



To: Members of the Remuneration Committee

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

**Thursday, 13 January 2022 at 4.00 pm**

**Council Chamber - County Hall, New Road, Oxford OX1 1ND**

Please note that Council meetings are currently taking place in-person (not virtually) with Covid precautions 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.

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

January 2022

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 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/>

**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 26 July 2021 (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 Friday 7 January 2022. Requests to speak should be sent to [chris.reynolds@oxfordshire.co.uk](mailto:chris.reynolds@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.*

## 5. **Gender Pay Gap (Pages 5 - 14)**

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 RECOMMENDED to:**

- **Receive the report**

- **Recommend the Gender Pay Gap report for 2021 for approval by full council.**

## **EXEMPT ITEM**

*It is **RECOMMENDED** that the public be excluded for the duration of items RC6 and RC7 since it is likely that if they were present during those items 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 REPORTS AND ANNEXES TO THE ITEMS 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 (Pages 15 - 28)**

*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.*

Report by the Director of Human Resources

This report gives an overview of the Pay Policy Statement which is required under The Localism Act 2011

**The Remuneration Committee is RECOMMENDED to:**

- **Receive the report**
- **Recommend the 2022/23 Pay Policy Statement prior to progression to Full Council for approval.**

## **7. Redundancy Quarterly Report (Pages 29 - 34)**

*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

This report provides the details of the redundancies that occurred in Quarter 2 and Quarter 3 2021/2022. Annex 1 to this report provides the relevant numbers and costs.

**The Remuneration Committee is RECOMMENDED to note the figures.**

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## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Monday, 26 July 2021 commencing at 11.00 am and finishing at 11.25 am.

**Present:**

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

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Stefan Gawrysiak

Councillor Jane Murphy

Councillor Ian Corkin (as substitute for Councillor Eddie Reeves)

Councillor Andy Graham (as substitute for Councillor Alison Rourke)

**By Invitation:**

**Officers:**

Whole of meeting Sukdave Ghuman, Head of Legal Services; Karen Edwards, Director of Human Resources

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with [a schedule of addenda tabled at the meeting] [the following additional documents:] 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.*

**1/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Cllr Eddie Reeves and Cllr Alison Rourke with Cllr Ian Corkin and Cllr Andy Graham attending as substitutes.

**2/21 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

None received.

**3/21 MINUTES**

(Agenda No. 3)

The minutes of the meeting held on 25 January 2021 were approved and signed as a correct record.

#### **4/21 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 4)

None received.

#### **5/21 OUTSIDE BODIES**

(Agenda No. 5)

##### **RESOLVED to**

- a) **Give consideration to and make 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.**

The following additions/amendments were noted for Annex 1:

County Nature Conservation Forum – Councillor Juliette Ash  
Oxfordshire Federation of Young Farmers' Clubs – Councillor Nigel Champken-Woods  
Oxfordshire Museums Council – Councillor Andy Graham or Councillor Neil Fawcett (to be determined)  
Chilterns AONB Conservation Board – Councillor Eddie Reeves

The following additions/amendments were noted for Annex 2:

Aston Rowant Educational Trust – Councillor Nigel Champken-Woods  
Cumnor Old School Charity – to be determined by the Chair of the Committee  
Harwell – Chilton Campus Local Stakeholder Group – Bill Cotton, Corporate Director for Environment and Place  
Wallingford Bridge Estate Charity – Councillor Felix Bloomfield

#### **6/21 REDUNDANCY QUARTERLY REPORT**

(Agenda No. 6)

**RESOLVED:** That the public be excluded for the duration of items RC6 since it was likely that if they were present during those items there would be disclosure of exempt information as defined in Part 1 of Schedule 12 A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and 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 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.*

The Committee Agreed the recommendations.

..... in the Chair

Date of signing .....

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## OXFORDSHIRE COUNTY COUNCIL 13<sup>TH</sup> JANUARY 2022

### Report to Remuneration Committee Gender Pay Gap Report 2020/21

#### Report of the Director of Human Resources

## RECOMMENDATIONS

The Remuneration Committee is **RECOMMENDED** to:

- **Receive the report**
- **Recommend the Gender Pay Gap report for 2021 for approval by full council.**

### 1. EXECUTIVE SUMMARY

From 2017, an employer who has a headcount of 250 or more employees on a 'snapshot date' must comply with regulations on gender pay gap reporting. Gender pay gap calculations are based on employer payroll data drawn from a specific date each year. This specific date is called the 'snapshot date'.

The 'snapshot date' for Oxfordshire County Council (as with most other public authority employers) is 31 March every year. The Council must report and publish their gender pay gap information by 30 March of the following year.

The gender pay gap is the difference between the average (mean or median) earnings of men and women across a workforce.

### 2. CALCULATIONS

Employers must calculate, report and publish the following gender pay gap figures where applicable, those indicated with an asterisk are applicable to the Council for the 2021/22 report:

- \*percentage of men and women in each hourly pay quarter\*
- \*mean (average) gender pay gap using hourly pay\*
- \*median gender pay gap using hourly pay\*
- percentage of men and women receiving bonus pay
- mean (average) gender pay gap using bonus pay
- median gender pay gap using bonus pay

### **3. GENDER PAY GAP REPORT 2021**

The gender pay gap within OCC is relatively small and well below that of the national public sector based on both the mean and median hourly rate of pay. There has been a small reduction in 2021 compared to the previous two reporting years.

### **4. CONCLUSIONS**

Our work to improve our approach to equalities, inclusion and diversity is underway. We will continue to advance our inclusion initiatives, particularly where there are any barriers for women to progress into higher paid roles, or roles where they are under-represented.

Karen Edwards  
Director of Human Resources  
17 December 2021

## **Gender Pay Gap Report 2021**

### **Background**

1. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 stipulate that all businesses, public sector and third sector organisations with over 250 employees must publicly report on average pay differences between their male and female employees. The Regulations require employers to publish their:
  - Mean gender pay gap in hourly pay
  - Median gender pay gap in hourly pay
  - Mean bonus gender pay gap
  - Median bonus gender pay gap
  - Proportion of males and females receiving a bonus payment, and
  - Proportion of males and females in each pay quartile.
2. As a public sector body, we are required to publish this pay gap information within 12 months, taking the “snapshot date” of 31 March 2021.
3. Our calculations follow the legislative requirements as set out in the Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017. All staff who were deemed to be relevant employees at 31 March 2021 are included.
4. This information will be published on the Oxfordshire County Council (OCC) website for a minimum of 3 years and published on the government website ([www.gov.uk](http://www.gov.uk)) by 31 March 2022.

### **Equal pay and gender pay gap**

5. The purpose of gender pay gap reporting is to achieve greater gender equality in terms of pay across the UK and increase pay transparency. This differs from equal pay which deals with differences between men and women who carry out the same roles.

## **Details within this report**

6. Using a snapshot of employees' pay as at 31 March 2021, only 3 of the 6 calculations detailed above were made due to no bonus payments being paid at Oxfordshire County Council. The 3 calculations are as follows:
  1. Mean gender pay gap
  2. Median gender pay gap
  3. The proportion of men and women divided into four quartile pay bands

## **Information required for publication**

### **Relevant employee**

7. An employee who was on full pay (not reduced to parental leave pay or sick pay) at the point of the data snapshot as at 31 March 2021.

### **Mean gender pay gap**

8. The mean is defined as the average of the figures and is calculated by adding up all the figures and dividing by the number there are.

### **Median gender pay gap**

9. The median is defined as the salary that lies at the midpoint and is calculated by ordering all salaries from highest to lowest and the median is the central figure.

### **Quartile pay bands**

10. The quartile information is calculated by listing all salaries from highest to lowest and then splitting that information into four equal quarters to determine the percentage of male/female employees in each quartile.

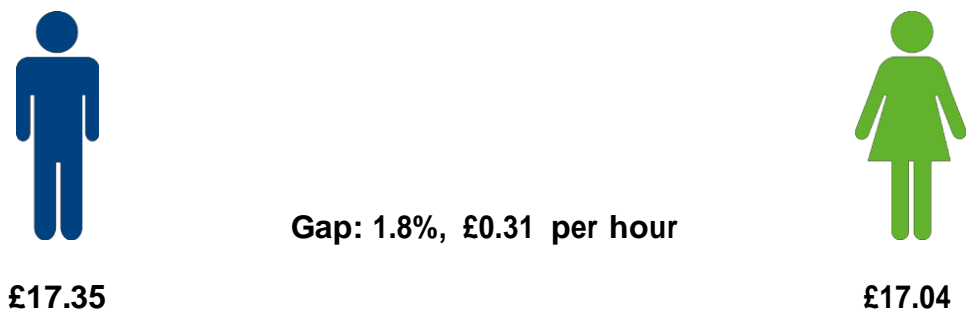
## Workforce profile

11. On 31 March 2021, OCC had 5,085 relevant employees of which 34.1% (1,733 employees) were men and 65.9% (3,352 employees) were women.



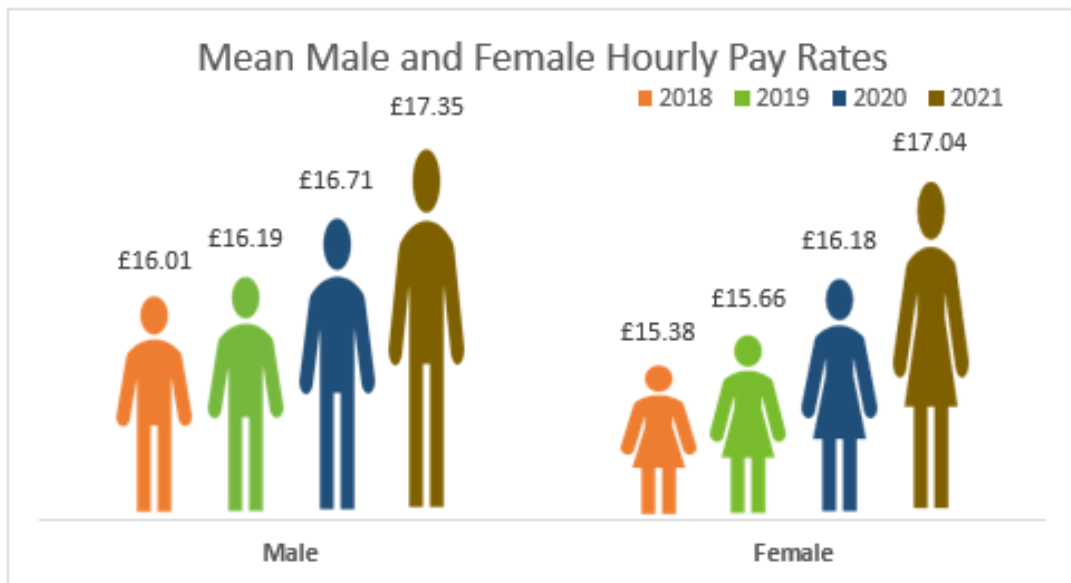
## Gender pay gap as at 31 March 2021

Mean: percentage difference and average hourly rate of pay

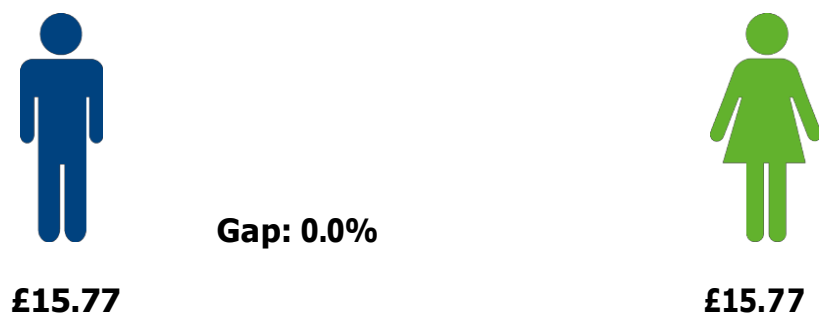


12. The mean difference recorded at Oxfordshire County Council has reduced from 3.18% in March 2020 (£0.53p per hour) and is considerably less than the national public sector mean pay gap which is 14.5% (Office for National Statistics – ASHE).

13. As at 31 March 2021 the mean hourly rate for men was £17.35 per hour and for women it was £17.04 per hour. This means that men earned an average of 31 pence per hour more than women, which equates to a mean difference of 1.8%. The figures for 2018, 2019, 2020 and 2021 are as follows, showing a slightly steeper increase for females of 1.66p per hour over four years than the increase for males of 1.34p per hour.



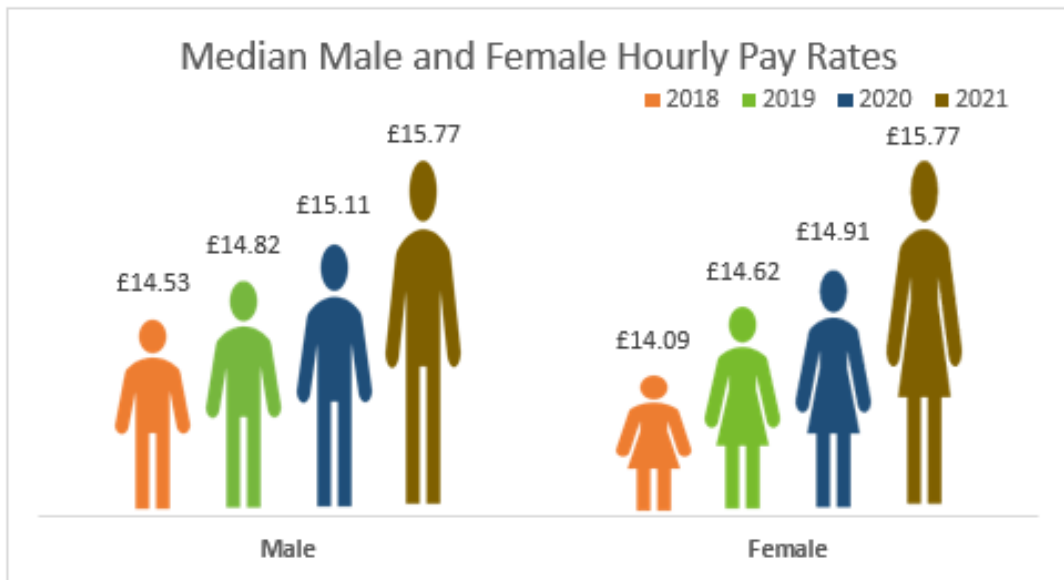
### Median percentage difference and hourly rate of pay



14. As at 31 March 2021 the median hourly rate of pay for men was the same as for women at £15.77 per hour. This is considerably less than the national public sector median pay gap which is 15.8% (Office for National Statistics – ASHE).

15. The figures for 2018, 2019, 2020 and 2021 are as follows, showing a slightly steeper increase for females of 1.68p per hour over four years than the increase for males of 1.24p per hour.



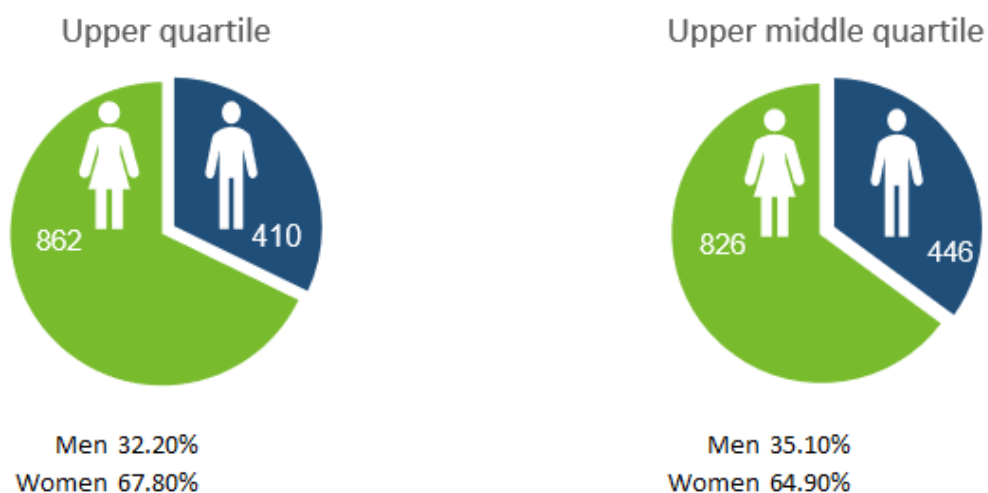


### Proportion of men and women receiving bonuses

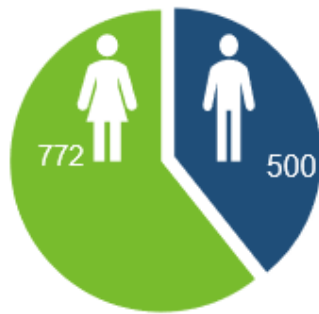
16. OCC does not operate any performance related pay or bonus schemes and therefore has no bonus gender pay gap.

### Pay quartiles

17. OCC employed 5,085 relevant employees<sup>1</sup> as at 31 March 2021 which means there are 1272 employees per pay quartile. The gender split per quartile as at 31 March 2021 is detailed below and serves as a useful benchmark to determine progression through the pay scales.

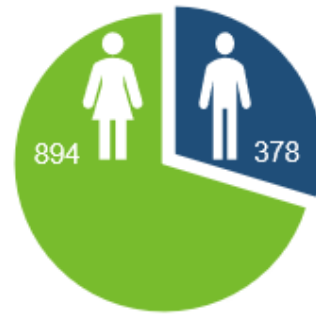


Lower middle quartile



Men 39.30%  
Women 60.70%

Lower quartile



Men 29.70%  
Women 70.30%

18. The hourly rates that represent each quartile are as follows:

- Upper - relates to the hourly rates of £20.09 and above
- Upper middle - relates to the hourly rates of £15.77 – £20.00
- Lower middle - relates to the hourly rates of £11.95 - £15.77
- Lower - relates to the hourly rates up to £11.95

19. The proportion of males to females remains constant in the four quartiles with about one third male to two thirds female. However, the proportion of males to females in the lower quartile – 29.7% male to 70.3% female does not reflect the proportion of the total workforce which is 34.1% male to 65.9% female, suggesting an imbalance of a larger number of females in the lower paid jobs. However, the gap narrows as one progresses up the quartiles, and the percentage of women in the upper quartile has increased from 65.90% in 2020 to 67.8% in 2021.

20. In the lower quartile the roles occupied by females are mainly cleaning, administration, school crossing patrol, catering and customer service. For some of these functions there is no obvious career progression route to higher earning levels. However, the council is progressing plans to promote opportunities for staff to undertake apprenticeships whilst in employment with the Council.

21. In the upper quartile at senior management level, 50.00% of the Extended Leadership Team (directors, deputy directors and assistant directors) are women and 50.00% are men. Although this is an even balance, it does not reflect the two thirds of the total workforce who are women.

## Commitment

22. We are committed to the principles of equality, diversity, fairness and inclusion and our approach to people management should not put any group at a disadvantage. Regardless of identity or background, everyone deserves to be able to develop their skills and talents to meet their full potential, work in a safe, supportive and inclusive

environment, be fairly rewarded and recognised for the work they do and have the opportunity to have their say on matters that affect them. We are also committed to achieving a diverse workforce that fully reflects our community.

23. We will continue to advance our inclusion initiatives, particularly where there are any barriers for women to progress into higher paid roles, or roles where they are under-represented.

24. Flexible and agile working and family friendly policies will assist Oxfordshire County Council to attract and retain staff in a competitive job market and in a geographical area with low unemployment.

## **Summary**

25. The gender pay gap within OCC is relatively small, however while we understand that publishing the data will not in itself remove the gap, continuing to do so is the first step towards that aim and we are committed to learning from best practice as part of our journey. The gender pay gap data will be analysed on an annual basis, a comparison of figures will be completed year on year and the Senior Management Team will continue to review and monitor this data. We will ensure that job grades continue to be determined through objective analysis and job evaluation to maintain the integrity of the pay and grading system.

*December 2021*

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