

**Open minutes of a meeting of the**  
**Shareholder and Joint Venture Group**  
**for Oxford City Council Companies**  
**on Tuesday 29 April 2025**

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**SJVG members:**

Councillor Brown (Chair)

Councillor Munkonge

Councillor Chapman

Councillor Linda Smith

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

Caroline Green, Chief Executive

Tom Hook, Deputy Chief Executive – City and Citizens' Services and Non-Executive Director, ODS

Nigel Kennedy, 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):**

Lucy Walker, Non-Executive Director

Raymond Jones, Non-Executive Director

James Towner, Non-Executive Director

Michael Whitwell, Non-Executive Director

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

Simon Howick, Managing Director, ODS Group

Ola Adeniran, Company Secretary

Paul Concannon, Chief Operating Officer

James Gutteridge, Finance Consultant

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

None

## **Apologies:**

Councillor Turner sent apologies.

## **Minutes**

### **117. Apologies for absence**

Councillor Ed Turner sent apologies. Councillor Linda Smith sent apologies for a late arrival.

### **118. Declarations of interest**

None.

### **119. 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.

### **120. Commentary on Reports Relating to ODS**

The SJVG received one report from the Group Finance Director which provided an overview on a number of distinct areas outlined within the report.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

*Councillor Linda Smith arrived during the discussion of this item at 18:14.*

### **121. Scrutiny comments and/or recommendations**

The SJVG received one report from the Finance and Performance Panel, which provided an overview of the recommendations from the Panel.

The SJVG discussed the report in private session. The Committee and Member Services Manager, on behalf of the Panel, responded to questions from the SJVG.

The SJVG noted the contents of the report.

The SJVG agreed to approve the recommendations from the Finance and Performance Panel.

## **122. Shareholder Report - ODS**

The Shareholders and members of the meeting introduced themselves to the new ODS Board members and welcomed them to their first Shareholders meeting. The new Board members introduced themselves to the SJVG.

**The Board of ODS had submitted a report to SJVG to** provide the SJVG with a summary of the 2024/25 trading year to date; to present refreshed ODSL and ODSTL Business Plans for the period 2025/26 to 2028/29 and a new Acquisitions Strategy.

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

Lucy Walker, Non-Executive Director

Raymond Jones, Non-Executive Director

James Towner, Non-Executive Director

Michael Whitwell, Non-Executive Director

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

Simon Howick, Managing Director, ODS Group

Ola Adeniran, Company Secretary

Paul Concannon, Chief Operating Officer

James Gutteridge, Finance Consultant

### **a) ODSL Business Plan**

The SJVG received a report which sought approval from the SJVG for the refreshed ODSL Business Plan for the period 2025/26 to 2028/29.

The SJVG discussed the report in private session.

The SJVG resolved to approve the refreshed ODSL Business Plan for the period 2025/26 to 2028/29.

### **b) ODSTL Business Plan**

The SJVG received a report which sought approval from the SJVG for Oxford Direct Services Trading Limited Business Plan.

The SJVG discussed the report in private session.

The SJVG resolved to approve the refreshed Oxford Direct Services Trading Limited Business Plan.

### **c) ODS Acquisitions Strategy**

The SJVG received a report which sought approval from the SJVG for new acquisition strategy for ODS.

The SJVG discussed the report in private session.

With amendments suggested by the ODS Managing Director and OCC Group Finance Director, the SJVG resolved to approve the new acquisition strategy for ODS.

### **123. ODSL and ODSTL Corporate Risk Registers**

The SJVG received a report to update the SJVG on the ODSL and ODSTL Corporate Risk Registers.

The SJVG discussed the report in private session.

### **124. ODS Governance Review**

The SJVG received a report to update the SJVG on the enhancements made to the Governance Arrangements at ODS.

The SJVG discussed the report in private session.

### **125. ODSTL Pay Award 2025**

The SJVG received a report which sought approval from SJVG for a pay increase for ODSTL staff equivalent to the OCC / ODSL pay award 2025.

The SJVG discussed the report in private session.

The SJVG resolved to approve the pay increase for ODSTL staff equivalent to the OCC / ODSL pay award 2025.

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

The public and private minutes of the Shareholder and Joint Venture Group meeting on **19 March 2025** were approved as a true and correct record.

**The meeting started at 18.00 and ended at 20.00.**

**Chair: .....**

**Date:**

**Note: the next meeting is on Wednesday 25 June 2025**

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