



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 \(to be added.\)](#) However, that will not allow you to participate in the meeting.

A handwritten signature in blue ink, 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 - 2)**

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

5. **Gender Pay Gap (to be circulated separately)**

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 asked to consider, comment and agree on the information which will be placed before Council prior to its publication. The obligation on the Council is to publish annually a Gender Pay Gap Report by 30 March each year.

The Remuneration Committee is RECOMMENDED to note and agree the figures for publication.

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 (to be circulated separately)

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.

This report gives an overview of the Pay Policy Statement which is required under The Localism Act 2011. It gives a brief overview of the revisions that have been made and has the Pay Policy Statement as an Appendix.

The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council.

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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