

<b>Decision type:</b>	<b>Single Member Decision</b>
<b>Decision date:</b>	11 <sup>th</sup> March 2026
<b>Decision maker:</b>	Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services & Council Companies
<b>Decision title:</b>	Payment of honorarium to the Commercial Director of ODS

### Summary

<b>Decision being taken:</b>	Authorising the payment of a one-off honorarium for ODS Commercial Director
<b>Key decision:</b>	No
<b>Source of delegation:</b>	<p>Part 3.7 (c) The Council's Companies – Shareholding</p> <p>The responsibility to represent the Council as shareholder of each company is an executive function. The Leader of the Council may therefore determine the nature of such representation, currently operated through a Shareholder and Joint Venture Group (see Part 3 Annex 1).</p> <p>Part 4.6 Delegation to single Cabinet Members</p> <p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy.</p> <p>If a Cabinet Member with delegated powers has a disclosable pecuniary interest in a matter for decision the Cabinet Member must declare the interest as required by the Members' Code of Conduct and not exercise the delegated function. The delegated function will instead be</p>

exercised by the Leader or another Cabinet Member authorised by the Leader.

Key decision procedures and call in procedures will apply to any key decisions delegated to a single Cabinet Member.

Once a Cabinet Member has taken a delegated decision, the Council will produce a record of the decision.

**Cabinet Member:** Councillor Nigel Chapman, Citizen Focused Services & Council Companies

**Corporate Priority:** None

**Policy Framework:** None

The Cabinet Member for Citizen Focused Services and Council Companies decides as follows:

1. **To Approve** payment of a one-off honorarium in favour of the Commercial Director, ODS

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	ODS Remuneration Committee Paper	YES This information is exempted from publication under Schedule 12A to the Local Government Act 1972 since it is: <ul style="list-style-type: none"><li>• Information about individuals</li><li>• Information about someone's finances or business</li></ul>

### Introduction and background, reasons for decision, alternative options

1. This proposal supports the award of a one-off £10,000 honorarium to Commercial Director (ODSTL), in recognition of significant additional responsibilities undertaken since July 2025. The ODS Remuneration Committee and Board have approved the payment and the relevant paper is at appendix 1. OCC Caroline Green, Emma Jackman and Nigel Kennedy have also been consulted and support the proposal.
2. Following the departure of the former Sales & Marketing Director, the Commercial Director of ODS has assumed whole-business sales leadership, marketing oversight, bids management, multiple strategic projects, and de facto Executive Team duties. His contributions have delivered substantial operational, commercial

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and financial benefits, including recurring improvements valued between £100k–£200k per annum.

3. The proposal is brought forward to ensure fair recognition, support retention in a competitive market, and acknowledge the Commercial Director of ODS’s central role in ODSTL’s medium-term growth and stability. The honorarium is proportionate, evidence-based, defensible, and cost-effective, particularly given £34,500 savings achieved through vacancy management.
4. Risks considered include retention and equal pay. Retention risk is low but important not to ignore; equal pay risk is assessed as low due to the temporary, specific and well-evidenced nature of the expanded duties, absence of a suitable comparator, and a strong material-factor defence. Internal validation from senior stakeholders supports the justification and quantum.
5. Alternative options—such as taking no action, offering a higher amount, or relying solely on a future remuneration review—were considered but found inadequate. The proposed honorarium strikes the right balance between recognition, fairness, prudence and organisational stability.

### Implications of Local Government Reorganisation

6. There are no LGR implications regarding this proposal.

### Equalities Impact & Risks

7. The equal pay risks have been considered and is included in the appendix

### Implications of making the decision

<b>Financial implications</b>	The proposal is a cost effective means of rewarding the contributions of a key individual which otherwise would have cost significantly more.	<b>Completed by:</b> Chris Urwin <b>Date:</b> 6 <sup>th</sup> March 2026
<b>Legal implications</b>	I have been assured that the proposal is a one off and not inflated by the forthcoming cost of living award and falls outside of the pay review to be conducted as part of the benchmarking exercise. I have also noted the equal pay considerations in the report	<b>Completed by:</b> Emma, Jackman <b>Date:</b> 9 <sup>th</sup> March 2026
<b>Other implications</b>	None	<b>Completed by:</b> Simon Howick <b>Date:</b> March 11 <sup>th</sup> 2026

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<b>Member declared interests</b>	None	<b>Completed by:</b> Simon Howick <b>Date:</b> March 11 <sup>th</sup> 2026
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<b>Background Documents</b>
<b>Not Applicable</b>

<b>Report author</b>	Simon Howick
Job title	Managing Director ODS
Service area or department	ODS
Email contact	Simon.howick@odsgroup.co.uk

#### Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</b>
<b>Senior officer</b> e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	Caroline Green, CEO	6 <sup>th</sup> March 2026
<b>Group Finance Director</b> Where required by the Constitution or conditions of the delegation	Nigel Kennedy	6 <sup>th</sup> March 2026
<b>Director of Law, Governance and Strategy</b> Where required by the Constitution or conditions of the delegation	Emma Jackman	6 <sup>th</sup> March 2026
<b>Cabinet Member(s)</b> Where required by the conditions of the delegation	Councillor Nigel Chapman	6 <sup>th</sup> March 2026

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<b>Ward Members</b> Where required by the Constitution or conditions of the delegation	N/A	
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**Decision Maker Approval**

<i><b>Name and job title</b></i>	<i><b>Date</b></i>
Councillor Nigel Chapman	6 <sup>th</sup> March 2026

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call in period has passed.**

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## NOTES

The law<sup>1</sup> requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
  - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
  - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
  - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
  - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
  - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

### **Exempt or Confidential information**

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

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<sup>1</sup> the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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## Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council’s total budget for the service involved. For this Council ‘significant’ in budgetary terms is:
  - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
  - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
  - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
  - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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