



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Monday, 26 July 2021 at 11.00 am

Council Chamber - Bodicote House, Banbury, OX 15 4AA

Please note that Council meetings are currently taking place in-person (not virtually) with social distancing at the venue. Meetings will continue to be live-streamed and those who wish to view them are strongly encouraged to do so online to minimise the risk of Covid-19 infection.

If you wish to view proceedings, please click on this [Live Stream Link](#). However, that will not allow you to participate in the meeting.

Places at the meetings are very limited due to the requirements of social distancing. If you still wish to attend this meeting in person, you must contact the Committee Officer by 9am four working days before the meeting and they will advise if you can be accommodated at this meeting and of the detailed Covid-19 safety requirements for all attendees.

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

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

Yvonne Rees
Chief Executive

July 2021

Committee Officer: **Deborah Miller**
Tel: 0792 0084239 ; Email; deborah.miller@oxfordshire.gov.uk

Membership

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

Councillors

Stefan Gawrysiak

Jane Murphy
Eddie Reeves

Alison Rooke

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. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 25 January 2021 (RC3) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Outside Bodies (Pages 5 - 12)**

Report of the Director of Law & Governance Monitoring Officer (RC5).

The Council's Constitution allocates to the Committee the responsibility for appointments to outside bodies other than to those identified by the Cabinet as 'strategic'.

The report identifies the bodies to which appointments now need to be made and reviews the process for making them. It also sets out any proposed new additions.

The Committee is RECOMMENDED to:

- a) ***give consideration to and make the appointments to the non-strategic outside bodies listed in Annex 1 (to Follow);***
- b) ***note the review of the category 'C' outside bodies shown at Annex 2 to the report and give consideration to the mechanism for appointments to Category 'C' bodies.***

EXEMPT ITEM

It is RECOMMENDED 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.

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. Redundancy Quarterly Report (Pages 13 - 18)

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

2 Information which is likely to reveal the identity of an 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.

Report by Director of Human Resources (**RC5E**)

This report gives an overview of the Change programmes that have resulted in redundancy in Quarter 2 (July to October 2018). It provides details of:

- the number of redundancies
- the number of redeployments
- the total costs including pension costs
- pension costs alone

The report also includes an overview of the change programmes that may result in Quarter 3 redundancies.

The Remuneration Committee is RECOMMENDED to note the figures.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Monday, 25 January 2021 commencing at 9.00 am and finishing at 10.15 am.

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

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, Director of HR, Karen Edwards and Sue Whitehead (Law and Governance).

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.

8/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies for absence were received from Councillor Kevin Bulmer and Councillor Richard Webber (Councillor Liz Leffman substituting).

9/21 MINUTES

(Agenda No. 4)

The Minutes of the Meeting held on 4 April 2019 were approved and signed as an accurate record.

10/21 GENDER PAY GAP

(Agenda No. 5)

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.

The Remuneration Committee was asked to consider, comment and agree on Annex 2 which would become the basis for the information placed before Council on 11 February 2020. The obligation on the Council was to publish annually a Gender Pay Gap Report by 30 March each year and this Data Summary set out the minimum information required for that report.

Mrs Edwards in introducing the report explained that before the Committee was a good news report. The mean and the medium were reducing year on year, and although there had been a spike in 2018, the Council was at 3.3% which was well below the National Average of 17.3%. The figures showed that there were no impediments to women in reaching senior positions and achieving higher earnings. There was a good spread of female employees in the upper quartile. She reported an amendment needed to page 3 of the report where the figure for Upper Middle Quartile for Female should read 62.3 and not 63.3.

The Chairman, Councillor Ian Hudspeth questioned why, when the Council employed more females than males was there still a gap? Mrs Edwards agreed that it was an area that needed to be investigated. There was debate around whether this could be due to part time working, longevity or whether it was just down to the numbers.

Mrs Edwards agreed that further work was needed on this and commented that work to get under the data would be carried out prior to it being published next year. There was a need to change how the data was presented and stated that her preference would be to see a male and female model.

RESOLVED: to note and agree the figures for publication.

11/21 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 officer-holders under the authority

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 future.

The Committee had before it a report which set out an overview of the Pay Policy Statement which was 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.

Mr Graham, Director for Law and Governance in introducing the report sought the Committee's view as to whether they would wish to keep or remove

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

Recommendations agreed, subject to further explanation being added to table 1 in the Pay Policy Statement.

..... in the Chair

Date of signing

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Division(s): N/A

REMUNERATION COMMITTEE – 26 JULY 2021

OUTSIDE BODIES

Report by Director of Law & Governance & Monitoring Officer

RECOMMENDATIONS

The Committee is **RECOMMENDED** to:

- (a) **give consideration to the appointments to the non-strategic outside bodies listed in Annex 1;**
- (b) **note the review of the category ‘C’ outside bodies shown at Annex 2 to the report and give consideration to the mechanism for appointments to Category ‘C’ bodies.**

2. The Council’s has delegated to this Committee the responsibility for appointments to outside bodies other than to those which have been identified by Cabinet, and endorsed by Council, as ‘strategic’. This report outlines the Committee’s appointment process and identifies the bodies to which appointments now need to be made.
3. The current categories and process of appointment shown below for the Council’s non-strategic outside bodies are):

	<u>CATEGORY</u>	<u>APPOINTED BY</u>	<u>BASIS OF MEMBERSHIP</u>
B	Non-strategic outside bodies useful to the Council’s work	Remuneration Committee, following nominations by political groups	Best person for the role
C	Other outside bodies which request Council representation or are of primary value to local councillors/the local community	Chief Executive in the case of local member(s) or group nominations; otherwise Remuneration Committee	To reflect local membership

Category ‘B’ Outside Bodies

4. The schedule at Annex 1 shows those outside bodies in Category B to which appointments fall to be made by the Committee and the previous appointments to each. ‘Former councillor’ appointments are shown in bold. Where appointees must be sitting Councillors by reason of the organisation’s constitution then where

necessary a vacancy is shown. The Committee can make appointments to any of these bodies.

Category 'C' Outside Bodies

5. There are a significant number of other outside bodies which request Council representation or are of value to local councillors/the local community. These are primarily appointed through local members and have now been reviewed and set out at Annex 2 of the report. It is suggested there be a review of the mechanism for making these appointments including investigating whether it would be appropriate for them to be made through the locality meetings.

ANITA BRADLEY

Director of Law & Governance & Monitoring officer

Background papers: Nil

Contact Officer: Deborah Miller, Committee Officer; Tel 07920 084239

July 2021

Outside Bodies – Category C

Outside Body	Description	Division(s)	OCC Rep on Body
Adderbury Education Fund	To provide support and grants to children and young people in religious activities and education in the village of Adderbury.	Deddington	Mark Stevens
Aston Rowant Educational Trust	Providing grants for educational purposes.	Thame & Chinnor	Jeanette Matelot
Bampton Exhibition Foundation	Responsibility for the running of a listed building used partly as a public library and as the village historical archive.	Witney West & Bampton	Marion Dowding BayTreeCottage Rosmary Lane Bampton
Banbury Bluecoat Foundation	Issues vouchers for children of parents on income support or the equivalent. It also makes grants to Church of England Sunday schools and to other educational activities in the town.	Banbury Divisions	Cllr Mark Cherry
Bicester - Courtyard Youth Arts	Offers creative and innovative arts activities for young people from 7	Bicester Divisions	Annelies Henshall

Centre	to 18.		
Burford School Foundation	To maintain its properties and to provide special benefits for any educational institution attended by children resident in an agreed area of benefit.	Burford & Carterton North	Cllr Nick Field- Johnson
Culham Local Liaison Committee	Liaison for the Culham Centre for Fusion Energy	Berinsfield & Garsington	Alderman David Turner
Cumnor Old School Charity	To further the cultural, physical, educational and social development of individuals and groups within our area.	Kingston & Cumnor	Anda Fitzgerald-O'Connor
Didcot Power Station Local Liaison Committee	To keep councils informed about the station's activities	Sutton Courtenay & Marcham	Cllr Richard Webber
Donnington Doorstep Family Centre	Independent, community-based family centre	Isis / Leys	Cllr John Tanner Vacancy
Donnington Hospital, Newbury	Caring for elderly people	Hendreds & Harwell (nearest)	Mr Piers Hartley Russell
Educational Foundation	For the benefit of young people resident in	Hendreds & Harwell	Vacant

of Wm Malthus (The)	Blewbury		
Ewelme Exhibition Endowment	To provide financial support to improve the educational opportunities for young people	Chalgrove & Watlington	Mr Neil Blake
Eynsham, Bartholome w Educational Foundation	Makes money grants to people under 25 living in the parish of Eynsham	Eynsham	Ann-Marie Roisin Angela Susan Cox Jane Osbourne
The Fettiplace and Godfrey Trust	To help with the expenses of education and training of young people under 25 yr. of age and resident in the parish of Childrey, Oxon.	Shrivenham	Mrs Catherine Chater
Harwell – Chilton Campus Local Stakeholder Group	Meets 3 times a year to hear reports and raise questions about operations on campus.	Hendreds & Harwell	Bev Hindle
Henley Educational Trust (formerly Foundation)	To provide confidential Local Educational support for needy families in the Henley Area	Henley-on-Thames	Tristan Arnison
King	The prevention or relief	Grove & Wantage	Dr Sheila Power

Alfred's Educational Charity	of poverty, children/young people.		Mrs Catherine E. Dreyer
Kingston Bagpuise – John Blandy's Educational Foundation	Makes grants to organisations for education/training	Kingston & Cumnor	District Cllr Eric Batts
Middleton Stoney – Countess of Jersey's Educational Foundation	The prevention or relief of poverty.	Ploughley	Catherine Fulljames
Minster Lovell, St Kenelm's School Charity	Makes grants for young people related to amateur sports/education/training /religious activities	Hanborough & Minster Lovell	Mrs Judith Brown
Nuffield County Primary School Trust	Assistance with any educational activity, which can include sporting or social activities, for anyone aged 25 or under	Benson & Cholsey	Jo Barry
Oxford Airport Consultative Body	Discusses matters such as planning, environment, airport activity, noise and operational and	Kirtlington & Kidlington North	

	business issues as they affect the airport and its neighbours.		
Oxford Sports Council	Aims to improve the participation and excellence in sport in Oxford		City Cllrs Clarkson Lygo
Sunningwell Poores Land School Foundation	Makes grants for educating/training.	Kennington & Radley	Robert Evans (is nominated and does not need to be an OCC rep)
Wallingford Bridge Estate Charity	Makes grants to organisations, amateur sport, other charities or voluntary bodies.	Benson & Cholsey	Vacancy
Watlington Educational Foundation	To promote the education of young people under the age of 25.	Chalgrove & Watlington	Cllr Steve Harrod
Witney Educational Foundation	The provision of items, services and facilities for the Henry Box school and any other school that substantially serves Witney. Also to provide grants to families in need towards the cost of education.	Witney Divisions	David Williams (term ends Sept 2021: available for re-nomination and would like to be re-nominated by OCC) Mrs Jeanette Baker
Woodstock Exhibition Foundation	Awards bursaries to students and apprentices whose	Woodstock	Mrs Julie Fenn

	parents live in Woodstock.		
Woodstock Relief in Need Charity	Distribute to elderly people (residing in Woodstock) at Christmas, occasionally to the local almshouses & elderly residential community sheltered housing.	Woodstock	Cllr Andy Graham

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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