

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

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on Thursday 27 July 2023

## **SJVG members:**

Councillor Brown (Chair)

Councillor Chapman

Councillor Linda Smith

Councillor Railton

Councillor Rehman

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

Caroline Green, Chief Executive

Nigel Kennedy, Head of Financial Services

Rhian Davies, Interim Monitoring Officer

Lucy Brown, Committee and Member Services Officer

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

Lindsay Cane, Company Secretary for Oxford Direct Services, Housing Group and OxWED

Jane Winfield, Director, Housing Group, Barton Oxford LLP, and OXWED

Carolyn Ploszynski, LLP Board member, Barton

Kevin Minns, OXWED LLP Managing Director

Simon Howick, Managing Director, Oxford Direct Services

Catherine Pridham, Non-Executive Director, Oxford Direct Services

Tim Sadler, Non-Executive Director, Oxford Direct Services

Dave Curtis, Chief Commercial Officer, Oxford Direct Services Limited

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

Councillor Alistair Morris, Companies Scrutiny Panel

## **Apologies:**

Councillor(s) Turner, Munkonge, Aziz, Tom Bridgman (Director, OxWED LLP) and Gregor Budde (Finance Director, Oxford Direct Services) sent apologies. Apologies were also received from Councillors Rowley and Miles of the Company Scrutiny Panel.

## **Minutes**

## **1. Declarations of interest**

There were no declarations of interest.

## **2. 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 all agenda items as minuted.

## **3. 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.

## **4. Commentary on the ODS to Shareholder Report [private]**

The SJVG received a report from the Head of Financial Services which provided an update on the following distinct areas:

- The 2021-22 Outturn
- 2022-23 Outturn
- 2023-24 to date
- Deliverability of the Business Plan
- The Company Acquisition
- Assurance.

The SJVG discussed the report in private session. Members of the Companies Scrutiny Panel contributed questions and comments.

The SJVG noted the contents of the report.

*The Shareholder and Joint Venture Group agreed to move agenda item 6 to the end of the meeting.*

## **5. Oxford Direct Services Limited**

**Present for this part of the meeting:**

Tim Sadler (Chair of ODSL/ODSTL, Non-Executive Director)  
Catherine Pridham (Non-Executive Director)

Tom Hook (Director)  
Simon Howick (Managing Director, ODS Group)  
Dave Curtis (Chief Commercial Officer, ODS Group)  
Lindsay Cane (Company Secretary, ODS Group)

## 6. ODS Group Performance Report

The SJVG received a report which provided an update on the ODS Group 2021/22 and 2022/23 close of accounts, outturns and 2023/24 performance.

The SJVG discussed the report in private session and members of the Companies Scrutiny Panel contributed questions and comments.

The SJVG **resolved to:**

1. **Note** the 2021/22 financial outturn subject to the final audit report and opinion.
2. **Note** the position regarding the 2022/23 close of accounts.
3. **Note** the confirmation of ODS Group net profit after tax for 2021/22 is £2,783,932 and the working assumption based on draft accounts for 2022/23 is a profit after tax of £3,090,090.
4. **Note** the 2023/24 trading position at period 2.
5. **Note** the update regarding a potential acquisition
6. **Note** the group principal risks and mitigations.

*Cllr Morris recused himself from the following agenda item, left the meeting and did not return.*

## 7. OxWED LLP

The following representatives were present for this item:

- Kevin Minns (Managing Director, OxWED LLP)
- Jonathan Soloman (JDS Real Estate)
- Jane Winfield (Director)
- Carolyn Ploszynski (Director)

## 8. Stage 2-3 Update to OCC Shareholder and Joint Venture Group

The Shareholder and Joint Venture Group considered a report which provided an update into the activities of OxWED LLP.

The SJVG discussed the report in private session.

The SJVG **resolved to** note the contents of the report and **approve** the recommendations as set out in Paragraph 6 of the report.

## 9. Commentary on the OxWED to Shareholder Report [private]

The Shareholder and Joint Venture Group received a report from the Head of Financial Services which provided an overview of the implications to the City Council, to be considered alongside the report on the agenda.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

**10. Minutes of the previous meeting [part private]**

The Shareholder and Joint Venture Group received the public minutes of the meeting held on 27 April 2023, and the private minutes of 01 March 2023 and 27 April 2023 and **approved** these as a true and correct record.

**The meeting started at 6.00 pm and ended at 8.00 pm**

**Chair:** .....

**Date:**

**Note: the next meeting is on Wednesday 1 November 2023**