:

Jane Winfield, Director

Sarah Knight, Head of Development (Housing Services)

### **a) Barton Oxford LLP Quarterly Progress Update - June 2022**

The Shareholder and Joint Venture Group considered a report which provided an update into the activities of Barton Oxford LLP (BOLLP) over the past quarter.

The Shareholder and Joint Venture Group **resolved to** note the contents of the report.

**11. OxWED LLP [private]**

The following were present for this item:

Tom Bridgman, Director

Caroline Green, Director

Kevin Minns, Managing Director, OxWED LLP

**12. OxWED LLP Stage 2 Update**

The Shareholder and Joint Venture Group considered a report which updated on the activities of OxWED LLP.

The Shareholder and Joint Venture Group **resolved to** agree the recommendations detailed in the report, subject to the amendments agreed.

**13. Minutes of the previous meeting [private]**

The Shareholder and Joint Venture Group received the minutes of the meeting of 30 March 2022 and **resolved to** agree these as a true and correct record.

The Shareholder and Joint Venture Group also considered the minutes of the previous meeting of 1 December 2021, of which were agreed at the above meeting, and **resolved to** formally adopt these minutes as a true and correct record.

**The meeting started at 6.00 pm and ended at 7.45 pm**

**Chair:** .....

**Date:**

**Note: the next meeting is on Thursday 28 July 2022**