

**Open minutes of a meeting of the
Shareholder and Joint Venture Group - Oxford
Direct Services Limited and Oxford Direct Services
Trading Limited
for Oxford City Council Companies**

www.oxford.gov.uk



on Thursday 24 July 2025

SJVG members:

Councillor Brown

Councillor Chapman

Councillor Railton

Officers representing the Council and/or supporting the Shareholder:

Caroline Green, Chief Executive
Tom Hook, Director
Emma Jackman, Law and Governance
Nigel Kennedy, Financial Services
Uswah Khan, Law, Governance and Strategy
Jonathan Malton, Law, Governance and Strategy

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

Cath Robinson, Non-Executive Director and Chair of the ODS Board
James Towner, Non-Executive Director
Lucy Walker, Non-Executive Director and Chair of the ODS Audit Committee
Simon Howick, Managing Director
Chris Urwin, Finance Executive Director
Paul Concannon, Statutory Director
Ola Adeniran, Company Secretary

Guests present (members of the Companies Scrutiny Panel)

None

1. Apologies for Absence

Councillor Hollingsworth and Turner sent apologies.

2. Declarations of Interest

None.

3. Scrutiny comments and/or recommendations

The Group received no comments or recommendations from the Companies' Scrutiny Panel.

4. SJVG Confidentiality and private session

The SJVG voted 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, passing 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.

5. Commentary on Reports Relating to ODS

The Group Finance Director and the Director of Law, Governance, and Strategy provided commentaries on reports relating to ODS.

The SJVG discussed the reports in private session.

The SJVG noted the contents of the report.

6. ODS Performance Report

ODS Directors present for this item and the rest of the meeting:

Cath Robinson, Non-Executive Director and Chair of the ODS Board

James Towner, Non-Executive Director

Lucy Walker, Non-Executive Director and Chair of the ODS Audit Committee

Simon Howick, Managing Director

Chris Urwin, Finance Executive Director

Paul Concannon, Statutory Director

Ola Adeniran, Company Secretary

The Board of ODS had submitted a performance report to SJVG, providing a summary of the 2024/25 trading at the year end, early progress for 2025/26 and an update on the progress regarding the acquisition strategy.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

7. ODS Governance Review

The Board of ODS presented the governance review of the company and its outcomes to SJVG.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

8. Appointment to the ODS Board

The ODS Board of Directors had submitted a report to the Shareholder and Joint Venture Group requesting the appointment of Paul Concannon as statutory director of ODS.

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as Shareholder to:

- 1. **Appoint** Paul Concannon as Statutory Director of Oxford Direct Services Limited and Oxford Direct Services Trading Limited.

9. Minutes of a previous meeting [part private]

The public and private minutes of the meetings held on 29 April 2025 and 07 December 2023 were agreed as a true and accurate record.

The meeting started at 18:00 and ended at 19:45.

Chair:

Date:

Note: the next meeting is on Thursday 4 December 2025

