

# Agenda

## for a meeting of the



# Shareholder and Joint Venture Group - Oxford City Housing Limited and Joint Ventures

Date: **Thursday 25 June 2026**

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Meeting  
starts at: **6.00 pm**

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Place: **Long Room - Oxford Town Hall**

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For any further information please contact the Committee  
Services Officer:

**Dr Brenda McCollum, Committee and Member Services  
Officer**

Telephone: 01865 25 2275

Email: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

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This meeting will be held mostly or entirely in private session as the Group will be discussing commercially sensitive matters and information relating to the Council's companies.

Many of the reports are not available to the public as they contain commercially sensitive information relating to the Council's companies.



# Shareholder and Joint Venture Group - Oxford City Housing Limited and Joint Ventures

## Membership

**Chair**                      **Councillor Susan Brown**

**Members**                      Councillor Ed Turner                      Councillor Nigel Chapman  
   Councillor Mike Rowley                      Councillor Linda Smith

**Non-voting  
observers**                      Councillor Andrew Gant                      Councillor Rosie Rawle  
   Councillor Dr Dianne Regisford

The quorum for this meeting is three members.

## Advisers to the Group (the SJVG)

Caroline Green	Chief Executive
Emma Jackman	Law, Governance & Strategy
Alistair Rush	Financial Services

# Agenda items

Number	Agenda item	Pages
	<p>Public reports can be viewed individually from the SJVG meeting page on the council's website.</p>	
	<p>Separate packs for each company, containing all the reports for that company, are sent to the SJVG members and their support officers and to those attending on behalf of that company.</p>	
1	<b>Apologies for absence</b>	
2	<b>Declarations of interest</b>	
3	<b>Minutes from the previous meeting (part exempt)</b>	11 - 34
	<p>Recommendation: That the Shareholder and Joint Venture Group agree the minutes of the meetings held on the 02 April 2026 and on the 22 April 2026 as true and accurate records.</p>	
<b>Items relating to the Joint Ventures</b>		
	<p>Items unrelated to an individual company or companies for consideration by the Group. The agenda item text indicates which documents are available to the public and which are private. Public reports in this section are available on the website under each agenda to download individually but are not included in an agenda pack.</p>	
<b>Items relating to the Oxford City Housing Companies</b>		
	<p>The agenda item text indicates which documents are available to the public and which are private. Public reports in this section are available on the website under each agenda to download individually but are not included in an agenda pack.</p>	
4	<b>SJVG Confidentiality and private sessions</b>	
	<p>If the SJVG 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, it will be necessary for the SJVG to pass 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.</p>	
	<p>The SJVG may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the</p>	

exemption outweighs the public interest in disclosing the information.

## **5 Report from the Scrutiny Committee**

The Group is asked to consider any comments or recommendations submitted by the Finance and Performance Working Group (of the Scrutiny Committee) in relation to the substantive items on the agenda or in respect of other issues the Working Group considers appropriate to raise.

*The report will follow publication of the agenda as a supplement.*

## **6 Commentary on Reports Relating to OCHL**

The Director of Law, Governance, and Strategy and the Group Finance Director submitted commentaries on reports relating to OX Place.

*The commentaries to follow the publication of the agenda as a supplement.*

## **7 Chair's Report - OX Place**

35 - 36

Report of: Mary Parsons - OX Place Chair

Purpose of report: To update the Shareholder on the day-to-day actions and progress since the previous OX Place Shareholder Joint Venture meeting.

Recommendation: To note the updates in the report.

## **8 Managing Director's Report - OX Place**

37 - 48

Report of: Roger Thompson - Managing Director

Purpose of Report: Provide the Shareholder with updates on a range of issues. The issues all have an operational management, strategic direction or performance theme and are central to OCHL operating effectively as a Registered Company and under the Company's Act and other legislation.

Recommendation: Note the report.

## **9 Development Update - OX Place**

49 - 60

Report of: OX Place Head of Development & Managing Director

Purpose of Report: The report provides an update on development related activities on a scheme-by-scheme basis. An outline of the key risks and issues affecting the programme is also provided.

Recommendation: Note the contents of the report and provide any feedback.

**10 Draft 2026-27 budget - OX Place**

61 - 64

Report of: Interim Strategic Finance Manager

Purpose of Report: This report sets out the draft budget for 2026-27 for OX Place for review and comment.

Recommendation: Note the contents of the report and provide feedback.

**11 Financial Business Plan Spring 2026 Review - OX Place**

Report of: Interim Strategic Finance Manager

Purpose of Report: To present the Financial Business Plan Spring 2026 Review - OX Place for the SJVG to note and comment upon.

Recommendation: That the Shareholders note and comment upon the report.

*Report to follow the publication of the agenda as a supplement.*

**12 OX Place Reserves Policy**

65 - 70

Report of: Interim Strategic Finance Manager

Purpose of report: This report is to bring the Reserves Policy to the committee for discussion and noting. The Policy will return to the SJVG at a later date for approval.

Recommendation: Discuss and note the contents of this report and the Reserves Policy at Appendix 1.

**13 Dividends Policy - OX Place**

71 - 76

Report of: Interim Strategic Finance Manager

Purpose of report: This report is to bring the Dividends Policy to the panel for discussion and noting. The Policy will return to the SJVG for approval at a later date.

Recommendation: Discuss and note the contents of this report and the Dividends Policy at Appendix 1.

**14 2025/26 Pre audit draft results 2025-26 - OX Place**

77 - 82

Report of: Interim Strategic Finance Manager

Purpose of report: This report is to provide Board with an early indication of the 2025-26 provisional financial results and breakdown of major variances against budget. Whilst the figures are not anticipated to change, they are pre-audit and there may be adjustments arising from the audit process, although it is not anticipated that these would be material.

Recommendation: Note the contents of this report and provide any feedback or observations to be followed up.

## **Commercially sensitive information**

The private/ restricted access parts of this agenda contain commercially sensitive information relating to the Council's companies and joint ventures. The handling of confidential information is an important element in the relationship of trust that exists between members, officers and the public.

A mishandling of such information or its accidental or deliberate disclosure will damage that trust as well as possibly lead to formal proceedings being taken against the Council, individual members or officers.

The duty not to disclose information provided to a member in confidence is governed by the General Obligations under the Members' Code of Conduct contained in the Council's constitution (Paragraph 22.7).

## **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.

### **Members Code – Other Registrable Interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing\*\* of one of your Other Registrable Interests\*\*\* then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

### **Members Code – Non Registrable Interests**

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

\*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.

\*\* Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

\*\*\* Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

## Shareholder and Joint Venture Group

### Information about Oxford City Council companies

Information about each company is also available on the [Companies House](#) website.



#### 1. The Housing Group Oxford

Oxford City Housing Limited (OCHL) is the Council's wholly owned housing company which aims to increase housing supply in Oxford. OCHL has two wholly-owned subsidiaries and the three companies are known collectively as “The Housing Group”

The Housing Group benefits from “Teckal” status

#### **Oxford City Housing Limited – OCHL** (Company no.10212716)

This is the parent or holding company for the two subsidiaries (listed below) which were established for the purposes of:

- (i) Buying and selling of own real estate and
- (ii) Letting and operation of own or leased real estate
- (iii) Development of housing projects

#### **Oxford City Housing (Investment) Limited – OCH(I)L** (Company no.10370637)

The purposes include:

- (i) Buying and selling of own real estate and
- (ii) Letting and operation of own or leased real estate

The company primarily procures the social rented housing being delivered at the major new mixed-tenure development at Barton Park, required of housebuilders as part of the Section 106 Agreement entered into by Barton Park LLP (the joint venture between the City Council and Grosvenor Estates). This arrangement is planned to continue for both current and future phases and is anticipated to provide in total 354 social rented homes over a number of years. The homes are let and managed by the Council but ownership remains with the company. The rental stream services the loans taken out by the company from the Council's General Fund. Future activity would also potentially include forms of ownership of market rented housing.

#### **Oxford City Housing (Development) Limited – OCH(D)L** (Company no.10370647)

The purpose is:

- (i) Development of housing projects

The company delivers mixed tenure housing developments which include the sale of affordable housing units to the Council. For each development scheme there is usually:

- Open market housing for sale
- a 50% affordable housing requirement (subject to scheme viability) in the negotiated S106 agreement and
- 'additionality' where the Council secures grant/subsidy to support the purchase of some or all of the open market housing on each scheme, to 'flip the tenure' to achieve additional affordable housing, where this represents value for money.

**OXWED**

Oxford West End Development Ltd

## 2. **Oxford West End Development LLP (OXWED)** (Company no.09957392)

OXWED is a joint venture development partnership company with Nuffield College created to enable the delivery of a major new mixed used development on the Oxpens site, a key site to the west of Oxford City Centre.

The Council and Nuffield College each have a 50% holding in OXWED and each can appoint three directors to the OXWED Board which takes some strategic and all operational decisions.

OXWED has different shareholder arrangements from the other Council Companies because most shareholder decisions must only be taken by jointly by the shareholders (the Council and Nuffield College).

## 4. **Barton Oxford Limited Liability Partnership (LLP)** (Company no.OC368330)

Barton Oxford LLP is a joint venture development partnership of the Council and Grosvenor Developments Ltd created to enable the delivery of the major new development now known as Barton Park.

The structure and governance of an LLP is different from that of a Limited Company.

## 5. **Definitions**

**Teckal status:** The Housing Group benefit from "Teckal" status allowing them to trade (contract for works, services or supply) with the Council and other "Teckal" companies wholly within the ownership of the Council, without having to go through a competitive tender process.

A "Teckal" company benefits from contracts for works, services or supply from its controlling Contracting Authority (the Council) without having to go through a competitive tender process and must meet these tests among others:

- the Council must exercise a control which is similar to that which it exercises over its own departments – this means it/they must exercise a decisive influence over both strategic objectives and significant decisions of the controlled company either itself or through another subsidiary; and
- more than 80% of the activities of the company must be carried out in the performance of tasks entrusted to it by the Council.

**Open minutes of a meeting of the  
Shareholder and Joint Venture Group - Oxford City  
Housing Limited and Joint Ventures  
for Oxford City Council Companies**

www.oxford.gov.uk



**on Thursday 2 April 2026**

**SJVG members:**

Councillor Brown

Councillor Chapman

Councillor Munkonge

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

Emma Jackman, Director of Law, Governance, and Strategy

Alistair Rush, Group Finance Director

Jonathan Malton, Committee and Member Services Manager

Dr Brenda McCollum, Committee and Member Services

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

Kerry Kyriacou, Non-Executive Director

Jane Winfield, Non-Executive Director

Rosemary Farrar, Non-Executive Director

Tim Bacon, Interim Head of Development

Peter Gardiner, Interim Strategic Finance Manager

Mary Parsons, incoming Non-Executive Director

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

None

**Apologies:**

Councillor(s) Ed Turner and Linda Smith sent apologies, but attended the meeting virtually.

## **Minutes**

### **26. Apologies for absence**

Councillors Linda Smith and Ed Turner sent apologies for absence but attended the meeting online. Caroline Green, Tom Bridgman, and Nerys Parry sent apologies for absence.

### **27. Declarations of interest**

None.

### **28. Minutes from the previous meeting**

The Shareholder and Joint Venture Group agreed the minutes of the meetings held on the 6<sup>th</sup> of November 2025 and on the 1<sup>st</sup> of December 2025 as true and accurate records.

### **29. Appointments to Boards of Council Companies and Joint Ventures**

The Director of Law, Governance and Strategy (Monitoring Officer) submitted a report to the Shareholder and Joint Venture Group to seek approval for changes in the Council's appointments to the Boards of its Joint Ventures.

Councillor Brown presented the report.

In response to a question from Councillor Turner, Emma Jackman, the Director of Law, Governance, and Strategy, said that Clive Tritton was taking the position because of a capacity issue in the housing team and to avoid any conflicts of interests from arising from other directors being appointed.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Appoint Clive Tritton as a Council's Directors on the OCHL, OCH(D)L and OCH(I)L ("Housing Group" or "OX Place") Boards, replacing Nerys Parry;
2. Appoint Carolyn Ploszynski as a Council appointed Directors on the Oxford West End Development LLP ("OxWED LLP"), replacing Clive Tritton;

3. Note the Advisors to Shareholders for matters relating to the business of companies as:

Housing Group – Tom Bridgman & Jane Winfield

Barton Oxford LLP – Jane Winfield

OxWED LLP – Tom Bridgman

All – Alistair Rush & Emma Jackman

### **30. Appointments of new Non-Executive Director of Oxford City Housing Limited**

The Director of Law, Governance and Strategy (Monitoring Officer) submitted a report to the Shareholder and Joint Venture Group to seek approval of the appointment of a new non-executive director of Oxford City Housing Limited.

Councillor Brown presented the report. Councillor Chapman said that the person under consideration was an excellent candidate and that she had his full support.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Appoint Mary Parsons as a Non-Executive Director of the OCHL, OCH(D)L and OCH(I)L (“Housing Group” or “OX Place”) Boards with effect from 6 April 2026 for a three-year term.
2. Authorise the Managing Director of the Company to issue the appointment letter.

### **31. SJVG Confidentiality and private sessions**

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.

### **32. Report from the Scrutiny Committee**

The SJVG received a written report from the Finance and Performance Panel which provided overviews on several distinct areas outlined within the reports from OX Place and recommendations from the Panel.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

### **33. Commentary on Reports Relating to OCHL**

The SJVG received written reports from the Group Finance Director and the Director of Law, Governance, and Strategy, which provided overviews of several distinct areas outlined within the reports from OX Place.

The SJVG discussed the reports in private session.

The SJVG noted the contents of the reports.

### **34. OX Place Chairs Report**

The chair welcomed Mary Parsons the new incoming Non-Executive Director and the members of the SJVG introduced themselves to the new NED.

**The Chair of Board of OX Place had submitted a report to SJVG to update the Shareholder on the day-to-day actions and progress since the previous OX Place Shareholder Joint Venture meeting.**

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

#### **Present for this part and the remainder of the meeting:**

Kerry Kyriacou, Non-Executive Director

Jane Winfield, Non-Executive Director

Rosemary Farrar, Non-Executive Director

Tim Bacon, Interim Head of Development

Peter Gardiner, Interim Strategic Finance Manager

Mary Parsons, incoming Non-Executive Director

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Note the updates in the report.

### **35. Development Update**

**Tim Bacon, OX Place Interim Head of Development submitted a report to SJVG to provide an update on development related activities on a scheme-by-scheme basis. An outline of the key risks and issues affecting the programme was also provided.**

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. **Note** the contents of the report and provide any feedback.

**36. Approval of the OCHL Business Plan**

**The Interim Strategic Finance Manager (OX Place) submitted a report to the SJVG to request approval of the OX Place Financial Business Plan by the Shareholder.**

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. Approve the adoption of the OX Place Business Plan Autumn 2025 in its current form.

**37. 2025/26 Monthly Monitoring – Dec (Period 9)**

**The Interim Strategic Finance Manager (OX Place) submitted a report to the SJVG to provide the December (Period 9) monitoring report for 2025/26, for which this is the final stage of review.**

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. Note the contents of this report and the monitoring pack at Appendix 1 and provide any feedback or observations to be followed up.

**The meeting started at 18:00 and ended at 19:04**

**Chair:** .....

**Date: 22 April 2026**

**Note: the next meeting is on Wednesday 22 April 2026**

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## Open minutes of a meeting of the

## Shareholder and Joint Venture Group - Oxford City Housing Limited and Joint Ventures for Oxford City Council Companies

www.oxford.gov.uk



on Wednesday 22 April 2026

### **SJVG members:**

Councillor Brown

Councillor Chapman

Councillor Munkonge

Councillor Linda Smith

Councillor Turner

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

Hannah Carmody-Brown, Committee and Member Services Officer  
Emma Griffiths, Legal Services Manager (Deputy Monitoring Officer)  
Jonathan Malton, Committee and Member Services Manager  
Alistair Rush, Interim 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):**

Kevin Minns, Oxwed Managing Director  
Tom Bridgman, Non-Executive Director

#### **38. Apologies for absence**

None.

#### **39. Declarations of interest**

None.

#### **40. SJVG Confidentiality and private sessions**

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.

#### **41. Report from the Scrutiny Committee**

The SJVG noted the content of the report.

#### **42. Commentary on Reports Relating to OxWed**

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

The SJVG noted the content of the report.

*Councillor Smith and Councillor Chapman left the meeting and did not return.*

*The Oxwed Managing Director and Non-Executive Director joined the meeting.*

#### **43. OxWed LLP - OXPENS Development**

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. **Delegate** authority to the OxWed Board in consultation with the Chair of the Shareholder and Joint Venture Group to approve the recommendations listed at 2.1 of the exempt report.

**The meeting started at 5.35 pm and ended at 6.12 pm**

**Chair:** .....

**Date:**

**Note: the next meeting is on Thursday 25 June 2026**

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# Agenda Item 7

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# Agenda Item 8

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# Agenda Item 9

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