

## **Minutes of a meeting of the Shareholder and Joint Venture Group on Monday 20 December 2021**

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### **Cabinet members present:**

Councillor Brown (Chair)

Councillor Hollingsworth

Councillor Rowley

### **Scrutiny members present:**

Councillor Chapman

Councillor Fry

### **Officers present for all or part of the meeting:**

Marcia Ecclestone, Law and Governance

Andrew Brown, Committee and Member Services Manager

Caroline Green, Chief Executive

### **ODS representatives present:**

Simon Howick, Managing Director, ODS

Gregor Budde, Executive Director - Finance, ODS

Jane Lubbock, Commercial Director, ODS

Paul Concannon, Property Services Director, ODS

## **27. Apologies for absence**

Apologies were noted from Councillors Arshad, Hayes, Turner and Walcott.

## **28. Declarations of interest**

None.

## **29. 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 the ODS Year to Date Report (see minute 31a).

## **30. 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

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

### **31. Oxford Direct Services Ltd and Oxford Direct Services Trading Ltd (Private)**

Present for this part of the meeting

- Simon Howick (Managing Director)
- Jane Lubbock (Commercial Director)
- Gregor Budde (Executive Director - Finance)
- Paul Concannon (Property Services Director)

#### **a) 2021/22 Year to Date Report**

The Managing Director presented the 2021/22 Year to Date Report.

The Shareholder and Joint Venture Group discussed the report in private session. Members of the Companies Scrutiny Panel contributed questions and comments.

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

1. **Note** ODS Group performance to date for the financial year 2021/22
2. **Note** the 2020/21 outturn is confirmed as a £801,083 profit and the distributable reserves are now £2,584,843. The accounts have been signed off by the auditors and filed at companies house
3. **Note** the 2021/22 financial performance and progress in driving commercial growth
4. **Note** the update regarding Aareon QL and the depot project

#### **b) ODS Board Restructure**

The Managing Director presented a report on the ODS board restructure. The work of the two ODS companies was becoming more discrete and the paper recommended some changes to the membership of the company boards.

The Shareholder and Joint Venture Group resolved to:

1. **Approve** the restructure of the Oxford Direct Services Limited (“ODSL”) and the Oxford Direct Services Trading Limited (“ODSTL”) Boards in the manner proposed in this report, namely that the composition of the two Boards be designed to better reflect the individual business requirements of their respective companies, and will not necessarily comprise exactly the same individual directors, and enable a more balanced representation of both executive and non-executive directors;
2. **Approve** the appointment of Gregor Budde as a director of both ODSL and ODSTL;
3. **Approve** the appointment of Anne-Marie Scott as a director of ODSL; and
4. **Approve** the appointment of Jane Lubbock as a director of ODSTL.

### **32. Minutes of the previous meeting [part private]**

The Shareholder and Joint Venture Group agreed to take the minutes of the previous meeting at the next meeting, as these had not been circulated.

The meeting started at 6.00 pm and ended at 7.23 pm

Chair .....  
2022

Date: Wednesday 30 March

*When decisions take effect:*

*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*

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