

**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**

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on Wednesday 22 April 2026

SJVG members:

Councillor Brown

Councillor Chapman

Councillor Hollingsworth

Councillor Turner

Officers representing the Council and/or supporting the Shareholder:

Hannah Carmody-Brown, Committee and Member Services Officer
Emma Griffiths, Legal Services Manager Law & Governance
Jonathan Malton, Committee and Member Services Manager (Deputy Monitoring Officer)
Alistair Rush, Group Finance Director
Caroline Green, Chief Executive

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

Ola Adeniran, Company Secretary ODS
Paul Concannon, ODS Chief Operating Officer
Cath Robinson, Non-Executive Director & Chair of the ODS Board
James Towner, Non-Executive Director
Chris Urwin, ODS Executive Finance Director
Lucy Walker, ODS Non-Executive Director & Chair of the ODS Audit Committee
Simon Howick, ODS Managing Director
Tom Hook, Non-Executive Director

18. Apologies for absence

Councillor Railton sent apologies.

19. Declarations of interest

None.

20. Minutes from the previous meeting (part exempt)

The Shareholder and Joint Venture Group **agreed** the minutes of the meeting held on the 4th of December 2025 as a true and accurate record.

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

22. Report from the Scrutiny Committee

The Committee and Member Services Manager provided a summary of the report.

The SJVG discussed the report in private session.

The SJVG noted the report.

23. Commentary on Reports Relating to ODSL and ODSTL

The Director of Law, Governance, and Strategy and the Group Finance Director had submitted commentaries on report relating to ODS.

The SJVG discussed the report in private session.

The Company Secretary ODS, the ODS Chief Operating Officer, the Chair of the ODS Board, the Non-Executive Director (JT), the ODS Executive Finance Director, the Chair of the ODS Audit Committee, the ODS Managing Director and the Non-Executive Director (TH) joined the meeting.

24. Shareholder report 220426 UPDATED

Items 7, 8, 9, 10 and 11 were considered together.

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Note** the period 10 trading position and service updates for both businesses
2. **Note** Oxford Direct Services Group expect to be able to recommend a dividend in 2026 in-line with Oxford City Council Medium Term Financial Plan expectations of £2.4m, subject to audit
3. **Note** the recent Oxford Direct Services Governance & Audit Committee activities and risk management update.
4. **Note** the formalisation of the ODS Executive Team.

25. ODSL Business Plan for the period 2026/27

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Approve** the One Year Oxford Direct Services Limited Business Plan for the period 2026 to 2027

26. ODSTL Business Plan 2026 2030

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Approve** the Oxford Direct Services Trading Limited Business Plan for the period 2026 to 2030

27. ODS Remuneration Policy

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Approve** the ODS Remuneration Policy.

28. ODS Expenses & Overtime Policy

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Approve** the ODS Expenses & Overtime Policy.

The meeting started at 6.17 pm and ended at 7.57 pm

Chair:

Date:

Note: the next meeting is on Thursday 25 June 2026