

## **Open minutes of a meeting of the**

## **Shareholder and Joint Venture Group - Oxford Direct Services Limited and Oxford Direct Services Trading Limited for Oxford City Council Companies**

www.oxford.gov.uk



**on Thursday 24 July 2025**

### **SJVG members:**

Councillor Brown

Councillor Chapman

Councillor Railton

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

Caroline Green, Chief Executive  
Tom Hook, Director  
Emma Jackman, Law and Governance  
Nigel Kennedy, Financial Services  
Uswah Khan, Law, Governance and Strategy  
Jonathan Malton, Law, Governance and Strategy

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

Cath Robinson, Non-Executive Director and Chair of the ODS Board  
James Towner, Non-Executive Director  
Lucy Walker, Non-Executive Director and Chair of the ODS Audit Committee  
Simon Howick, Managing Director  
Chris Urwin, Finance Executive Director  
Paul Concannon, Statutory Director  
Ola Adeniran, Company Secretary

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

None

### **1. Apologies for Absence**

Councillor Hollingsworth and Turner sent apologies.

## **2. Declarations of Interest**

None.

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

The Group received no comments or recommendations from the Companies' Scrutiny Panel.

## **4. SJVG Confidentiality and private session**

The SJVG voted 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, passing 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.

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

The Group Finance Director and the Director of Law, Governance, and Strategy provided commentaries on reports relating to ODS.

The SJVG discussed the reports in private session.

The SJVG noted the contents of the report.

## **6. ODS Performance Report**

### **ODS Directors present for this item and the rest of the meeting:**

Cath Robinson, Non-Executive Director and Chair of the ODS Board

James Towner, Non-Executive Director

Lucy Walker, Non-Executive Director and Chair of the ODS Audit Committee

Simon Howick, Managing Director

Chris Urwin, Finance Executive Director

Paul Concannon, Statutory Director

Ola Adeniran, Company Secretary

The Board of ODS had submitted a performance report to SJVG, providing a summary of the 2024/25 trading at the year end, early progress for 2025/26 and an update on the progress regarding the acquisition strategy.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

**7. ODS Governance Review**

The Board of ODS presented the governance review of the company and its outcomes to SJVG.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

**8. Appointment to the ODS Board**

The ODS Board of Directors had submitted a report to the Shareholder and Joint Venture Group requesting the appointment of Paul Concannon as statutory director of ODS.

The SJVG discussed the report in private session.

The Shareholder and Joint Venture Group resolved as Shareholder to:

- 1. **Appoint** Paul Concannon as Statutory Director of Oxford Direct Services Limited and Oxford Direct Services Trading Limited.

**9. Minutes of a previous meeting [part private]**

The public and private minutes of the meetings held on 29 April 2025 and 07 December 2023 were agreed as a true and accurate record.

**The meeting started at 18:00 and ended at 19:45.**

**Chair:** .....

**Date:**

**Note: the next meeting is on Thursday 4 December 2025**

