

Cherwell District Council

Shareholder Committee

Minutes of a meeting of the Shareholder Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 July 2021 at 4.00 pm

Present:

Councillor Barry Wood (Chairman)

Councillor Tony Ilott

Councillor Lucinda Wing

Also Present:

Councillor Ian Corkin - Cherwell District Council appointed Non-Executive Director of Graven Hill Development Company and Graven Hill Management Company (for agenda item 8)

Councillor Dan Sames - Cherwell District Council appointed Non-Executive Director of Graven Hill Development Company and Graven Hill Management Company (for agenda item 8)

Sue Smith – Chairman, Graven Hill Development Company (for agenda item 8)

Karen Curtin – Managing Director, Graven Hill Development Company (for agenda item 8)

Karen Orrey – Graven Hill Development Company (for agenda item 8)

Officers:

Steve Jorden, Corporate Director Commercial Development, Assets & Investment/Shareholder Representative

Lorna Baxter, Director of Finance & Section 151 Officer

Gillian Douglas, Assistant Director: Social Care Commissioning and Housing (for agenda item 9)

Liza Ellis, Executive Assistant, Place, Growth and Commercial

Anita Bradley, Director Law and Governance & Monitoring Officer

Michael Furness, Assistant Director Finance

Jonathan MacWilliam, Programme Director, Growth & Commercial (for agenda item 9)

Claire Taylor, Corporate Director Customers and Organisational Development (for agenda item 11)

Natasha Clark, Governance and Elections Manager

Emma Faulkner, Democratic and Elections Officer

1 Declarations of Interest

There were no declarations of interest.

2 **Appointment of Chairman of the Shareholder Committee for the municipal year 2021/2022**

Resolved

- (1) That Councillor Barry Wood be appointed Chairman of the Shareholder Committee for the Municipal Year 2021/2022.

3 **Minutes**

The Minutes of the meeting of the Committee held on 15 February 2021 were confirmed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Urgent Business**

There were no items of urgent business.

6 **Exclusion of the Public and Press**

Resolved

- (1) That, in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7 **Graven Hill Village Development Company (GHVDC) - Quarter four Management Report, Draft Financial statements as at 31 March 2021 and Year in Review 2020/21.**

The Committee considered an exempt report from the Shareholder Representative that detailed quarter four management information, draft financial statements as at 31 March 2021 and the financial year in review 2020/21 for Graven Hill Village Development Company.

The Managing Director – Graven Hill Development Company presented key information regarding quarter four performance and detailed recommendations for the Committee.

The Committee was advised that 95 units had been completed over the course of the 2020/2021 financial year, and 50% of the KPIs had reported green for the year. One KPI, secure 120 reservations across the product range, had finished the year reporting red, which was a direct result of the impact of covid.

The continued completions had seen the population across the site increase, and the children's play areas had now opened.

With regards the financial statements a virtual audit had been completed and only minor presentational changes were required.

The public facing year in review document had been finalised, and would be circulated to all Cherwell District Councillors once approved. It detailed highlights from the year, KPI information and progress updates on the site.

Providing a brief overview of performance so far in quarter one of 2021-2022, the Managing Director – Graven Hill Development Company reported that 10 KPIs were reporting green and eight were amber.

With regard the employment land, the Managing Director – Graven Hill Development Company advised the Committee that discussions were ongoing relating to two units, with viability work completed and contracts exchanged on another.

The Managing Director – Graven Hill Development Company concluded her presentation by outlining the priorities for quarter two, along with possible risks that had been identified.

In response to questions from the Committee, the Managing Director – Graven Hill Development Company explained that a 'help to build' government scheme would assist potential self-builders in a similar way to the 'help to buy' scheme had.

Resolved

- (1) That the Quarter Four 2020/2021 update be noted.
- (2) That the Quarter Four 2020/2021 management accounts be noted.
- (3) That the draft financial statements for 2020/2021 be noted.
- (4) That the 2020/2021 financial statements be approved.
- (5) That the 2020/2021 Year in View be approved for release to all elected Members.
- (6) That the Quarter One 2021/2022 snapshot be noted.
- (7) That the current Quarter Two 2021/2022 priorities and risks be noted.

8 **Crown House - Quarter Four Management Report, Draft Financial Statements for Crown House and Crown Apartments as at 31 March 2021**

The Committee considered an exempt report from the Shareholder Representative which detailed quarter four management information and draft financial statements as at 31 March 2021 for Crown House and Crown Apartments.

The Programme Director, Growth and Commercial explained that the three KPIs had finished the year reporting green. 96% of units were occupied, with tenancies agreed on the unoccupied units.

Discussions were ongoing with a potential tenant for the commercial unit and it was hoped that contracts would be signed shortly.

A formal complaint had been raised by a tenant in relation to utility provision, however this has been resolved during quarter one of 2021-2022 following the appointment of an energy broker.

With regard to the draft financial statements, both Crown House and Crown Apartments had ended the year lower than forecast, but this was expected to improve during 2021-2022.

The Shareholder Representative advised the Committee that both the Programme Director Growth and Commercial and Non-Executive Director, Gillian Douglas, would be leaving their roles following their resignations from the council. The Committee expressed their thanks and appreciation for the work they had both carried out during their time with Crown House, and wished them luck for the future.

Resolved

- (1) That the Crown House Banbury Quarter Four management report be noted
- (2) That the draft financial statements for Crown House and Crown Apartments as at 31 March 2021 be noted

9 **Crown House - Management Arrangements**

The Committee considered an exempt report from the Shareholder Representative regarding management arrangements for Crown House.

Following the resignation of the Company Manager and Officer Non-Executive Director (NED) two new appointments were needed. The Shareholder Representative was seeking approval from the Committee for the responsibility to appoint to the roles to be delegated to him, in consultation with the Chief Executive and the Chairman of the Shareholder Committee.

Resolved

- (1) That authority be delegated to the Shareholder Representative, in consultation with the Chief Executive and Chairman of the Shareholder Committee, to source and appoint new appointees to the role of Officer NED and Company Manager for Crown House Banbury Limited and Crown Apartments Banbury Limited
- (2) That the Shareholder Committee be notified in writing of the new appointees

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CSN Resources - Quarter Four Management Report

The Committee considered an exempt report from the Shareholder Representative that detailed the quarter four management report for CSN Resources.

The CSN Resources Managing Director presented a summary of the report, highlighting that half the KPIs for the company had finished the year reporting green, and half amber.

The team had continued to administer Test and Trace payments for self-isolating residents, with 434 payments made by 31 March 2021. The team were also responsible for the Covid Council Tax hardship payments of £150, which had been paid to 3536 eligible households.

Since the last meeting of the Committee CDC had served notice on CSN Resources to withdraw from the company. The CSN Resources Managing Director explained to the Committee that discussions were taking place with both CDC and West Northamptonshire Council, the new authority that had replaced South Northamptonshire Council, regarding the withdrawal and subsequent separation of the service. The in-house service provision was under development.

In response to questions from the Committee the CSN Resources Managing Director confirmed that a recruitment freeze was in place for CSN Resources, and relevant consultations were taking place with existing staff.

Resolved

- (1) That the CSN Resources quarter four management report be noted.
- (2) That progress towards the CDC withdrawal from the company and service provision moving in-house be noted.

The meeting ended at 6.01 pm

Chairman:

Date: