



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Monday, 28 November 2022 at 9.00 am

Members' Boardroom and other meetings rooms in the Council

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

Stephen Chandler
Interim Chief Executive

November 2022

Committee Officer: **Jack Latkovic, Interim Head of Governance - Committee Services**
Tel: 07513 703436 Email: jack.latkovic@oxfordshire.gov.uk

Membership

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

Councillors

Eddie Reeves
Donna Ford

Alison Rooke
Glynis Phillips

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 committeesdemocraticservices@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 - 2)

To approve the minutes of the meeting held on 7th November 2022.

4. **Items from the Public or Councillors - to receive statements, petitions or questions relating to the business of this Committee**
5. **Appointment of Chief Executive and designation as Head of Paid Service and Returning Officer** (Pages 3 - 42)

The Committee is RECOMMENDED to:

- 1) Request officers to prepare a report for Council. This report will be received by Council on December 13 2022 for a decision to appoint the recommended candidate following the appointments process undertaken by Remuneration Committee.
- 2) Instruct the Director of Human Resources and Organisational Development (following the completion of the final stage of the appointments process 28 November 2022) to offer the role to the preferred candidate and negotiate a spot salary of between £190k and £199k. This range reflects the regional and national market for this role as evidenced by external benchmarking (attached at annex 1). The County Council pay policy should be amended to reflect this.
- 3) Consider the LGA documents attached at annex 2 with regards to the appraisal process for the Chief Executive Officer and agree the approach set out (reflecting the national guidance from the CEO handbook and the Local Government Association).