



To: Members of the Shareholder Committee (Cabinet Committee)

***Notice of a Meeting of the Shareholder Committee
(Cabinet Committee)***

Thursday, 14 August 2025 at 9.30 am

Room 3 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).

Martin Reeves
Chief Executive

August 2025

Committee Officer: **Jack Ahier**
Email: committeesdemocraticservices@oxfordshire.gov.uk

Membership

Councillors

Tim Bearder	Cabinet Member for Adults
Neil Fawcett	Deputy Leader of the Council and Cabinet Member for Resources
Andrew Gant	Cabinet Member for Transport Management
Sean Gaul	Cabinet Member for Children and Young People
Kate Gregory	Cabinet Member for Public Health and Inequalities
Jenny Hannaby	Cabinet Member for Community Wellbeing and Safety
Ben Higgins	Cabinet Member for Future Economy and Innovation
Liz Leffman	Leader of the Council
Dan Levy	Cabinet Member for Finance, Property and Transformation
Judy Roberts	Cabinet Member for Place, Environment and Climate Action

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Tuesday 19 August unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.



AGENDA

1. Election of Chair for the 2025/26 Council Year

To elect a Chair of the Shareholder Committee for the 2025/26 Council Year.

2. Election of Deputy Chair for the 2025/26 Council Year

To elect a Deputy Chair for the 2025/26 Council Year.

3. Apologies for Absence

4. Declarations of Interest

See guidance note below.

5. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Shareholder Committee's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Committee Member or such other councillor or officer as is determined by the Committee Member, and shall not be the subject of further debate at this meeting.

6. Petitions and Public Address

Members of the public who wish to speak on an item on the agenda at this meeting, or present a petition, can attend the meeting in person or 'virtually' through an online connection.

Requests to present a petition must be submitted no later than 9am ten working days before the meeting.

Requests to speak must be submitted no later than 9am three working days before the meeting.

Requests should be submitted to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am on the day of the meeting. Written submissions should be no longer than 1 A4 sheet.

7. Minutes of the Previous Meeting (Pages 1 - 4)

To confirm the minutes of the meeting held on 25 March 2025 to be signed by the Chair as a correct record.

8. Enterprise Oxfordshire - Changes to Bank Signatories and Scheme of Delegations (Pages 5 - 10)

Cabinet Member: Future Economy and Innovation

Forward Plan Ref: 2025/168

Contact: Sadie Patamia, Corporate Governance Manager – Enterprise Oxfordshire
(Sadie.Patamia@oxfordshire.gov.uk)

Report by Director of Economy and Place (**SC8**).

The Shareholder Committee is RECOMMENDED to:

Support the recommendations of the Enterprise Oxfordshire company board held on 31 July 2025 to:

- a) Approve the Change to Signatories and Financial Scheme of Delegation (see Annex 1)**

9. Future Meeting Dates

To decide on a schedule of future meetings.

EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in the **exempt minutes** of Agenda Item **10**, the Committee will be invited to resolve to exclude the public for the consideration of the **exempt minutes** by passing a resolution in relation in the following terms:

"that the public be excluded during the consideration of the **exempt minutes** since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

THE **EXEMPT MINUTES** HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

10. Exempt Minutes from the Previous Meeting (Pages 11 - 12)

The information in this case is exempt in that it falls within the following prescribed categories:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The **Exempt Minutes** containing exempt information under the above paragraph is attached.

To confirm the exempt minutes of the meeting held on 25 March 2025 to be signed by the Chair as a correct record.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Agenda Item 7

SHAREHOLDER COMMITTEE (CABINET COMMITTEE)

MINUTES of the meeting held on Tuesday, 25 March 2025 commencing at 3.30 pm and finishing at 3.55 pm

Present:

Voting Members: Councillor Liz Leffman – in the Chair

Councillor John Howson (Deputy Chair)
Councillor Andrew Gant
Councillor Kate Gregory
Councillor Dr Nathan Ley
Councillor Judy Roberts
Councillor Dr Pete Sudbury

Officers: Jack Ahier (Senior Democratic Services Officer), Lorna Baxter (Executive Director of Resources and Section 151 Officer), Anita Bradley (Director of Law and Governance and Monitoring Officer), Sadie Patamia (Corporate Governance Manager – OxLEP), Martin Reeves (Chief Executive), Robin Rogers (Director of Economy and Place), Nigel Tipple (Chief Executive – OxLEP).

The Shareholder Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting [, together with a schedule of addenda tabled at the meeting/the following additional documents:] and agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.

16 APOLOGIES FOR ABSENCE
(Agenda No. 1)

Apologies were received from Cllrs Bearder, Fawcett and Levy.

17 MINUTES OF THE PREVIOUS MEETING
(Agenda No. 2)

The minutes of the meeting held on 25 February 2025 were approved and signed by the Chair as a correct record.

18 DECLARATIONS OF INTEREST
(Agenda No. 3)

There were none.

19 QUESTIONS FROM COUNTY COUNCILLORS
(Agenda No. 4)

There were none received.

20 PETITIONS AND PUBLIC ADDRESS
(Agenda No. 5)

There were none received.

21 APPROVAL OF COMPANY RESERVED ITEM
(Agenda No. 6)

RESOLVED: that the public be excluded for the duration of items 6 & 7 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Shareholder Committee had before it a report which provided an update on Enterprise Oxfordshire's first Business Plan (2025/26) and Budget (2025/26 & 2026/27).

The Chief Executive (OxLEP) presented the report and members of the Committee asked several questions about the proposals.

The Shareholder Committee approved the recommendations in the report.

RESOLVED to:

Support the recommendations of the Enterprise Oxfordshire company board held on 25 March 2025 to:

- a) Approve the Business Plan and Budget for 2025/26 (see Annex 1 and 2 respectively).**

22 APPROVAL OF COMPANY RESERVED MATTER 2
(Agenda No. 7)

This item was decided upon in item 6 (Approval of Company Reserved Item), relating to the Approval of the 2025/26 & 2026/27 Budget, alongside the 2025/26 Business Plan.

23 OXLEP (ENTERPRISE OXFORDSHIRE) BANK SIGNATORY AND FINANCIAL DELEGATION CHANGES
(Agenda No. 8)

The report was introduced by Nigel Tipple, Chief Executive (OxLEP).

The Deputy Chair asked if the name on the bank account would change from OxLEP to Oxfordshire Enterprise once the name change was formally agreed. It was explained that trading arrangements were mechanical processes and that the bank account was OxLEP Ltd trading as Enterprise Oxfordshire.

Other changes outlined in the report included that financial regulations would be reviewed in the coming financial year and that financial delegation changes tried to be consistent and reflect the County Council's existing delegation limits.

The Committee thanked officers for their work.

Councillor Leffman moved and Councillor Howson seconded the recommendations, and they were approved.

RESOLVED to:

Support the recommendations of the Enterprise Oxfordshire company board held on 25 March 2025 to:

- **Approve the Change to Signatories and Financial Scheme of Delegation (see Annex 1)**

..... in the Chair

Date of signing

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Divisions Affected – N/A

Shareholder Committee

Thursday 14 August

Enterprise Oxfordshire: Amendments to Signatories and Financial Scheme of Delegation

Report by Director of Economy and Place

RECOMMENDATION

The Shareholder Committee is RECOMMENDED to:

Support the recommendations of the Enterprise Oxfordshire company board held on 31 July 2025 to:

- a) Approve the Change to Signatories and Financial Scheme of Delegation (see Annex 1)**

Executive Summary

1. This paper presents proposed changes to the Enterprise Oxfordshire's company bank account signatories and scheme of financial delegation. These changes are prioritised due to recent personnel and role changes and the resignation and departure of Enterprise Oxfordshire's Chief Executive Officer on 30th September 2025.

Background

2. Nigel Tipple - Chief Executive Officer, Wendy Knowland – Finance Manager and Richard Byard, Director of Business Development are all currently on the bank mandate and have full bank signatory power and have full online banking access. Please note for any significant changes to our banking arrangements these must be approved by two full power authorised signatories.
3. Additionally, Enterprise Oxfordshire's Assistant Finance Manager, following completion of her probation period on 31st August 2025, will then have online access and our Finance Assistant has online bank access permissions to process our regular bank payments. Please note again, all bank payments also require dual authorisation.
4. Enterprise Oxfordshire also operate a scheme of delegation (Annex 1) that sets financial limits for Board Directors, Enterprise Oxfordshire's Senior Leadership team, and other senior staff on purchasing and spending levels and contractual service delivery commitments.

5. Enterprise Oxfordshire's Chief Executive Officer leaves on 30th September 2025. Consequently, Enterprise Oxfordshire have reviewed the structure of their bank mandate to ensure they can continue to operate effectively and compliantly and maintain strong financial controls.

Proposed Priority Changes to Bank Mandate and Scheme of Financial Delegation

6. Any proposed changes to our Enterprise Oxfordshire's bank mandate and other payment authorisations are matters that require Shareholder Committee approval. Enterprise Oxfordshire's company Financial Regulations thus require the Board to firstly approve such changes. The impending departure of the Chief Executive Officer urgently requires Enterprise Oxfordshire to put in place amendments now, to enable the continued running of our day-to-day business. Also, to note that the Director of Business Development is still on long term sick leave and is not able to perform financial duties presently.
7. The first proposed priority change is to add Helen Ryan Wallis - Head of Strategic Development & Programmes and Helen Brind - Head of Business and Skills, to the company bank accounts as full power signatories. Helen Ryan Wallis has been with Enterprise Oxfordshire since 2018, originally joining Oxfordshire County Council in 2003 and moving to Enterprise Oxfordshire as part of the transfer and restructuring at County Council that was undertaken in 2018. Helen Brind has been employed at Enterprise Oxfordshire since 2018. Both have carried out their roles within Enterprise Oxfordshire with professional integrity and financial probity and this reflects their trusted status and the position of their new roles within the company.
8. The second proposal is to amend Enterprise Oxfordshire's Scheme of Financial Delegation, with priority changes as highlighted at Annex 1. These include the addition of the new roles of the Head of Business and Skills and Head of Strategic Development & Programmes, the addition of the Company Secretary with specified levels of delegation and upgrades to the delegation levels of the Finance Manager, reflecting all their roles as part of the Senior Leadership Team and their individual highly trusted status within the company.

Conclusion

9. The proposed changes to the Financial Scheme of Delegation and changes to signatories ensures the continued and smooth operation of the company on a day-to-day basis whilst maintaining a strong control environment consistent with the Council's robust internal controls/approvals process across all financial matters.

Corporate Policies and Priorities

10. A strong financial and controls environment is essential to ensure the smooth and effective operation of the company. This is set out in the company's current and updated Financial Scheme of Delegation and governed by Company Law.

11. Enterprise Oxfordshire (formally OxLEP) has operated within a public sector regulated environment since 2012. For the use of public funds, Oxfordshire County Council has been the Accountable Body since its formation as a Local Enterprise Partnership. Following the change of control, it was confirmed that independent financial reporting and controls, including statutory audit was appropriate with the consolidation of company accounts annually overseen by the Executive Director of Resources and S151 Officer.

Financial Implications

12. There are no financial implications associated with this report.

Comments checked by: Rob Finlayson, Strategic Finance Business Partner
(Rob.Finlayson@oxfordshire.gov.uk)

Legal Implications

13. Oxfordshire Local Enterprise Partnership Limited, referred to in this report as Enterprise Oxfordshire is a company limited by guarantee of which the Council is the guarantor and sole member.
14. The management of companies owned by the Council is an executive function. The Cabinet has constituted a shareholder committee to manage the responsibilities of the Council as guarantor and sole member of Enterprise Oxfordshire.
15. The company has registered its Memorandum and Articles of Association with Companies House. The Articles include several reserved matters which are to be decided by the shareholder committee and cannot be the sole responsibility of the company. The reserved matters include the business and budget of the company. The Articles of Association include at clause 4.1.10 the power to open and operate bank accounts. Clause 9 provides for the delegation of Directors' powers and in particular clauses 9.2 and 9.4 provide for the delegation of Director powers including the power to revoke any delegation in whole or part, or alter its terms and conditions.

Comments checked by: Jay Akbar (Head of Legal and Governance & Deputy Monitoring Officer) – Jay.Akbar@oxfordshire.gov.uk

Equality & Inclusion Implications

16. There are no equality & inclusion matters arising from this report.

Robin Rogers
Director of Economy and Place

Annex 1: Change to Signatories and Financial Scheme of Delegation

Contact Officer: Sadie Patamia, Corporate Governance Manager – Enterprise Oxfordshire (Sadie.Patamia@oxfordshire.gov.uk)

Item 03 Annex 1 Scheme of Financial Delegation

The Enterprise Oxfordshire Scheme of Financial Delegation shows the main areas of responsibility and provides clarity as to the level of delegation required. This Scheme will be reviewed on an annual basis and any required amendments will be approved by the Shareholder Committee .

This schedule seeks to record where authority rests within Enterprise Oxfordshire for financial decision making. No such schedule can be completely comprehensive, but this seeks to provide a framework through which other decisions may be resolved. The schedule identifies only those responsible for the final 'ratification' stage of decisions and not, for example, responsibility for formulating strategy, policy and budgets (which typically lie within a wider group including the board and its committees, SLT and budget holders.

This Financial Scheme of Delegation should also be considered in conjunction with Enterprise Oxfordshire's Procurement Policy & Process which sets out the Value of External Contracts with minimum procedures which must be applied.

	Service Delivery Commitments		Purchasing and Expenditure				
	Contracts for the delivery of Services by Enterprise Oxfordshire	Agreements specifying terms of conditions for Grant Receipts	Contracts for the supply of Goods and Services to Enterprise Oxfordshire	Authorised Bank Signatories and approval limit for single payments	Authorised Panel Grant offer Letter (GOL)	Invoices under pre-tendered contracts (inclusive of non-recoverable VAT)	Ad hoc invoices
Chair/Deputy Chair/ Board Director	Unlimited	Unlimited	Unlimited	Unlimited	Board Approval above £200,000	Up to contract value	Board Approval above £200,000
Chief Executive/ Board Director/MD (New Role)	£500,000	£500,000	£500,000	£200,000	£200,000	£200,000	£200,000
Head of Business & Skills	£250,000	£250,000	£250,000	£50,000	£100,000	£75,000	£50,000
Head of Strategic Development & Programmes	£250,000	£250,000	£250,000	£50,000	£100,000	£75,000	£50,000
Corporate Governance Manager/Company Secretary	£250,000	£250,000	£250,000	X	£50,000	£20,000	£10,000
Director of Business Development	£100,000	£100,000	£100,000	£25,000	£50,000	£50,000	£25,000
Finance Manager	*£150,000	*£150,000	*£150,000	£25,000 £50,000	*£50,000	*£50,000	*£25,000
Assistant Finance Manager	x	x	x	£10,000	x	x	x
Online Access Delegate	x	x	x	x	£50,000	*£30,000	*£5,000
Growth Hub Manager/ Business Manager	x	x	x	x	£10,000 £50,000	*£30,000	*£5,000
Skills Hub Manager	x	x	x	x	X	£20,000	£5,000
Programme Managers	x	x	x	x			

Note to Scheme of Financial Delegation

The notes below provide further context to headings used within the Scheme of Financial Delegation. Where applicable the limits included are inclusive of VAT. Where there are any discrepancies within this Scheme of Delegation, these will be referred to the Board for approval.

Authorised Bank Signatories and approval limit for single payments:

The MD/New Role may authorise single payments up to £200,000, where those payments are within approved operational and/or project budgets. ~~Where~~ Where single payments are over £200,000 and up to £500,000 authorisation may only take place with the joint approval in writing of an eligible Board Member, where those payments are within approved operational and/or project budget

Single Purchase Order or Tendered Contract/Single Tender

Purchase Orders may be issued by Delivery Partners.

Authorised Panel Grant Offer Letter

A Panel perform the review of the grant offers and therefore it is this Panel who provide the commitment for the expenditure.

Invoices under pre-tendered contracts

Invoices may be issued for payment by Enterprise Oxfordshire in stages throughout the term of a contract. The commitment for this spend has already been authorised as part of a contract or procurement process. Authorisation limits for invoices issued within such contracts will therefore be higher than for any ad hoc invoices received.

Ad hoc invoices

Invoices received for payment by Enterprise Oxfordshire which are not part of a pre tendered contract.

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