

**Open minutes of a meeting of the
Shareholder and Joint Venture Group - Oxford City
Housing Limited and Joint Ventures
for Oxford City Council Companies**

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on Thursday 2 April 2026

SJVG members:

Councillor Brown

Councillor Chapman

Councillor Munkonge

Officers representing the Council and/or supporting the Shareholder:

Emma Jackman, Director of Law, Governance, and Strategy

Alistair Rush, 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):

Kerry Kyriacou, Non-Executive Director

Jane Winfield, Non-Executive Director

Rosemary Farrar, Non-Executive Director

Tim Bacon, Interim Head of Development

Peter Gardiner, Interim Strategic Finance Manager

Mary Parsons, incoming Non-Executive Director

Guests present (members of the Companies Scrutiny Panel)

None

Apologies:

Councillor(s) Ed Turner and Linda Smith sent apologies, but attended the meeting virtually.

Minutes

26. Apologies for absence

Councillors Linda Smith and Ed Turner sent apologies for absence but attended the meeting online. Caroline Green, Tom Bridgman, and Nerys Parry sent apologies for absence.

27. Declarations of interest

None.

28. Minutes from the previous meeting

The Shareholder and Joint Venture Group agreed the minutes of the meetings held on the 6th of November 2025 and on the 1st of December 2025 as true and accurate records.

29. Appointments to Boards of Council Companies and Joint Ventures

The Director of Law, Governance and Strategy (Monitoring Officer) submitted a report to the Shareholder and Joint Venture Group to seek approval for changes in the Council's appointments to the Boards of its Joint Ventures.

Councillor Brown presented the report.

In response to a question from Councillor Turner, Emma Jackman, the Director of Law, Governance, and Strategy, said that Clive Tritton was taking the position because of a capacity issue in the housing team and to avoid any conflicts of interests from arising from other directors being appointed.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Appoint Clive Tritton as a Council's Directors on the OCHL, OCH(D)L and OCH(I)L ("Housing Group" or "OX Place") Boards, replacing Nerys Parry;
2. Appoint Carolyn Ploszynski as a Council appointed Directors on the Oxford West End Development LLP ("OxWED LLP"), replacing Clive Tritton;

3. Note the Advisors to Shareholders for matters relating to the business of companies as:

Housing Group – Tom Bridgman & Jane Winfield

Barton Oxford LLP – Jane Winfield

OxWED LLP – Tom Bridgman

All – Alistair Rush & Emma Jackman

30. Appointments of new Non-Executive Director of Oxford City Housing Limited

The Director of Law, Governance and Strategy (Monitoring Officer) submitted a report to the Shareholder and Joint Venture Group to seek approval of the appointment of a new non-executive director of Oxford City Housing Limited.

Councillor Brown presented the report. Councillor Chapman said that the person under consideration was an excellent candidate and that she had his full support.

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Appoint Mary Parsons as a Non-Executive Director of the OCHL, OCH(D)L and OCH(I)L (“Housing Group” or “OX Place”) Boards with effect from 6 April 2026 for a three-year term.
2. Authorise the Managing Director of the Company to issue the appointment letter.

31. SJVG Confidentiality and private sessions

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.

32. Report from the Scrutiny Committee

The SJVG received a written report from the Finance and Performance Panel which provided overviews on several distinct areas outlined within the reports from OX Place and recommendations from the Panel.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

33. Commentary on Reports Relating to OCHL

The SJVG received written reports from the Group Finance Director and the Director of Law, Governance, and Strategy, which provided overviews of several distinct areas outlined within the reports from OX Place.

The SJVG discussed the reports in private session.

The SJVG noted the contents of the reports.

34. OX Place Chairs Report

The chair welcomed Mary Parsons the new incoming Non-Executive Director and the members of the SJVG introduced themselves to the new NED.

The Chair of Board of OX Place had submitted a report to SJVG to update the Shareholder on the day-to-day actions and progress since the previous OX Place Shareholder Joint Venture meeting.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

Present for this part and the remainder of the meeting:

Kerry Kyriacou, Non-Executive Director

Jane Winfield, Non-Executive Director

Rosemary Farrar, Non-Executive Director

Tim Bacon, Interim Head of Development

Peter Gardiner, Interim Strategic Finance Manager

Mary Parsons, incoming Non-Executive Director

The Shareholder and Joint Venture Group resolved as shareholder to:

1. Note the updates in the report.

35. Development Update

Tim Bacon, OX Place Interim Head of Development submitted a report to SJVG to provide an update on development related activities on a scheme-by-scheme basis. An outline of the key risks and issues affecting the programme was also provided.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. **Note** the contents of the report and provide any feedback.

36. Approval of the OCHL Business Plan

The Interim Strategic Finance Manager (OX Place) submitted a report to the SJVG to request approval of the OX Place Financial Business Plan by the Shareholder.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. Approve the adoption of the OX Place Business Plan Autumn 2025 in its current form.

37. 2025/26 Monthly Monitoring – Dec (Period 9)

The Interim Strategic Finance Manager (OX Place) submitted a report to the SJVG to provide the December (Period 9) monitoring report for 2025/26, for which this is the final stage of review.

The SJVG discussed the report in private session.

The SJVG noted the contents of the report.

The Shareholder and Joint Venture Group resolved as shareholder to:

- 1. Note the contents of this report and the monitoring pack at Appendix 1 and provide any feedback or observations to be followed up.

The meeting started at 18:00 and ended at 19:04

Chair:

Date: 22 April 2026

Note: the next meeting is on Wednesday 22 April 2026

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