



To: Members of the Remuneration Committee

## ***Notice of a Meeting of the Remuneration Committee***

**Wednesday, 17 January 2024 at 12.00 pm**

**Room 2 - County Hall, New Road, Oxford OX1 1ND**

If you wish to view proceedings online, please click on this [Live Stream Link](#).  
However, that will not allow you to participate in the meeting.

Martin Reeves  
Chief Executive

January 2024

Committee Officer: **Colm Ó Caomhánaigh, Democratic Services Manager**  
Tel: 07393001096 Email: [colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

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### **Membership**

Chairman – Councillor Liz Leffman  
Deputy Chairman - Councillor Liz Brighthouse OBE

### *Councillors*

Yvonne Constance OBE  
Stefan Gawrysiak

John Howson  
Eddie Reeves

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**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

## 1. Apologies for Absence and Temporary Appointments

## 2. Declarations of Interest - see guidance note

## 3. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 26 October 2023 (**RC3a**) and the minutes of the meeting held on 3 November 2023 (**RC3b**) and to receive information arising from them.

## 4. Petitions and Public Address

*Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.*

*To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk).*

*If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

## 5. Pay Policy Statement 2024/25 (Pages 7 - 22)

Report by the Executive Director of Resources and Section 151 Officer

The Localism Act requires all councils to agree and publish a Pay Policy Statement every financial year.

**The Remuneration Committee is RECOMMENDED to:**

- a) Receive the report.
- b) Recommend the 2024/25 Pay Policy Statement prior to progression to Full Council for approval.

## 6. Meeting Dates for 2024/25

It is proposed that the Committee meets on

- Monday 4 November 2024 at 10am to consider the annual Gender and Ethnic

- Pay Gap Reports and any other business required and
- Wednesday 15 January 2025 at 10am to consider the annual Pay Policy Statement and any other business required.

Other meetings to be arranged as required.

## **EXEMPT ITEM**

*It is RECOMMENDED that the public be excluded for the duration of item 7 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in 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 EXEMPT MINUTES HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

**THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.**

## **7. Exempt Minutes (Pages 23 - 24)**

To approve the exempt minutes of the meeting held on 26 October 2023.

## **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.

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# Agenda Item 3

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Thursday, 26 October 2023 commencing at 10.00 am and finishing at 10.30 am

**Present:**

**Voting Members:** Councillor Liz Leffman – in the Chair

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Yvonne Constance OBE

Councillor John Howson

Councillor Eddie Reeves

**Officers:**

Whole of meeting Martin Reeves, Chief Executive.

**Agenda Item**

1-4

**Officer Attending**

Sharon Keenlyside, Interim Committee Officer

*The 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 and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports and additional documents, copies of which are attached to the signed Minutes.*

**74/23 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Councillor Glynis Phillips.

**75/23 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

There were no declarations of interest.

**76/23 MINUTES**

(Agenda No. 3)

The minutes of the meeting held on 16 October were approved.

**77/23 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 4)

There were no requests.

**78/23 EXEMPT MINUTES**

The exempt minutes of the meeting held on 16 October 2023 were approved.

**79/23 STRATEGIC LEADERSHIP TEAM**

(Agenda No. 5)

**EXEMPT SESSION**

The Committee **RESOLVED** that from this point onward the public will be excluded, and public webcast stopped for the duration of item 5 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in 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 information contained in the report is exempt in that it falls within the following prescribed categories:

- 1. Information relating to a particular individual.
- 2. Information which is likely to reveal the identity of an individual.
- 4. Information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of or office holders under the authority.

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would distort the proper process of free negotiations between the authority with another party for the purposes described and would prejudice the position of the authority in those negotiations and other negotiations of a similar nature in future.

The Committee approved the recommendations in the exempt report.

..... in the Chair

Date of signing .....



## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Friday, 3 November 2023 commencing at 2.30 pm and finishing at 5.00 pm

### **Present:**

**Voting Members:** Councillor Liz Leffman – in the Chair

Councillor Liz Brighthouse OBE (Deputy Chair)  
Councillor Yvonne Constance OBE  
Councillor John Howson  
Councillor Glynis Phillips  
Councillor Nigel Simpson (In place of Councillor Eddie Reeves)

### **Officers:**

Whole of meeting Martin Reeves, Chief Executive; Cherie Cuthbertson, Director of Workforce and Organisational Development

Part of meeting

<b>Agenda Item</b>	<b>Officer Attending</b>
1-4	Colm Ó Caomhánaigh, Democratic Services Manager
4	Paul Tallant, HR Manager – Reward

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports copies of which are attached to the signed Minutes.*

## **80/23 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Councillor Eddie Reeves (substituted by Councillor Nigel Simpson).

The Chair asked if Members would be prepared to consider an appointment to the North Wessex Downs Area of Outstanding Natural Beauty Board. The matter had only arisen since the agenda was published. Nominations to the Board must be made by this Committee and there was no further meeting scheduled.

The Chair proposed the nomination of Councillor Jenny Hannaby to replace Councillor Sally Povolotsky who wished to stand down. Councillor Yvonne Constance noted that she was the only other councillor that represented the area covered by the AONB and she was agreeable to the proposed appointment. Members agreed to accept the nomination in the circumstances.

**RESOLVED: to appoint Councillor Jenny Hannaby as the Oxfordshire County Council representative on the North Wessex Downs AONB Board.**

**81/23 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

There were no declarations of interest.

**82/23 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 3)

No requests had been received.

**83/23 GENDER PAY GAP REPORT 2023**

(Agenda No. 4)

The Committee considered a report that the Council is required to produce on the gender pay gap. Calculations were based on employer payroll data drawn from a specific date each year.

Paul Tallant, HR Manager – Reward, summarised the report and the next steps.

Members raised a number of issues that the officers responded to as follows:

- There were new management training schemes in place to help reduce the gender gap in representation at Extended Leadership Team level which stood at 50:50 compared to the 2:1 majority of women across the Council.
- The figures included apprentices on full pay but not staff from maintained schools.
- Part-time staff had equal access to education and training.

It was agreed that officers will provide a briefing on the various measures being taken to help those on more junior grades to progress in the organisation.

**RESOLVED to:**

- **Receive the report**
- **Recommend the Gender Pay Gap report for 2023 for approval by Full Council.**

Paul Tallant summarised the Ethnicity Pay Gap Report. This was not a report the Council was required to produce but was provided for transparency.

Members asked if the briefing already requested could include measures to improve the ethnic diversity in staff as the statistics indicated that only 10% of Council staff were non-white, while the proportion in the population of Oxfordshire is 23.2%. A further breakdown of ethnicity data by gender was also requested.

**RESOLVED to receive the report for information purposes.**

**84/23 APPOINTMENT OF DIRECTOR OF CHILDREN'S SERVICES**

(Agenda No. 5)

**EXEMPT SESSION**

The Committee RESOLVED that from this point onward the public will be excluded, and public webcast stopped for the duration of item 5 since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items.

The information contained in the report is exempt in that it falls within the following prescribed categories:

- 1. Information relating to a particular individual.
- 2. Information which is likely to reveal the identity of an individual.
- 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would distort the proper process of free negotiations between the authority with another party for the purposes described and would prejudice the position of the authority in those negotiations and other negotiations of a similar nature in future.

Members conducted interviews.

**RESOLVED: to recommend an appointment to the position of Director of Children's Services.**

..... in the Chair

Date of signing .....

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## REMUNERATION COMMITTEE 17 JANUARY 2024

### Pay Policy Statement 2024/25

Report by the Executive Director of Resources and Section 151 Officer

#### RECOMMENDATIONS

1. The Remuneration Committee is RECOMMENDED to:
  - a) Receive the report.
  - b) Recommend the 2024/25 Pay Policy Statement prior to progression to Full Council for approval.

#### EXECUTIVE SUMMARY

2. In 2012 a stand-alone Remuneration Committee was set up to report each year directly to Full Council and to make recommendations regarding the Council's Pay Policy Statement.
3. The Localism Act requires all councils to agree and publish a Pay Policy Statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.
4. In addition, the code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs and organisational structures.
5. Full details, as required by the Act and Code of Practice, will be published on the Council's website and will be available on request.

#### PAY POLICY STATEMENT

6. The Pay Policy Statement at Appendix 1 contains remuneration data as of 1 January 2024 and fulfils the requirements set down by the relevant legislation and codes. The Pay Policy Statement is reviewed by the Council annually and is recommended by the Remuneration Committee to Full Council for approval.
7. It is considered that the statement has been produced both in the spirit and requirements of the Localism Act legislation.

8. Local Government (Green Book) employees up to and including scale point 43 received a pay increase of £1,925 for 2023/24 and whilst not implemented until December 2023, the payment was backdated to 1st April 2023.
9. Employees above scale point 43 received a pay increase of 3.88% backdated to 1st April 2023. Chief Officers received a pay increase of 3.5% effective from 1st April 2023.
10. The Pay Policy Statement must contain the following:
  - The ratio between the highest paid chief officer and the lowest paid employees at the council and the highest paid chief officer and the median pay point at the council.
  - The ratio between the average salary of all chief officers and the lowest paid employees and the average salary of all chief officers and the median pay point at the council.
  - The appointment arrangements for all chief officers at the council.
  - Pay strategy, design, structures, and arrangements including job evaluation methods and arrangements for pay progression.
  - Pay arrangements on termination of employment.

## **FINANCIAL IMPLICATIONS**

11. There are no direct financial implications arising from the report. Pay awards are budgeted for on an annual basis as part of the Budget & Business Planning process. Where pay awards exceed the budgeted increase, the difference is met from corporate contingency.

Comments checked by :  
Lorna Baxter, Executive Director of Resources and section 151 Officer

## **LEGAL IMPLICATIONS**

12. Section 38 of the Localism Act 2011 requires local authorities to publish a pay policy statement. Sections 38-43 of the Localism Act set out further details as to what the pay policy statement is to contain, and that guidance issued by government must be followed. This report and the annexed pay policy statement set out how the legislative provisions have been adhered to, together with guidance and the Council's constitution, in preparing the pay policy statement.

Comments checked by:  
Paul Grant, Head of Legal and Deputy Monitoring Officer

Annex 1                      Pay Policy Statement 2024/25

Lorna Baxter  
Executive Director of Resources and Section 151 Officer

Contact Officer: Paul Tallant, HR Manager – Reward, [paul.tallant@oxfordshire.gov.uk](mailto:paul.tallant@oxfordshire.gov.uk)

January 2024

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**Oxfordshire County Council  
Pay Policy Statement  
2024/25**

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## 1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and has been drafted with due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013, the Local Government Transparency Code 2015, and the Statutory Guidance on Special Severance Payments issued under section 26 of the Local Government Act 1999. (See also section 2.2).

The purpose of this statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees, excluding teaching staff, employees working in local authority schools and academies and alternative service delivery models.

This statement details the methods by which salaries for all roles are determined. This statement will be published on the Council’s public website and will be available in other formats upon request.

Procedural and approval requirements set down in the Council’s Constitution will be applied as required.

In determining the pay and remuneration of all its employees, the Council takes account of the need to ensure value for money in respect of the use of public expenditure.

The Council also aims to develop and implement rewards systems and structures which meet the following requirements.

- Allow the Council to recruit and retain high calibre employees to provide high quality services
- Maintain levels of pay which are in line with the Council’s financial policies and provide value for money
- Are open, transparent and accountable
- Are fair and consistent

Once approved, this policy statement will come into effect on the 1<sup>st</sup> April 2024 superseding the 2023/24 statement and will continue to be reviewed on an annual basis.

## 2. Definitions

To support the transparency of the Pay Policy Statement, below are definitions for common words/phrases that are used throughout.

## **2.1. Remuneration**

For the purposes of this statement remuneration includes three elements – basic salary, pension and all other allowances arising from employment.

## **2.2. Chief Officers**

The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means Corporate Director of Children's Services, Corporate Director of Adult Social Care, Corporate Director of Public Health and Community Safety, Section 151 Officer and Monitoring Officer.

The definition of a non-statutory chief officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the head of the authority's paid service; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Service)

### Statutory Chief Officers

- Executive Director of Resources and Section 151 Officer
- Corporate Director of Children's Services
- Corporate Director of Adult Social Care and Housing
- Corporate Director of Public Health and Community Safety
- Director of Law and Governance and Monitoring Officer

### Non-Statutory Chief Officers

- Executive Director of People
- Corporate Director of Environment and Place
- Director Strategy, Insight and Communications (interim arrangement)

## **2.3. Lowest Paid Employees**

The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. According to the pay scales, the lowest pay that employees receive is at Grade 1, Spinal Point 1 which is the lowest standard pay point. The salary on this grade is currently payable to staff carrying out cleaning roles. As of 1 January 2024, this is £22,366 per annum which equates to

£11.59 per hour. The National Living Wage is currently £10.42 per hour, rising to £11.44 from 1<sup>st</sup> April 2024. The current Oxford Living Wage is £11.35.

Lowest paid employees exclude apprentices due to their trainee status and exclude staff who transferred into the Council under TUPE protected rates.

## **2.4. Pay Multiples**

The pay multiple is the relationship between two different pay amounts, showing the number of times one value is contained within another value. The relationships will be shown between:

- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and cash value of any benefits in kind) and the lowest paid taxable earnings.
- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earnings figure of the whole workforce.
- the average median salary of Chief Officers and the median earnings figure of the whole workforce.

## **3. Pay Strategy**

We undertake a review of the remuneration of all staff each year in line with the National terms and conditions of employment.

We believe that taking a holistic view to remuneration ensures that our staff are rewarded fairly, and we regularly monitor our total reward packages rather than focussing on a single component such as base pay.

## **4. Pay Design**

There are 9 pay schemes in operation in agreement with trade unions. These are:

- Joint Negotiating Committee for Chief Executives of Local Authorities
- Joint Negotiating Committee for Chief Officers
- Green Book (majority of Council employees)
- Gold Book (National Joint Council for Chief and Assistant Chief Fire Officers)
- Grey Book (Firefighters)
- Blue Book (Soulbury Committee covering Educational Psychologists)
- Burgundy Book (Teachers)
- National Joint Council for Coroners
- Agenda for Change (NHS)

The Council ensures that all pay arrangements can be objectively justified through the use of various Job Evaluation methods.

Grading structures for all groups of employees are implemented in line with agreed published pay scales and agreed relevant national terms and conditions of employment.

## 5. Appointments

The Remuneration Committee is the appointing body for all Statutory and non-statutory Chief Officer appointments.

Post	Regulatory Description	Appointment under Constitution
Chief Executive	Head of Paid Service	Remuneration Committee with recommendation to Full Council
Executive Director of Resources (s151 Officer)	Statutory Chief Officer	Remuneration Committee with recommendation to Full Council
Corporate Director of Children's Services	Statutory Chief Officer	Remuneration Committee
Corporate Director of Adult Social Care	Statutory Chief Officer	Remuneration Committee
Corporate Director of Public Health and Community Safety	Statutory Chief Officer	Remuneration Committee
Director of Law and Governance - (Monitoring Officer)	Statutory Chief Officer	Remuneration Committee with recommendation to Full Council
Corporate Director of Environment and Place	Non-statutory Chief Officer	Remuneration Committee
Director Strategy, Insight and Communications (Interim arrangement)	Non-statutory Chief Officer	Remuneration Committee

The Cabinet consultation procedure would be utilised as required by regulations for Chief Officer posts.

Any pay or grading changes for Chief Officers are reviewed by Remuneration Committee and, if agreed, approved by Full Council.

Salary packages for new posts in excess of £100,000 per annum will be subject to formal approval by Full Council.

## **6. Pay Structures**

### **6.1 Pay Grades and Progression**

Most jobs have a grade with at least four incremental points and some grades have six points. When an employee is appointed to a new role it is typically at the bottom of the grade unless they have significant experience in a similar role.

Pay awards are implemented in line with national negotiations annually and usually with effect from 1<sup>st</sup> April (Green Book, Chief Officers, Agenda for Change (NHS), Coroners), 1<sup>st</sup> July (Fire and Rescue), 1<sup>st</sup> September (Soulbury, Teachers) and 1<sup>st</sup> January (Chief and Assistant Chief Fire Officers). Employees progress to the next incremental point according to the relevant terms and conditions of employment. This recognises their increasing experience and that performance progression continues until they reach the top of the grade.

High levels of performance are expected from all employees and where standards are non-satisfactory prompt managerial action will be taken to improve performance. This may include disciplinary/capability action in accordance with agreed procedures.

### **6.2 Pay Supplements**

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with the Council policies. Such allowances are determined by Council policy. The Council uses the following:

- Market Supplements in order to attract and retain employees with particular experience, skills and capacity, for example when there are skills shortages locally or nationally. Market supplements must be agreed by the Director of Workforce and Organisational Development and reviewed annually.
- Honoraria may be paid where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy or taking on a special project. Honorariums can be paid for up to a maximum period of six months.
- Welcome and Loyalty Payments Scheme of up to £3,500 is used to encourage experienced children's social workers into the following teams; Family Support Plus, (FSP) Multi-Agency Safeguarding Hub (MASH),

Youth Justice and Exploitation Service (YJES) and Children We Care For (CWCF) and other Statutory Social Work appointments.

- On Call Allowances to compensate employees for their requirement to be available with limited notice. Rates are agreed on an individual role basis.
- Certain roles also attract shift allowances for working evenings, weekends and/or bank holidays. Night shift premiums and allowances for waking nights are also applicable in certain roles. These allowances are in line with the national pay schemes applicable to the role (as identified in paragraph 4).

The Council will ensure that the requirement for an additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market supplements are considered, this is with reference to data available from within and outside the Local Government sector.

Pay Supplements are subject to reviews as appropriate.

## **7. Other Employment Related Arrangements**

### **7.1 Local Government Pension Scheme (LGPS)**

Subject to qualifying conditions, employees have a right to belong to the LGPS.

The Employee contribution rates which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on actual salary levels.

The Employer contribution rates are set by actuaries and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current employer contribution rate is 19.9%.

The Council will not at any time augment the pension or membership of employees nor award or fund additional pension to employees unless required to do so by the LGPS Regulations.

### **7.2 Fire Brigade Pension Schemes**

Subject to qualifying conditions, employees have a right to belong to the Firefighters' Pension Scheme.

The employee contribution rates currently range between 11% and 14.5% of pensionable pay.

The Employer contribution is a fixed rate of 28.8% until March 2024.



### **7.3 Benefits Schemes**

As part of the Reward Strategy to recruit and retain high calibre employees, the Council provides a wide range of benefits including Cycle to Work, Childcare Vouchers (for staff in post prior to 4 October 2018 as this scheme was withdrawn by the Government), and Electric Vehicle salary sacrifice schemes as well as a range of employee discounts to support the local economy.

OCC launched Salary Finance in 2022 which are a leading financial wellbeing provider in the UK. A key driver for this service is to support staff to develop good money habits, reduce the need and likelihood to access payday loans which have the potential to be more frequently accessed as the cost of living crisis deepens. Salary Finance are fully regulated and have been accredited as an ethical lender.

Our Vivup benefits platform successfully launched in 2022 as part of our wider work to support staff during the cost of living crisis. Employees now have access to hundreds of discounts from big brand supermarkets to broadband and utilities. OCC also offer a salary sacrifice Cycle to Work Scheme which allows employees to save money on a new bike and spread the cost over 12, 18 or 24 months.

A new Salary Sacrifice Shared Cost Additional Voluntary Contributions Scheme (SSSCAVCs) for LGPS Pension Fund Members will be launched early in 2024.

### **7.4 Expenses**

Expenses are based on nationally agreed levels except car mileage which is based on the HM Revenue & Customs approved rate, currently 45 pence per mile, falling to 25 pence for miles travelled in excess of 10,000 per annum. Employees can also claim 20p per mile when using their own bicycle for business purposes.

## **8. Pay Arrangements for Senior Management**

- 8.1.** Pay scales are reviewed annually by the Joint Negotiating Committee for Chief Executives, Joint Negotiating Committee for Chief Officers and the National Joint Council for Chief and Assistant Chief Fire Officers (as applicable) and changes usually take effect from 1<sup>st</sup> April (1<sup>st</sup> January for Chief Fire Officers).

The Council does not apply any bonuses or performance related pay.

Where the Chief Executive or other officer receives election fees these will be shown separately to salary. These fees are set annually by the Council's Audit and Governance Committee. In addition, a comprehensive review of election fees is undertaken by the Audit and Governance Committee every four years in readiness for the County quadrennial elections.

## 9. Pay Multiples and Medians

9.1 The County Council is required to report on the pay multiples between its lowest and highest paid members of staff.

**Table 1** shows the ratio between the lowest paid and the highest paid role and the ratio between the median salary of the workforce and the highest paid.

Pay Multiples	1 <sup>st</sup> March 2023	1 <sup>st</sup> Jan 2024
Highest Paid – Chief Executive appointment includes the role of Returning Officer and commenced in March 2023	£225,000	£232,875
Lowest Paid	£20,258	£22,366
Pay Multiple between the lowest paid and the highest paid	1:11.11	1:10.41
Median Salary	£33,820	£36,226
Pay Multiple between median and highest paid	1:6.5	1:6.43

**Table 2\*** shows the ratio between the median salary of the workforce and the average salary of its Chief Officers.

Pay Multiples using the average salary of Chief Officers	1 <sup>st</sup> March 2023	1 <sup>st</sup> Jan 2024
Average Salary of Chief Officers	£150,251	£163,833
Lowest Paid	£20,258	£22,366
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	1:7.42	1:7.33
Median Salary	£33,820	£36,226
Pay Multiple between median salary and average salary of Chief Officers	1:4.44	1:4.52

\*Please note due to the interim reporting line of the Director Strategy, Insight and Communications into the HOPS this salary has not been included in the above tables.

## **10. Payments on Termination of Employment**

The Council's approach to statutory and discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out in its policy statement made in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006.

The Oxfordshire County Council Redundancy Scheme applies to all employees and is currently one and half times statutory entitlement based on actual pay. It will apply where employment is terminated on redundancy grounds and redundancy payments are due.

All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations or other pensions scheme regulations where applicable.

Severance payments for all employees will comply with the Council's Pensions and Retirement Policy, where the circumstances in which severance takes place falls within the terms of the policy. This sets out that early retirement may be granted for employees aged 55 years and over with at least two years membership of the LGPS.

The Council has regard to the Statutory Guidance dated 12 May 2022 on the making and disclosure of Special Severance Payments by local authorities in England and earlier Statutory Guidance on severance payments published in February 2013. Special severance payments, which are payments exceeding an employee's statutory and contractual entitlements on termination of employment, are determined on a case by case basis e.g. settlement agreements, right offs of any debt or loan, hardship payment consideration, payments to employees for retraining.

Payments of £100,000 and above are subject to a formal decision made by Full Council, unless there is a good reason for departing from the Statutory Guidance; and payments below £100,000 are subject to a formal decision of either:

- relevant elected members with delegated authority to approve such payments (currently the Remuneration Committee); or
- a suitable authorised officer.

## **11. Publication of Senior Salaries Statement**

11.1 In accordance with publication requirements, there are two tables published on the Council's website. The first showing information on the number of employees earning above £50,000 and the second showing the individual remuneration details for each senior employee, defined by regulations as the Chief Officers listed above, whose salary is more than £50,000 per year. All allowances

and other payments will be shown. Only those employees whose salary is above £150,000 are disclosed by name, all remaining senior officers are disclosed by post title.

11.2 The current salaries for Chief Officers as of 1<sup>st</sup> January 2024 are as follows:

<b>Chief Officer</b>	<b>Salary</b>
Chief Executive and Head of Paid Service	£232,875
Executive Director of People	£159,000 - £187,000
Executive Director of Resources (s151 Officer)	£159,000 - £187,000
Corporate Director of Children's Services	£144,124
Corporate Director of Adult Social Care	£144,124
Corporate Director of Public Health and Community Safety	£129,584 – £141,181
Director of Law and Governance (Monitoring Officer)	£129,584 – £141,181
Corporate Director of Environment and Place	£161,181
Director Strategy Insight and Comms (interim arrangement)	£106,159 - £116,977

Cherie Cuthbertson  
 Director of Workforce and OD  
 December 2023

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