



**To: Members of the Remuneration Committee**

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

**Wednesday, 9 July 2025 at 2.00 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

June 2025

*Committee Officer:* **Democratic Services**  
*Email:* [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk)

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### **Membership**

Chair – Councillor Liz Leffman  
Deputy Chair - Councillor Neil Fawcett

### *Councillors*

Liz Brighthouse OBE  
Gareth Epps

Andy Graham  
James Robertshaw

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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 - 12)

To approve the following minutes:

- the public minutes of the meeting held on 5 September 2024 and adjourned (RC3a)
- the public minutes of the resumed meeting held at 10:00 on 15 January 2025 (RC3b)
- the meeting held at 10:10 on 15 January 2025 (RC3c)
- the minutes of the meeting held on 20 May 2025 (RC3d)

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 three 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. **Establishment of a Remuneration Sub-Committee (Appraisals)** (Pages 13 - 14)

Report by Director of Law and Governance and Monitoring Officer

Council amended the Constitution at its meeting on 10 December 2024 to add a delegation to the Remuneration Committee "to constitute an Appraisal Panel and undertake the appraisals for the Chief Executive, at least annually" (Part 5.1C Remuneration Committee, paragraph 3 (7)). This report proposes to formally establish a Sub-committee to undertake the appraisal process.

**The Remuneration Committee is RECOMMENDED to**

**Establish a subcommittee named the Remuneration Sub-Committee (Appraisals) to carry out the procedures delegated to the Remuneration Committee in the Council Constitution “to constitute an Appraisal Panel and undertake the appraisals for the Chief Executive, at least annually”.**

**6. Local Government Reorganisation and Devolution - Increasing Strategic Capacity (To Follow)**

This report sets out how the Council is increasing its capacity to meet the commitments of the Devolution White Paper.

**7. Gender Equality and Ethnicity Pay Gap Report for 2024 – supplementary data request (To Follow)**

Report by the Director of Human Resources and Cultural Change

In January 2025, this Committee considered the Gender Equality and Ethnicity Pay Gap Report for 2024. This report responds to questions raised by Committee Members relating to these reports. The Committee asked for further information on how well as a Council we progress individuals, retain talent of our apprentices and qualitative data on why people exit the council.

**8. For information: Review of Appointments to Outside Bodies (To Follow)**

The Audit and Governance Committee will consider a report at its meeting on 16 July 2025 on appointments to Outside Bodies. It is proposed that appointments to Category B\* bodies will in future be approved by the Audit and Governance Committee rather than by the Remuneration Committee.

The report will be provided to this Committee for information purposes when it is available.

\* Category B body: “has not been identified by the Cabinet and endorsed by the Council as strategic”.

**EXEMPT ITEMS**

In the event that any Member or Officer wishes to discuss the information set out in Item 9 Exempt Minutes or Item 10 Proposed Organisational Restructuring – Tiers 5 and below, the Committee will be invited to resolve to exclude the public for the consideration of the item by passing a resolution in the following terms:

"that the public be excluded during the consideration of the item since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

THE EXEMPT MINUTES AND REPORT FOR ITEM 10 HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

## **9. Exempt minutes (Pages 15 - 20)**

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

Paragraph 1 Information which is likely to reveal the identity of an individual.

Paragraph 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,

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, in that there is an expectation that consultation and negotiation should take place primarily away from the glare of publicity and public scrutiny in keeping with employment law.

To approve the exempt minutes of the meeting held and adjourned on 5 September 2024 and the exempt minutes of the resumed meeting on 15 January 2025.

## **10. Proposed Organisational Restructuring – Tiers 5 and below (To Follow)**

Report by the Director of HR and Cultural Change

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

Paragraph 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,

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, in that there is an expectation that consultation and negotiation should take place primarily away from the glare of publicity and public scrutiny in keeping with employment law.

Redesign of the senior leadership team (Tiers 1 to 4) was completed in October 2024. The programme from Tier 5 and below will follow the same agreed organisational design principles.

## **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.