



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Thursday, 11 April 2024 at 3.30 pm

Room 3 - 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

April 2024

Committee Officer: **Democratic Services**
Email: committeesdemocraticservices@oxfordshire.gov.uk

Membership

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

Councillors

Yvonne Constance OBE
Stefan Gawrysiak

John Howson
Eddie Reeves

Notes:

- ***Date of next scheduled meeting: 4 November 2024***

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 - 4)

To approve the minutes of the meeting held on 17 January 2024 (RC3) 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.

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.

EXEMPT ITEM

It is RECOMMENDED that the public be excluded 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 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.

5. **Proposed Leadership Restructuring (To Follow)**

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

prescribed categories:

4. Information relating to any consultations or negotiations, or contemplated 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.

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 Wednesday, 17 January 2024 commencing at 12.00 pm and finishing at 12.15 pm

Present:

Voting Members: Councillor Liz Brighthouse OBE (Deputy Chair) – in the Chair

Councillor Stefan Gawrysiak

Councillor John Howson

Councillor David Bartholomew (In place of Councillor Yvonne Constance OBE)

Councillor Neil Fawcett (In place of Councillor Liz Leffman)

Councillor Nick Field-Johnson (In place of Councillor Eddie Reeves)

Officers:

Whole of meeting Lorna Baxter, Executive Director of Resources and Section 151 Officer; Sharon Yardy, Head of HR Professional Services; Paul Tallant, HR Manager – Reward; Sarah Currell, HR Manager (Business Systems) and Colm Ó Caomhánaigh, Democratic Services Manager.

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.

1/24 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies were received from Councillor Liz Leffman (substituted by Councillor Neil Fawcett), Councillor Eddie Reeves (substituted by Councillor Nick Field-Johnson) and Councillor Yvonne Constance (substituted by Councillor David Bartholomew).

The Committee sent its best wishes to Councillor Constance who was recovering from illness.

2/24 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

(Agenda No. 2)

There were no declarations of interest.

3/24 MINUTES

(Agenda No. 3)

The minutes of the meetings held on 26 October 2023 and on 3 November 2023 were approved as accurate records of those meetings.

4/24 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 4)

There were none.

5/24 PAY POLICY STATEMENT 2024/25

(Agenda No. 5)

The Committee was required under the Constitution to consider the Pay Policy Statement for 2024/25 and make a recommendation to Full Council on the statement.

The statement was summarised by Lorna Baxter, Executive Director of Resources and Section 151 Officer, noting that the ratio between the highest and lowest paid at the Council had reduced. This was largely due to the implementation of the National Living Wage over the last couple of years.

Councillor Bartholomew noted that Full Council agreed to the appointment of the new Chief Executive at a certain pay rate. The Chief Executive commenced on 1 March 2023 and a month later received a salary increase. This would certainly never happen in the private sector. He believed that this should have been made clear to Council.

Officers responded to points made by Members as follows:

- The Chief Executive received the local government pay award on 1 April 2023 as did all other council employees. The level of increase was not known until later in the year but officers agreed that it would be better to flag this in future if an appointment is made late in the financial year.
- The position of Chief Fire Officer was not on the list that must be reported – perhaps because not many local authorities were responsible for the fire service.
- Staff on lower grades received up to a 10% increase while it was 3.5% for chief officers.

Councillor Bartholomew proposed an amendment to add c) to the recommendations:

“c) Ensure that for future appointments it will be made clear to Full Council that any pay rise will be applied in April even if a senior officer is appointed in March, for example.”

The amendment was agreed. The recommendations were then agreed as amended.

RESOLVED to

- a) Receive the report.
- b) Recommend the 2024/25 Pay Policy Statement prior to progression to Full Council for approval.
- c) Ensure that for future appointments it will be made clear to Full Council that any pay rise will be applied in April even if a senior officer is appointed in March, for example.

6/24 MEETING DATES FOR 2024/25

(Agenda No. 6)

The proposed meeting dates were agreed as follows:

- Monday 4 November 2024 at 10am
- Wednesday 15 January 2025 at 10am
- Other meetings to be arranged as required.

7/24 EXEMPT MINUTES

(Agenda No. 7)

The exempt minutes of the meeting held on 26 October 2023 were approved.

..... in the Chair

Date of signing

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