



To: Members of the Remuneration Committee

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

**Thursday, 4 April 2019 at 6.15 pm**

**Room 3 - County Hall, New Road, Oxford OX1 1ND**

A handwritten signature in blue ink, appearing to read 'Yvonne Rees'.

Yvonne Rees  
Chief Executive

March 2019

Committee Officer: **Deborah Miller**  
Tel: 0792 0084239 ; Email: [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

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**Membership**

Chairman – Councillor Ian Hudspeth  
Deputy Chairman - Councillor Kevin Bulmer

*Councillors*

Lynda Atkins  
Liz Brighthouse OBE

Mrs Judith Heathcoat  
Charles Mathew

Richard Webber

## 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](mailto: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. Minutes (Pages 1 - 4)

To approve the minutes of the meeting held on 30 January 2019 (RC3) and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Exempt Item

*It is RECOMMENDED that the public be excluded for the duration of item RC 6 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.**

## 6. Senior Officer Appointments (Pages 5 - 20)

*The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):*

- 1. Information relating to any individual*

*and 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..*

Consideration of an appointment of Director of Public Health.



## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Wednesday, 30 January 2019 commencing at 9.30 am and finishing at 10.10 am.

**Present:**

**Voting Members:** Councillor Kevin Bulmer – in the Chair

Councillor Kevin Bulmer  
Councillor Liz Brighthouse OBE  
Councillor Judith Heathcoat  
Councillor Charles Mathew

**Officers:** Steve Munn, Director of Human Resources; Ruth O'Loughlin, Deborah Miller (Resources).

*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.*

### **1/19 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies for absence were received from Councillors Lynda Atkins, Ian Hudspeth and Richard Webber.

### **2/19 MINUTES**

(Agenda No. 3)

The Minutes of the meeting held on 1 November 2018 were approved and signed as an accurate record of the Meeting.

### **3/19 GENDER PAY GAP**

(Agenda No. 5)

The Committee had before them a report which set out the details of Oxfordshire County Council's Gender Pay Gap which was required under The Quality Act 2010 (Gender Pay Gap Information) Regulations 2017. The gender pay gap showed the difference between the average (mean and median) earnings of *all* male employees and *all* female employees. This was expressed as a percentage of *all* male employee's earnings.

Ruth O'Loughlin, in introducing the report explained that Oxfordshire County Council did not have any Equal Pay Concerns. This was due to the Job Evaluation scheme that was in place (which was nationally recognised) where the Council were able to fairly assess the value/worth of council jobs, in relation to others in the organisation and set the grade and pay. Therefore, a fair and rational pay structure for the role could be given – regardless of the incumbent - and meet our commitment to equal pay. Figures were however, very slightly down on last year due to the workforce changing considerably as a result of the collapse of Carillion.

In response to questions from Members, Ms O'Loughlin confirmed that Oxfordshire compared favourably statistically with our comparator authorities.

Members asked officers if the figures could be sent to all members of the County Council and to receive a report to a future meeting with figures showing how Oxfordshire were doing in comparison with other authorities.

**RESOLVED:**

- (a) to note and agree the figures for publication;
- (b) send the figures to all Members of the County Council.

**EXEMPT ITEM**

**RESOLVED:** that the public be excluded for the duration of item RC6 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.

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

**4/19 EXEMPT MINUTE**

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

- 1 *Information relating to any individual*

*It was 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.*

The Exempt minutes of the meeting held on 1 November 2018 were approved and signed as a correct record.

**5/19 PAY POLICY STATEMENT**

(Agenda No. 6)

*The information contained in the report was exempt in that it fell 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 office-holders under the authority.*

*And it was considered that in this case the public interest in maintaining the exemption outweighed 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 the future.*

The Committee had before it a report which set out the Pay Policy Statement which was required under The Localism Act 2011 and would be approved by Full Council in February. The report gave a brief overview of the revisions that had been made, together with the Pay Policy Statement as an Appendix.

The Committee discussed and confirmed the arrangements of the payment of the Chief Executive and how that was arranged across both authorities.

The Committee requested that future reports include comparisons against the year before.

**RESOLVED:** to agree the report for submission to Council.

*\*The Committee paid Tribute to Steve Munn, Director of Human Resources for his excellent work on the Council and wished well for the future.*

..... in the Chair

Date of signing .....

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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