

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

on Thursday 5 December 2024

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SJVG members:

Councillor Brown (Chair)

Councillor Turner (Vice-Chair)

Councillor Munkonge

Councillor Linda Smith

Officers representing the Council and/or supporting the Shareholder:

Caroline Greene, Chief Executive

Nigel Kennedy, Head of Financial Services

Jonathan Malton, Committee and Member Services Manager

Tom Hook, Executive Director for Corporate Resources and Non-Executive Director for ODS

Peter Matthew, Executive Director for Communities and People

Dr Brenda McCollum, Committee and Member Services Officer

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

Catherine Pridham, Non-Executive Director

Michael Whitwell, Non-Executive Director

Cath Robinson, Chair of ODSL/ODSTL, Non-Executive Director

Simon Howick, Managing Director, ODS Group

Jason Munro, Business Development Director

Chris Urwin, Executive Director of Finance

Paul Concannon, Director of Property Services

Apologies:

Councillor Chapman sent apologies.

Minutes

99. Apologies for absence

Councillor Chapman sent apologies. Councillor Brown sent apologies for joining the meeting late.

100. Declarations of interest

None.

101. SJVG Confidentiality and private session

The Shareholder and Joint Venture Group 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.

102. Commentary on Reports Relating to ODS

The SJVG received one report from the Head of Financial Services which provided an overview on a number of distinct areas outlined within the report.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

103. Finance and Performance Panel's comments and/or recommendations

The SJVG received one report from the Finance and Performance Panel, which provided an overview of the recommendations from the Panel.

The SJVG discussed the report in private session. The Committee and Member Services Manager, on behalf of the Panel, responded to questions from the SJVG.

The SJVG noted the contents of the report.

104. ODS Group Performance Report

The Board of ODS had submitted a report to SJVG to recommend a dividend for the trading period 2023/24; to give an update as to 2024/25 service provision and trading; to review a refreshed DRAFT ODSTL Business Plan for the period 2025/26 to 2028/29.

Present for this part of the meeting:

Catherine Pridham, Non-Executive Director

Michael Whitwell, Non-Executive Director
Cath Robinson, Chair of ODSL/ODSTL, Non-Executive Director
Simon Howick, Managing Director, ODS Group
Jason Munro, Business Development Director
Chris Urwin, Executive Director of Finance
Paul Concannon, Director of Property Services

a) ODSTL Business Plan

The SJVG received a report which outlined a draft ODSTL Business Plan for discussion and comments from the SJVG.

The SJVG discussed the report in private session.

b) ODSL Risk Register

The SJVG noted the risk register.

c) ODSTL Risk Register

The ODS Board had nothing to flag for this item and the SJVG noted the risk register.

105. Minutes of the previous meeting [part private]

The Shareholder and Joint Venture Group received the private minutes of the meeting held on 06 November 2024 and approved these as a true and accurate record.

The meeting started at 18.00 and ended at 19.22.

Chair:

Date:

Note: the next meeting is on Wednesday 19 March 2025