



To: **Members of the Remuneration Committee**

Notice of a Meeting of the Remuneration Committee

Monday, 25 January 2021 at 9.00 am

Virtual

Please note that due to guidelines imposed on social distancing by the Government the meeting will be held virtually.

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

A handwritten signature in cursive script, appearing to read 'Yvonne Rees'.

Yvonne Rees
Chief Executive

January 2021

Committee Officer: **Sue Whitehead**
Tel: 07393 001213 ; Email; sue.whitehead@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Kevin Bulmer

Councillors

Liz Brighthouse OBE
Mrs Judith Heathcoat

Charles Mathew
Richard Webber

vacancy

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or glenn.watson@oxfordshire.gov.uk for a hard copy of the document.

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. **Petitions and Public Address**
4. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 30 January 2020 (**RC3**) and to receive information arising from them.

5. **Gender Pay Gap (Pages 5 - 14)**

This report gives an overview of Oxfordshire County Council's Gender Pay Gap which is required under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The Remuneration Committee is **RECOMMENDED** to:

- Receive the report
- Recommend the 2021/22 Pay Policy Statement prior to progression to Full Council for approval.

EXEMPT ITEM

*It is **RECOMMENDED** that the public be excluded for the duration of item RC6 – Pay Policy Statement 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 that item 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 REPORT AND ANNEXES TO THE ITEM 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.

6. **Pay Policy Statement (Pages 15 - 28)**

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

- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-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.

Report by the Director of Human Resources

This report gives an overview of the Pay Policy Statement which is required under The Localism Act 2011.

The Remuneration Committee is **RECOMMENDED** to:

- Receive the report
- Recommend the Pay Policy Statement for 2021/22 prior to progression to Full Council for approval.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Thursday, 30 January 2020 commencing at 9.00 am and finishing at 9.35 am.

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Kevin Bulmer (Deputy Chairman)

Councillor Liz Brighthouse OBE

Councillor Mrs Judith Heathcoat

Councillor Charles Mathew

Councillor Liz Leffman (In place of Councillor Richard Webber)

Officers: Director for Law & Governance, Nick Graham and Deborah Miller; Director HR, Karen Edwards and Jonathon Holt.

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.

1/20 ELECTION OF CHAIRMAN FOR THE REMAINDER OF THE COUNCIL YEAR 2019/20

(Agenda No. 1)

Councillor Liz Brighthouse moved and Councillor Liz Leffman seconded that Councillor Ian Hudspeth be elected as Chairman of the Committee for the remainder of the current Council Year 2019/20. There being no further nominations or dissent, Councillor Ian Hudspeth was duly elected.

RESOLVED: accordingly.

2/20 ELECTION OF DEPUTY CHAIRMAN FOR THE REMAINDER OF THE CURRENT COUNCIL YEAR 2019/20

(Agenda No. 2)

Councillor Ian Hudspeth moved and Councillor Judith Heathcoat seconded that Councillor Liz Brighthouse be elected as Deputy Chairman of the Committee for the

remainder of the current Council Year 2019/20. There being no further nominations or dissent, Councillor Liz Brighthouse was duly elected.

RESOLVED: accordingly.

3/20 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 3)

Apologies for absence were received from Councillor Kevin Bulmer and Councillor Richard Webber (Councillor Liz Leffman substituting).

4/20 MINUTES

(Agenda No. 5)

The Minutes of the Meeting held on 4 April 2019 were approved and signed as an accurate record.

5/20 GENDER PAY GAP

(Agenda No. 7)

The Committee had before it a report which provided an overview of Oxfordshire County Council's Gender Pay Gap, as required under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The report set out a brief overview of the Gender Pay Gap and the requirements the Council were obliged to meet. Finally, the report set out a high-level overview of planned communication of our Gender Pay Gap.

RESOLVED: to note and agree the figures for publication.

6/20 EXEMPT MINUTES

(Agenda No. 8)

The exempt minutes of the meeting held on 4 April 2019 (**RC8**) were approved and signed as a correct record.

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

1 Information relating to any individual

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 infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.

7/20 PAY POLICY STATEMENT

(Agenda No. 9)

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

- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-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 considered a report that gave an overview of the Pay Policy Statement which is required under The Localism Act 2011. It gave a brief overview of the revisions that have been made and has the Pay Policy Statement as an Appendix.

RESOLVED: To agree the Pay Policy Statement for submission to Council.

..... in the Chair

Date of signing 2021

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REMUNERATION COMMITTEE – 25 JANUARY 2021

Gender Pay Gap Report 2020/21

Report of the Director of Human Resources

RECOMMENDATIONS

The Remuneration Committee is **RECOMMENDED** to:

- Receive the report
- Recommend the Gender Pay Gap report for 2020 for approval by full council.

1. EXECUTIVE SUMMARY

From 2017, an employer who has a headcount of 250 or more employees on a 'snapshot date' must comply with regulations on gender pay gap reporting. Gender pay gap calculations are based on employer payroll data drawn from a specific date each year. This specific date is called the 'snapshot date'.

The 'snapshot date' for Oxfordshire County Council (as with most other public authority employers) is 31 March every year. The Council must report and publish their gender pay gap information by 30 March of the following year.

The gender pay gap is the difference between the average (mean or median) earnings of men and women across a workforce.

2. CALCULATIONS

Employers must calculate, report and publish the following gender pay gap figures where applicable, those indicated with an asterisk are applicable to the Council for the 2020/21 report:

- *percentage of men and women in each hourly pay quarter*
- *mean (average) gender pay gap using hourly pay*
- *median gender pay gap using hourly pay*
- percentage of men and women receiving bonus pay
- mean (average) gender pay gap using bonus pay
- median gender pay gap using bonus pay

3. GENDER PAY GAP REPORT 2020

The gender pay gap within OCC is relatively small and well below that of the national public sector based on both the mean and median hourly rate of pay. There has been a small reduction in 2020 compared to the previous two reporting years.

4. CONCLUSIONS

During 2020 Oxfordshire County Council held discussions with employees about inclusion and their feedback helped to shape our new *Equality, Diversity, and Inclusion Framework: Including Everyone* which was published in October 2020.

Our work to improve our approach to equalities, inclusion and diversity is underway. We will continue to advance our inclusion initiatives, particularly whether there are any barriers for women to progress into higher paid roles, or roles where they are under-represented.

Flexible and agile working and family friendly policies will also ensure that OCC can both attract and retain staff in a competitive job market and in a geographical area with low unemployment.

Karen Edwards
Director of Human Resources
15 January 2021

Gender Pay Gap Report 2020

Background

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 stipulate that all businesses, public sector and third sector organisations with over 250 employees must publicly report on average pay differences between their male and female employees. The Regulations require employers to publish their:

- Mean gender pay gap in hourly pay
- Median gender pay gap in hourly pay
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus payment, and
- Proportion of males and females in each pay quartile.

As a public sector body, we are required to publish this pay gap information within 12 months, taking the "snapshot date" of 31 March 2020.

Our calculations follow the legislative requirements as set out in the Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017. All staff who were deemed to be relevant employees at 31 March 2020 are included.

This information will be published on the Oxfordshire County Council (OCC) website for a minimum of 3 years and published on the government website (www.gov.uk) by 31 March 2021.

Equal pay and gender pay gap

The purpose of gender pay gap reporting is to achieve greater gender equality in terms of pay across the UK and increase pay transparency. This differs from equal pay which deals with differences between men and women who carry out the same roles.

Details within this report

Using a snapshot of employees' pay as at 31 March 2020, only 3 of the 6 calculations detailed above were made due to no bonus payments being paid at OCC. The 3 calculations are as follows:

1. Mean gender pay gap
2. Median gender pay gap
3. The proportion of men and women divided into four quartile pay bands

Information required for publication

Relevant employee

An employee who was on full pay at the point of the data snapshot as at 31 March 2020.

Mean gender pay gap

The mean is defined as the average of the figures and is calculated by adding up all the figures and dividing by the number there are.

Median gender pay gap

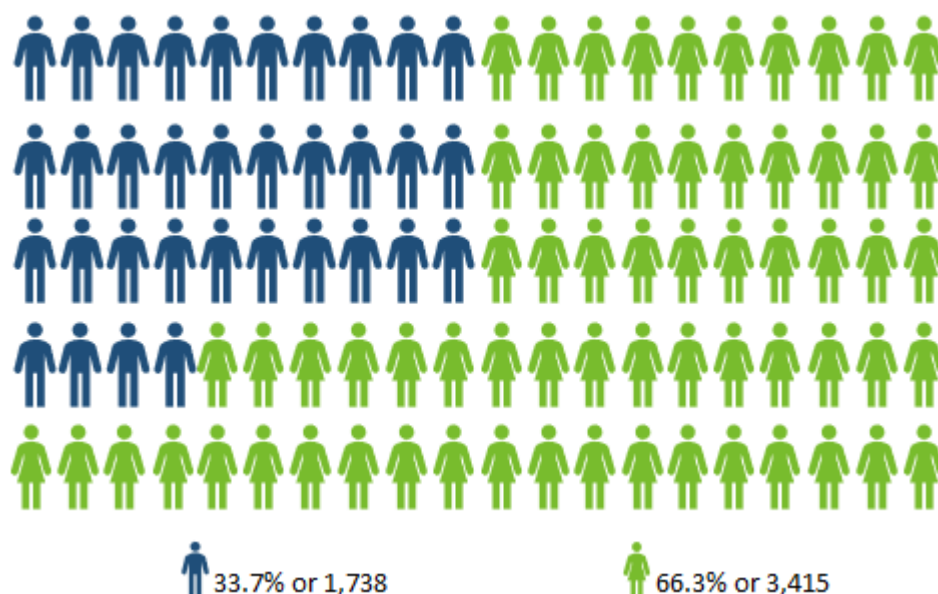
The median is defined as the salary that lies at the midpoint and is calculated by ordering all salaries from highest to lowest and the median is the central figure.

Quartile pay bands

The quartile information is calculated by listing all salaries from highest to lowest and then splitting that information into four equal quarters to determine the percentage of male/female employees in each quartile.

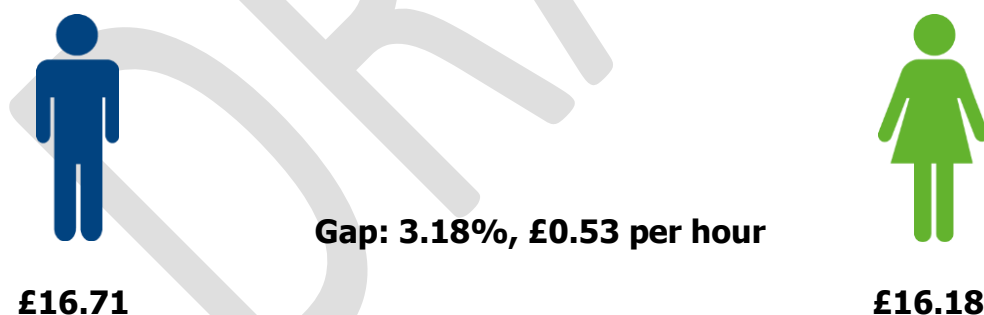
Workforce profile

On 31 March 2020, OCC had 5,153 relevant employees¹; of which 33.7% (1,738 employees) were men and 66.3% (3,415 employees) were women.



Gender pay gap as at 31 March 2020

Mean: percentage difference and average hourly rate of pay

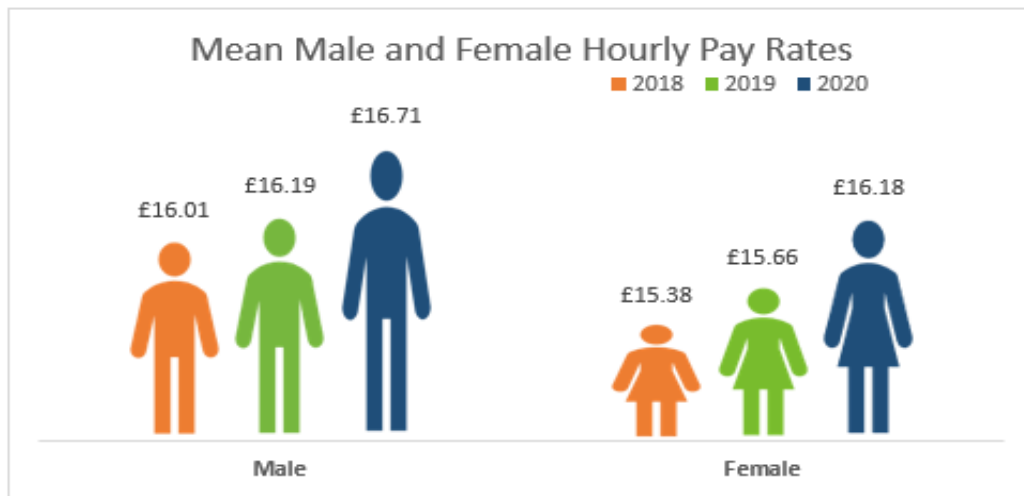


The mean difference recorded at OCC has slightly reduced from 3.3% in March 2019 and is considerably less than the national public sector mean pay gap which is 14.5% (Office for National Statistics – ASHE).

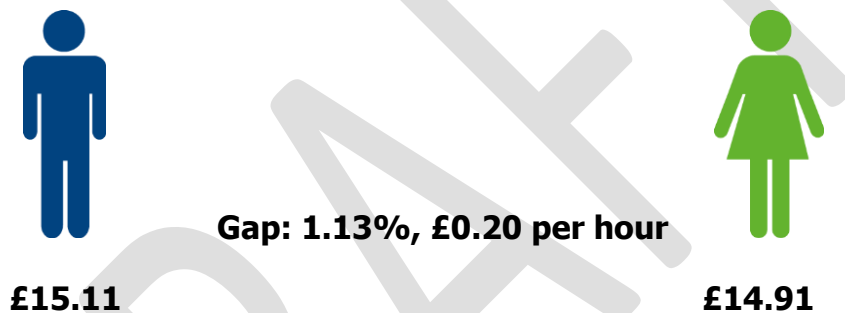
As at 31 March 2020 the mean hourly rate for men was £16.71 per hour and for women it was £16.18 per hour. This means that men earned an average of 53 pence per hour more than women, which equates to a mean difference of 3.18%. The figures for 2018, 2019 and 2020 are as follows, showing a slightly steeper

¹ A relevant employee is an employee that received full pay, not reduced to parental leave pay or sick pay, for example, as at the snapshot of data on 31 March 2020.

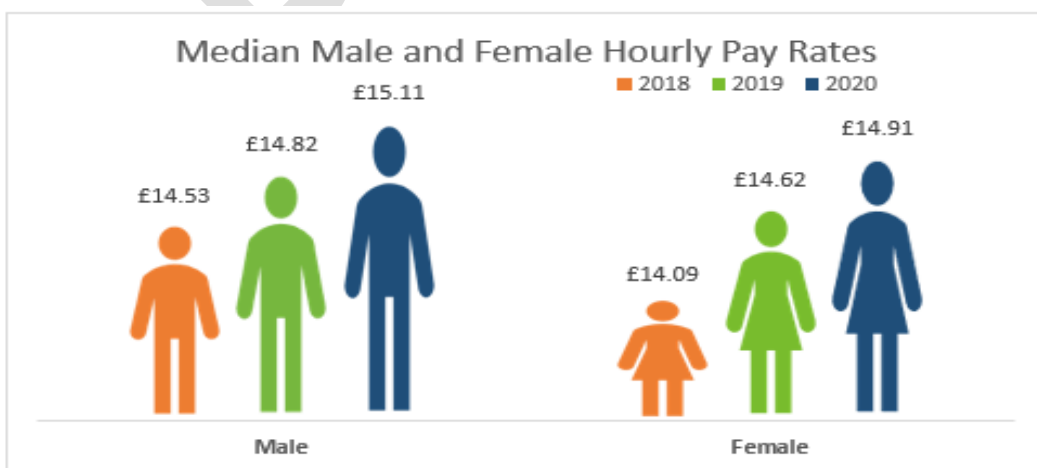
increase for females of 80p per hour over three years than the increase for males of 70p per hour.



Median percentage difference and hourly rate of pay



As at 31 March 2020 the median hourly rate of pay for men was £15.11 per hour and for women it was £14.91 per hour. This means that men earned an average of 20 pence per hour more than women, which equates to a mean difference of 1.13%. This is considerably less than the national public sector median pay gap which is 15.8% (Office for National Statistics – ASHE). The figures for 2018, 2019 and 2020 are as follows, showing a slightly steeper increase for females of 82p per hour over three years than the increase for males of 58p per hour.

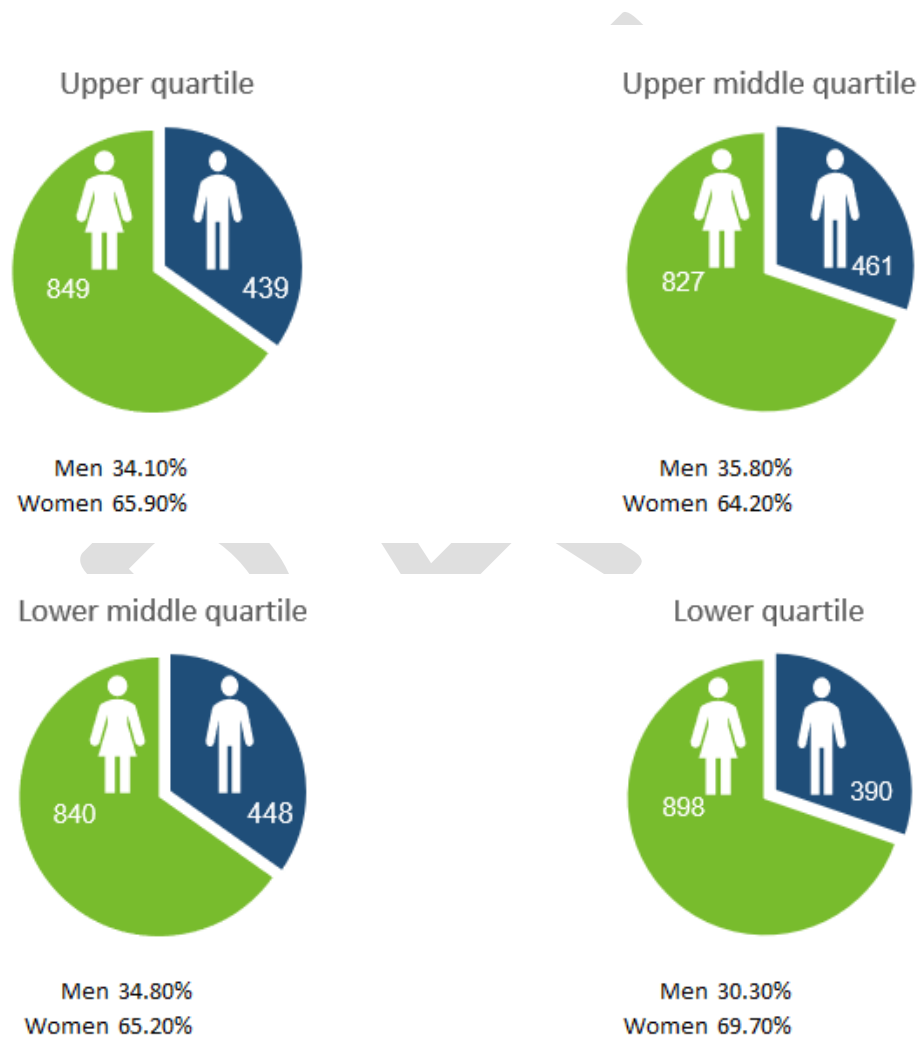


Proportion of men and women receiving bonuses

OCC does not operate any performance related pay or bonus schemes and therefore has no bonus gender pay gap.

Pay quartiles

OCC employed 5,153 relevant employees¹ as at 31 March 2020 which means there are 1288 employees per pay quartile. The gender split per quartile as at 31 March 2020 is detailed below and serves as a useful benchmark to determine progression through the pay scales.



The hourly rates that represent each quartile are as follows:

- Upper - relates to the hourly rates of £19.10 and above
- Upper middle - relates to the hourly rates of £15.01 – £19.10
- Lower middle - relates to the hourly rates of £11.18 - £14.98
- Lower - relates to the hourly rates up to £11.18

The proportion of males to females remains remarkably constant in the four quartiles – about one third male to two thirds female. However, the proportion of males to females in the lower quartile – 30.3% male to 69.7% - does not reflect the proportion of the total workforce which is 33.7% male to 66.3% female, suggesting an imbalance of a large number of females in the lower paid jobs. However, the gap narrows as one progresses up the quartiles, and is most encouraging in the upper quartile where 65.9% of incumbents are women.

In the lower quartile the roles occupied by females are mainly cleaning, administration, school crossings, catering and customer service. For some of these functions there is no obvious career progression route to higher earning levels. However, the council is considering plans to promote opportunities to undertake apprenticeships for these staff to broaden CPD and career development opportunities whilst in employment with the Council.

In the upper quartile 12 (42.86%) of the 28 directors, deputy directors and assistant directors are women, which does not reflect the two thirds of the total workforce who are women. 7.4% of the upper quartile incumbents work less than full-time, of which 3.44% work less than 0.7 of full-time.

Commitment

We are committed to the principles of equality, diversity, fairness and inclusion. People matter and our approach to people management should not put any group at a disadvantage. Regardless of identity or background, everyone deserves to be able to develop their skills and talents to meet their full potential, work in a safe, supportive and inclusive environment, be fairly rewarded and recognised for the work they do and have the opportunity to have their say on matters that affect them. We are also committed to achieving a diverse workforce that fully reflects our community.

During 2020 we held discussions with employees about inclusion and their feedback helped to shape our new *Equality, Diversity, and Inclusion Framework: Including Everyone* which was published in October 2020. This is a joint framework with Cherwell District Council and is important for us in honouring and protecting the diverse strengths of individuals and in building inclusive communities.

Our work to improve our approach to equalities, inclusion and diversity is underway. Some of the initial actions taken so far in 2020 include:

- delivering unconscious bias training
- developing a reverse mentoring proposal
- reviewing our e-learning offer
- reviewing our staff network support
- collating pledges from senior managers

We will continue to advance our inclusion initiatives, particularly whether there are any barriers for women to progress into higher paid roles, or roles where they are under-represented.

Flexible and agile working and family friendly policies will also ensure that OCC can both attract and retain staff in a competitive job market and in a geographical area with low unemployment.

Summary

The gender pay gap within OCC is relatively small, however while we understand that publishing the data will not in itself remove the gap, continuing to do so is the first step towards that aim and we are committed to learning from best practice as part of our journey. The gender pay gap data will be analysed on an annual basis, a comparison of figures will be completed year on year and the Senior Management Team will continue to review and monitor this data. We will ensure that job grades continue to be determined through objective analysis and job evaluation to maintain the integrity of the pay and grading system.

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of the Local Government Act 1972.

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