



To: Members of the Remuneration Committee

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

**Tuesday, 1 March 2022 at 2.00 pm**

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

A handwritten signature in black ink that reads "Stephen T Chandler".

Stephen Chandler  
Interim Chief Executive

21 February 2022

Committee Officer: **Colm Ó Caomhánaigh**  
Tel: 07393 001096 ; Email:  
[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

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**Membership**

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

*Councillors*

Stefan Gawrysiak  
Jane Murphy

Eddie Reeves  
Alison Rooke

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**Notes:**

- ***Date of next meeting: To be arranged when required***

## 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 Committee Services [democracy@oxfordshire.gov.uk](mailto:democracy@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. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 2 February 2022 (**RC3**) and to receive information arising from them.

## 4. **Petitions and Public Address**

*Currently council meetings are taking place in-person (not virtually) with Covid safety procedures operating in the venues. However, members of the public who wish to speak at this meeting can attend the meeting 'virtually' through an online connection. While you can ask to attend the meeting in person, you are strongly encouraged to attend 'virtually' to minimise the risk of Covid-19 infection.*

***Please also note that in line with current government guidance all attendees are strongly encouraged to take a lateral flow test in advance of the meeting.***

*Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Wednesday 23 February 2022. Requests to speak should be sent to [colm.OCaomhanaigh@oxfordshire.co.uk](mailto:colm.OCaomhanaigh@oxfordshire.co.uk) . You will be contacted by the officer regarding the arrangements for speaking.*

*If you ask to attend in person, the officer will also advise you regarding Covid-19 safety at the meeting. If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet*

## **EXEMPT ITEM**

***It is RECOMMENDED that the public and press be excluded for the duration of item RC5 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Paragraphs 1 and 2 of 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. Appointment of Interim Corporate Director of Adults and Housing**

EXEMPT Report to follow to Remuneration Committee members only

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Wednesday, 2 February 2022 commencing at 2.00 pm and finishing at 4.50pm

**Present:**

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

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Stefan Gawrysiak

Councillor Jane Murphy

Councillor Eddie Reeves

Councillor Andy Graham (In place of Councillor Alison Rooke)

**Officers:**

Whole of meeting Karen Edwards (Director of Human Resources)

Part of meeting Anita Bradley (Director of Law & Governance) and Chris Reynolds (Secretary)

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with an addenda and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports [agenda, reports and schedule/additional documents], copies of which are attached to the signed Minutes.*

### **12/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Councillor Alison Rooke with Cllr Andy Graham attending as substitute

### **13/22 MINUTES**

(Agenda No. 3)

The minutes of the meeting held on 13 January 2022 were approved and signed as a correct record

**14/22 ESTABLISHMENT OF REMUNERATION (APPOINTMENTS) SUB-COMMITTEE**

(Agenda No. 5)

The Director of Law and Governance presented the report and answered questions.

During discussion members considered that it would be appropriate for all members of the committee to serve on the Remuneration (Appointments) sub-committee which would ensure representation from all party groups

**RESOLVED** to establish a Remuneration (Appointments) Sub-Committee comprising all members of this committee to undertake the recruitment of a permanent Chief Executive

**15/22 REVISED PAY POLICY**

(Agenda No. 6)

The Director of Law and Governance introduced the report and explained why a revised pay policy needed to be considered by the committee.

The Director of Human Resources presented the report and gave details of the changes which had been made since the policy had been considered by the committee at the previous meeting.

**RESOLVED** to

- a. receive the amended pay policy detailed at Annex A
- b. recommend the 2022/23 Pay Policy Statement to Full Council for approval

**16/22 EXEMPT MINUTES**

(Agenda No. 7)

**RESOLVED** to approve the exempt minutes of the meeting held on 13 January 2022 as a correct record

**17/22 APPOINTMENT OF INTERIM CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

(Agenda No. 8)

**RESOLVED** that the public be excluded for the duration of item RC17 since it was likely that if they were present during that item there would be disclosure of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda since it was considered that, in all the circumstances of each case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information

**PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC**

*The information contained in the report was exempt in that it fell within the following prescribed category:*

- 1. *Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority.*

**RESOLVED to**

- a. undertake interviews for the role of interim Chief Executive and Head of Paid Service
- b. recommend to Full Council on 8 February 2022 a preferred candidate for appointment to the role of Interim Chief Executive and Head of Paid Service

..... in the Chair

Date of signing .....

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