

**Open minutes of a meeting of the
Shareholder and Joint Venture Group
for Oxford City Council Companies
on Monday 2 September 2024**

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SJVG members:

Councillor Brown (Chair)

Councillor Turner (Vice-Chair)

Councillor Munkonge

Councillor Chapman

Officers representing the Council and/or supporting the Shareholder:

Caroline Greene, Chief Executive

Emma Jackman, Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Jonathan Malton, Committee and Member Services Manager

Tom Hook, Executive Director for Corporate Resources

Dr Brenda McCollum, Committee and Member Services Officer

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

Tim Sadler, Chair of ODSL/ODSTL, Non-Executive Director

Catherine Pridham, Non-Executive Director

Michael Whitwell, Non-Executive Director

Cath Robinson, Incoming Chair of ODSL/ODSTL, Non-Executive Director

Simon Howick, Managing Director, ODS Group

Jason Munro, Interim Business Development Director

Lindsay Cane, Company Secretary, ODS Group

James Gutteridge, Finance Consultant

Guests present (members of the Companies Scrutiny Panel)

None.

Minutes

75. Apologies for absence

Councillor Linda Smith was unable to join in person but joined the meeting online.

76. Declarations of interest

There were no declarations of interest.

77. 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.

78. Commentary on Reports Relating to ODS

The SJVG received a report from the Head of Financial Services which provided an overview on a number of distinct areas outlined within the report. The SJVG also received a report from the Head of Law and Governance, offering commentary on the reports relating to ODS.

The SJVG discussed the reports in private session.

The SJVG noted the contents of the report.

79. Scrutiny Reports

The SJVG received two reports from the Scrutiny Officer, which provided an overview of the recommendations from the Scrutiny Panel.

The SJVG discussed the report in private session. The Scrutiny Officer responded to questions from the SJVG.

The SJVG noted the contents of the report.

Councillor Turner left the room during the discussion of these reports.

80. ODS Group Performance Report

Present for this part of the meeting:

Tim Sadler, Chair of ODSL/ODSTL, Non-Executive Director

Catherine Pridham, Non-Executive Director
Michael Whitwell, Non-Executive Director
Cath Robinson, Incoming Chair of ODSL/ODSTL, Non-Executive Director
Simon Howick, Managing Director, ODS Group
Jason Munro, Interim Business Development Director
Lindsay Cane, Company Secretary, ODS Group
James Gutteridge, Finance Consultant

81. Addition to ODSTL Terms & Conditions of Employment

The SJVG received a report which sought approval from the shareholder to introduce group life cover for ODSTL members of staff.

The SJVG discussed the report in private session.

82. Changes to the Boards of ODSL and ODSTL - Appointments

The appointment of Board Directors of ODSL and ODSTL is a matter reserved for the Shareholder. The SJVG received a report which recommended the appointment of a new executive director to the Boards of both companies and noted the recruitment of a new non-executive Chair of the Boards.

The SJVG discussed the report in private session.

83. ODS Executive Pay and Executive Pay Policy

The SJVG received a report which sought approval for an increase in pay for the ODS Executive Team. The recent audit into Executive Pay and the role of REMCO was provided for background.

The SJVG discussed the report in private session.

84. Minutes of the previous meeting [part private]

The Shareholder and Joint Venture Group received the private minutes of the meeting held on 27 March 2024 and approved these as a true and accurate record.

The meeting started at 6.00 pm and ended at 8.21 pm

Chair:

Date:

Note: the next meeting is on Wednesday 6 November 2024.