



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Friday, 20 January 2023 at 2.00 pm

County Hall, Oxford, OX1 1ND

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

Stephen Chandler
Interim Chief Executive

January 2023

Committee Officer: **Democratic Services**
Email: committeesdemocraticservices@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 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 - 2)**

To approve the minutes of the meeting held on 28th November 2022.

4. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting (16th January 2023). Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

5. Pay Policy Statement 2023/24 (Pages 3 - 20)

In 2012 a stand-alone Remuneration Committee was set up to report each year directly to Full Council and to make recommendations regarding the Council's Pay Policy Statement.

The Localism Act 2011 ('the Act') requires all councils to agree and publish a Pay Policy Statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.

In addition, the code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs and organisational structures.

Full details, as required by the Act and Code of Practice, will be published on the Council's website and will be available on request.

6. Gender Pay Gap Report 2021/22 (Pages 21 - 36)

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.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Monday, 28 November 2022 commencing at 9.00 am and finishing at 9.45 am

Present:

Voting Members: Councillor Liz Leffman – in the Chair

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Eddie Reeves

Councillor Donna Ford

Councillor Alison Rooke

Councillor Glynis Phillips

44/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

There were none.

45/21 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

(Agenda No. 2)

There were none.

46/21 MINUTES

(Agenda No. 3)

It was **RESOLVED** that the minutes of the meeting held on 7th November 2022 be confirmed as a true record and signed by the Chair.

47/21 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS COMMITTEE

(Agenda No. 4)

There were none.

48/21 APPOINTMENT OF CHIEF EXECUTIVE AND DESIGNATION AS HEAD OF PAID SERVICE AND RETURNING OFFICER

(Agenda No. 5)

The Chair informed the meeting that shortlisted candidates participated in two stakeholder events on 25th November 2022 - with staff panel and with external stakeholders.

The Chair also informed the meeting on the timetable for the day, with the following sequence of events:

- Briefings from Gatenby Sanderson representatives to backbenchers' panel and Remuneration Committee Members;
- Interviews with shortlisted candidates;
- Committee's decision; and
- Recording of Committee's decision.

Members of the Committee confirmed that they have read the report before them.

On a motion from Cllr Alison Rooke, second by Cllr Glynis Philips, it was unanimously **AGREED** 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; and
- 3) Approve 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).

..... in the Chair

Date of signing

OXFORDSHIRE COUNTY COUNCIL 20th JANUARY 2023

Report to Remuneration Committee Pay Policy Statement 2023/24

Report of the Head of HR – Professional Services

RECOMMENDATIONS

The Remuneration Committee is RECOMMENDED to:

- Note the contents of this report
- Approve the 2023/24 Pay Policy Statement prior to consideration by Full Council.
- Recommend the 2023/24 Pay Policy Statement to Full Council for approval

1. EXECUTIVE SUMMARY

- 1.1 In 2012 a stand-alone Remuneration Committee was set up to report each year directly to Full Council and to make recommendations regarding the Council's Pay Policy Statement.
- 1.2 The Localism Act 2011 ('the Act') requires all councils to agree and publish a Pay Policy Statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.
- 1.3 In addition, the code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs and organisational structures.
- 1.4 Full details, as required by the Act and Code of Practice, will be published on the Council's website and will be available on request.

2. PAY POLICY STATEMENT

- 2.1 The Pay Policy Statement at Appendix 1 contains remuneration data as at 1 January 2023 and fulfils the requirements set down by the relevant legislation and codes. The Pay Policy Statement is reviewed by the Council annually and is recommended by the Remuneration Committee to Full Council for approval.

- 2.2 It is considered that the statement has been produced both in the spirit and requirements of the Localism Act legislation.
- 2.3 Local Government (Green Book) employees and Senior Managers received a pay increase of £1,925 for 2022/23 and whilst not implemented until December 2022, this was effective from 1st April 2022.
- 2.4 The Pay Policy Statement must contain the following:
- The ratio between the highest paid chief officer and the lowest paid employees at the council and the highest paid chief officer and the median pay point at the council.
 - The ratio between the average salary of all chief officers and the lowest paid employees and the average salary of all chief officers and the median pay point at the council.
 - The appointment arrangements for all chief officers at the council.
 - Pay strategy, design, structures, and arrangements including job evaluation methods and arrangements for pay progression.
 - Pay arrangements on termination of employment.

Financial Implications

There are no financial implications arising from this report.

Comments checked by:

Lorna Baxter, Director of Finance, Lorna.Baxter@Oxfordshire.gov.uk

Legal Implications

The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 (The 'Act') and associated statutory guidance.

Local authorities have to prepare pay policy statements. These statements must explain what an authority's policies are on a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

The statements must be:

- prepared for each financial year, beginning with 2012 to 2013
- approved by full council, or a meeting of members in the case of a fire and rescue authority

- published on relevant authorities' websites

Section 38 (4) of the Act requires authorities to set out in their pay policy statements their approach to the publication of and access to information relating to the remuneration of chief officers.

In addition, the code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs and organisational structures.

Comments checked by:

Kate Charlton , Interim Head of Improvement Law and Governance ,
kate.charlton@oxfordshire.gov.uk (Legal)

Sharon Yardy
Head of HR – Professional Services
January 2023

This page is intentionally left blank



Oxfordshire County Council

Pay Policy Statement

This policy statement has been reviewed by the Remuneration Committee and has been approved by the Council. It will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective. It is effective from 1st April 2023

TABLE OF CONTENTS

Content	Page
Introduction and Purpose	3
Definitions	3, 4, 5
Pay Strategy	5
Pay Design	6
Appointments	6, 7
Pay Structures	7
Pay Grades and Progression	7
Pay Supplements	8
Other employment related arrangements	9
Local Government Pension Scheme	9
Fire Brigade Pension Scheme	9
Benefits Schemes	9
Expenses	10
Pay arrangements for Senior Management	10
Pay Multiples and Medians as of 1 st January 2023	10, 11
Payments on termination of employment	11, 12
Publication of Senior Salaries	12, 13

1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and has been drafted with due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013, the Local Government Transparency Code 2015, and the Statutory Guidance on Special Severance Payments issued under section 26 of the Local Government Act 1999.

The purpose of this statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees, excluding teaching staff, employees working in local authority schools and academies and alternative service delivery models.

This statement details the methods by which salaries for all roles are determined. This statement will be published on the Council’s public website and will be available in other formats upon request.

Procedural and approval requirements set down in the Council’s Constitution will be applied as required.

In determining the pay and remuneration of all its employees, the Council takes account of the need to ensure value for money in respect of the use of public expenditure.

The Council also aims to develop and implement rewards systems and structures which meet the following requirements.

- Allow the Council to recruit and retain high calibre employees to provide high quality services
- Maintain levels of pay which are in line with the Council’s financial policies and provide value for money
- Are open, transparent and accountable
- Are fair and consistent

Once approved, this policy statement will come into effect on the 1st April 2023 for the next financial year and will supersede the 2022/23 statement and will continue to be reviewed on an annual basis.

2. Definitions

To support the transparency of the Pay Policy Statement, below are definitions for common words/phrases that are used throughout.

2.1. Remuneration

For the purposes of this statement 'remuneration' includes three elements – basic salary, pension and all other allowances arising from employment.

2.2. Chief Officers

The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means Corporate Director of Children's Services, Corporate Director of Adult Social Care, Corporate Director of Public Health and Community Safety, Section 151 Officer and Monitoring Officer.

The definition of a non-statutory chief officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the head of the authority's paid service; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Service)

Statutory Chief Officers

- Corporate Director of Children's Services (Children, Education and Families)
- Corporate Director of Adult Social Care
- Corporate Director of Public Health and Community Safety
- Director of Finance and Section 151 Officer
- Director of Law and Governance and Monitoring Officer

Non-Statutory Chief Officers

- Corporate Director of Customers, Organisational Development and Resources
- Corporate Director of Environment and Place

2.3. Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. According to the pay scales, the lowest pay that employees receive is at Grade 1, Spinal Point 1 which is the lowest standard pay point.

The salary on this grade is currently payable to staff carrying out cleaning roles. As at 1 January 2023, this is £20,258 per annum (see section 3 below regarding the application of the UK Living Wage, the Real Living Wage and the Oxford Living Wage).

Lowest paid employees exclude apprentices due to their trainee status and exclude staff who transferred into the Council under TUPE protected rates.

2.4. Pay Multiples

The pay multiple is the relationship between two different pay amounts, showing the number of times one value is contained within another value. The relationships will be shown between:

- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and cash value of any benefits in kind) and the lowest paid taxable earnings.
- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earnings figure of the whole workforce.
- the average median salary of Chief Officers and the median earnings figure of the whole workforce.

3. Pay Strategy

We undertake a review of the remuneration of all staff each year, taking into consideration hourly pay rates and other significant benefits such as annual leave above the statutory requirements, employer pension contributions and training and development. We believe that taking a holistic view to remuneration ensures that our staff are rewarded fairly and encourages us all to think of total reward packages rather than a single component such as base pay.

As at 1 January 2023, when annual leave above the statutory minimum requirements and employer pensions contributions are added to our lowest pay rates, the hourly rate equates to £12.77 this is currently 22.55% above the April 2023 rates for UK Living Wage of £10.42, 17.16% above the Real Living Wage of £10.90 and 12.51% more than the Oxford Living Wage of £11.35. However, it is important to note that negotiations for the 23/24 pay award have not yet commenced.

Looking forward, taking into consideration the increased annual leave day awarded in 22/23 pay award that comes into effect from 1st April 2023, when the annual leave above the statutory minimum requirements and employer pensions contributions are added to our lowest pay rates, the hourly rate equates to £12.82 this is currently 23.03% above the April 2023 rates for UK Living Wage of £10.42, 17.61% above the Real Living Wage of £10.90 and 12.95% more than the Oxford

Living Wage of £11.35. However, it is important to note that negotiations for the 23/24 pay award have not yet commenced.

4. Pay Design

There are 8 pay schemes in operation in agreement with trade unions. These are:

- Joint Negotiating Committee for Chief Officers
- Green Book (majority of Council employees)
- Gold Book (National Joint Council for Chief and Assistant Chief Fire Officers)
- Grey Book (Firefighters)
- Blue Book (Soulbury Committee covering Educational Psychologists)
- Burgundy Book (Teachers)
- National Joint Council for Coroners
- Public Health (NHS)

The Council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods. These are:

- National Joint Council job evaluation scheme up to Grade 18.
- Roles above Grade 18 are subject to a separate Local Government Association approved Senior Manager job evaluation scheme.
- All Chief Officer and Deputy Chief Officer roles were subject to a comprehensive external and independent review in 2022.
- External benchmarking. The new Chief Executive salary was determined following a process of external benchmarking.

Grading structures for all groups of employees are implemented in line with agreed published pay scales and agreed relevant national terms and conditions of employment.

5. Appointments

The Remuneration Committee is the appointing body for all Statutory and non-statutory Chief Officer appointments.

Post	Regulatory Description	Appointment under Constitution
Head of Paid Service	Head of Paid Service	Remuneration Committee with recommendation to Full Council
Corporate Director of Children's Services (Children, Education & Families)	Statutory Chief Officer	Remuneration Committee

Corporate Director of Adult Social Care	Statutory Chief Officer	Remuneration Committee
Corporate Director of Public Health and Community Safety	Statutory Chief Officer	Remuneration Committee
(s151 Officer) Director of Finance	Statutory Chief Officer	Remuneration Committee with recommendation to Full Council
Monitoring Officer Director of Law and Governance	Statutory Chief Officer	Remuneration Committee with recommendation to Full Council
Corporate Director Customers, Organisational Development and Resources	Non-statutory Chief Officer	Remuneration Committee
Corporate Director of Environment and Place	Non-statutory Chief Officer	Remuneration Committee

The Cabinet consultation procedure would be utilised as required by regulations for Chief Officer posts.

Any pay or grading changes for Chief Officers are reviewed by Remuneration Committee and, if agreed, approved by Full Council.

Salary packages for new posts in excess of £100,000 per annum will be subject to formal approval by Full Council.

7. Pay Structures

7.1. Pay Grades and Progression

Most jobs have a grade with at least four incremental points and some grades have six points. When an employee is appointed to a new role it is typically at the bottom of the grade, unless they have significant experience in a similar role.

Annually and usually with effect from 1st April (Green Book, Chief Officers, Public Health (NHS), Coroners), 1st July (Fire and Rescue), 1st September (Soulbury, Teachers) and 1st January (Chief and Assistant Chief Fire Officers), pay awards are implemented in line with national negotiations. Employees progress to the next incremental point as long as they have been on their existing pay point for six months or more. This system recognises their

increasing experience and performance progression continues until they reach the top of the grade.

High levels of performance are expected from all employees and where standards are non-satisfactory prompt managerial action will be taken to improve performance. This may include disciplinary/capability action in accordance with agreed procedures.

7.2. Pay Supplements

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with the Council policies. Such allowances are determined by Council policy. The Council uses the following:

- Market Supplements in order to attract and retain employees with particular experience, skills and capacity, for example when there are skills shortages locally or nationally. Market supplements must be agreed by the Job Evaluation Moderation Panel which is responsible for the local determination of job grades.
- Honoraria may be paid where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy or taking on a special project.
- A Golden Hello of up to £3,500 is used to encourage experienced children's social workers into the following teams; Family Support Plus, (FSP) Multi-Agency Safeguarding Hub (MASH), Youth Justice and Exploitation Service (YJES) and Children We Care For (CWCF) and other Statutory Social Work appointments.
- On Call Allowances to compensate employees for their requirement to be available with limited notice. Rates are agreed on an individual role basis.
- Car Allowances are only applicable in a minority of circumstances such as when staff have transferred into the Council under TUPE regulations.
- Certain roles also attract shift allowances for working evenings, weekends and/or bank holidays. Night shift premiums and allowances for waking nights are also applicable in certain roles. These allowances are in line with the national pay schemes applicable to the role (as identified in paragraph 4).

The Council will ensure that the requirement for an additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market supplements are considered, this is with reference to data available from within and outside the Local Government sector.

Pay Supplements are subject to reviews as appropriate

8. Other Employment Related Arrangements

8.1. Local Government Pension Scheme (LGPS)

Subject to qualifying conditions, employees have a right to belong to the LGPS.

The Employee contribution rates which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on actual salary levels.

The Employer contribution rates are set by actuaries and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current employer contribution rate is 19.9%.

The Council will not at any time augment the pension or membership of employees nor award or fund additional pension to employees unless required to do so by the LGPS Regulations.

8.2. Fire Brigade Pension Schemes

Subject to qualifying conditions, employees have a right to belong to the Firefighters' Pension Scheme.

The employee contribution rates currently range between 11% and 14.5% of pensionable pay.

The Employer contribution is a fixed rate of 28.8 until March 2024.

8.3. Benefits Schemes

As part of the Reward Strategy to recruit and retain high calibre employees, the Council provides a wide range of benefits including Cycle to Work, Childcare Vouchers (for staff in post prior to 4 October 2018 as this scheme was withdrawn by the Government with effect from this date), and Electric Vehicle salary sacrifice schemes as well as a range of employee discounts to support the local economy.

OCC launched Salary Finance in November 2022 which are a leading financial wellbeing provider in the UK. A key driver for this service is to support staff to develop good money habits, reduce the need and likelihood to access payday loans which have the potential to be more frequently accessed as the cost of living crisis deepens. Salary Finance are fully regulated and have been accredited as an ethical lender.

Our new Vivup benefits platform was successfully launched in October 2022 as part of our wider work to support staff during the cost of living crisis.

Employees now have access to hundreds of discounts from big brand supermarkets to broadband and utilities.

We are also looking to introduce an Additional Voluntary Contributions (AVCs) salary sacrifice scheme for LGPS Pension Fund Members.

8.4. Expenses

Expenses are based on nationally agreed levels except car mileage which is based on the HM Revenue & Customs approved rate, currently 45 pence per mile, falling to 25 pence for miles travelled in excess of 10,000 per annum.

9. Pay Arrangements for Senior Management

9.1. Pay scales are reviewed annually by the Joint Negotiating Committee for Chief Executives, Joint Negotiating Committee for Chief Officers and the National Joint Council for Chief and Assistant Chief Fire Officers (as applicable) and changes usually take effect from 1st April (1st January for Chief Fire Officers).

The Council does not apply any bonuses or performance related pay to its Chief or Deputy Chief Officers.

Where the Chief Executive or other officer receives election fees these will be shown separately to salary. These fees are set annually by the Council's Audit and Governance Committee. In addition, a comprehensive review of election fees is undertaken by the Audit and Governance Committee every four years in readiness for the County quadrennial elections.

10. Pay Multiples and Medians as at 1st January 2023

10.1 The County Council is required to report on the pay multiples between its lowest and highest paid members of staff.

Table 1 shows the ratio between the lowest paid and the highest paid role and the ratio between the median salary of the workforce and the highest paid. This includes figures as at 1st January 2023 and revised rates following the new Chief Executive appointment in March 2023.

Pay Multiples	1 st Jan 2023	1 st March 2023
Highest Paid – Interim Chief Executive (Oxfordshire County Council) New Chief Executive appointment includes the role of Returning Officer and commences in March 2023	£189,700	£225,000
Lowest Paid	£20,258	£20,258

Pay Multiple between the lowest paid and the highest paid	1:9.36	1:11.11
Median Salary	£33,820	£33,820
Pay Multiple between median and highest paid	1:5.6	1:6.5

Table 2 shows the ratio between the median salary of the workforce and the average salary of its Chief Officers.

Pay Multiples using the average salary of Chief Officers	1 st Jan 2023	1 st March 2023
Average Salary of Chief Officers	£145,839	£150,251
Lowest Paid	£20,258	£20,258
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	1:7.2	1:7.42
Median Salary	£33,820	£33,820
Pay Multiple between median salary and average salary of Chief Officers	1:4.31	1:4.44

11. Legislative framework

In determining pay the Council will comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered. Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended), Agency Workers Regulations 2010, and the Children & Families Act 2014. The Council has taken steps to ensure there is no discrimination within its pay structures and that all pay differentials can be objectively justified. Where relevant, legislative obligation will supersede the approach and principles outlined in this statement, for example where terms and conditions are preserved as a result of contracts of employment transferring under TUPE.

12. Election Fees

The Council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to chief officers) in accordance with their role.

The Chief Executive does receive additional payment for the role of Returning Officer for Local Government elections.

13. Payments on Termination of Employment

The Council's approach to statutory and discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out in its policy statement made in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006.

The Oxfordshire County Council Redundancy Scheme applies to all employees and is currently one and half times statutory entitlement based on actual pay. It will apply where employment is terminated on redundancy grounds and redundancy payments are due.

All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations or other pensions scheme regulations where applicable.

Severance payments for all employees will comply with the Council's Pensions and Retirement Policy, where the circumstances in which severance takes place falls within the terms of the policy. This sets out that early retirement may be granted for employees aged 55 years and over with at least two years membership of the LGPS.

The Council has regard to the Statutory Guidance dated 12 May 2022 on the making and disclosure of Special Severance Payments by local authorities in England and earlier Statutory Guidance on severance payments published in February 2013. Special severance payments, which are payments exceeding an employee's statutory and contractual entitlements on termination of employment, are determined on a case by case basis.

Payments of £100,000 and above are subject to a formal decision made by Full Council, unless there is a good reason for departing from the Statutory Guidance; and payments below £100,000 are subject to a formal decision of either:

- relevant elected members with delegated authority to approve such payments (currently the Remuneration Committee); or
- a suitable authorised officer.

14. Gender Pay Gap Report

The Council complies with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in publicly reporting on average pay differences between their male and female employees. This report is available in a separate document.

15. Publication of Senior Salaries Statement

In accordance with publication requirements, there are two tables published on the Council's website. The first showing information on the number of employees earning above £50,000 and the second showing the individual remuneration details for each senior employee, defined by regulations as the Chief Officers listed above, whose salary is more than £50,000 per year. All allowances and other payments will be shown. Only those employees whose salary is above £150,000 are disclosed by name, all remaining senior officers are disclosed by post title.

The current salaries for Chief Officer posts (as at 1st January 2023) are as follows:

Post	Salary Grade	Salary
Interim Chief Executive and Head of Paid Service	Chief Executive	£189,700
New Chief Executive appointment includes the role of Returning Officer and commences in March 2023	Chief Executive	£225,000
Corporate Director of Children's Services (Children, Education and Families)	Corporate Adviser	£136,406
Corporate Director of Adult Social Care	Director for Adults	£139,250
Corporate Director of Public Health and Community Safety	Corporate Adviser	£125,201-£136,406
(s151 Officer) Director of Finance	Corporate Adviser	£125,201-£136,406
(Monitoring Officer) Director of Law and Governance	Corporate Adviser	£125,201-£136,406

Corporate Director Customers, Organisational Development and Resources	Corporate Advisor	£125,201-£136,406
Corporate Director of Environment and Place	Director for Environment & Place	£155,730

Sharon Yardy
Head of HR – Professional Services
January 2023

OXFORDSHIRE COUNTY COUNCIL 20th JANUARY 2023

Report to Remuneration Committee Gender Pay Gap Report 2021/22

Report of the Head of HR – Professional Services

RECOMMENDATIONS

The Remuneration Committee is RECOMMENDED to:

- Note the contents of the report
- Approve the Gender Pay Gap Report for consideration by full Council
- Recommend the Gender Pay Gap report for 2022 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 2022

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 increase in the mean gender pay gap (0.5%) in 2022 compared to 2021.

4. CONCLUSIONS

We are committed to improving our approach to equalities, inclusion and diversity. 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.

As part of the report, we have included an ethnicity pay gap report at Annex A which is not a legal requirement for the Council to undertake but it has been reporting on as part of the EDI agenda. This report is included in response to a request from our staff networks for transparency. It is recommended that this annex is removed before the legal publication of the Gender Pay Gap report.

Financial Implications

There are no financial implications arising from this report.

Comments checked by:

Lorna Baxter, Director of Finance, Lorna.Baxter@Oxfordshire.gov.uk

Legal Implications

Mandatory gender pay gap reporting for public sector employers was introduced on 31 March 2017 by the *Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017*.

Employers with a headcount of 250 or more employees are required to publish information showing the difference between what women earn as a group compared to what men earn as a group in a workplace. This is known as the gender pay gap

Comments checked by:

Kate Charlton, Interim Head of Improvement Law and Governance,
kate.charlton@oxfordshire.gov.uk (Legal)

Sharon Yardy
Head of HR – Professional Services
January 2023

Gender Pay Gap Report 2022

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 2022
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 2022 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) 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 2022, 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 2022.

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

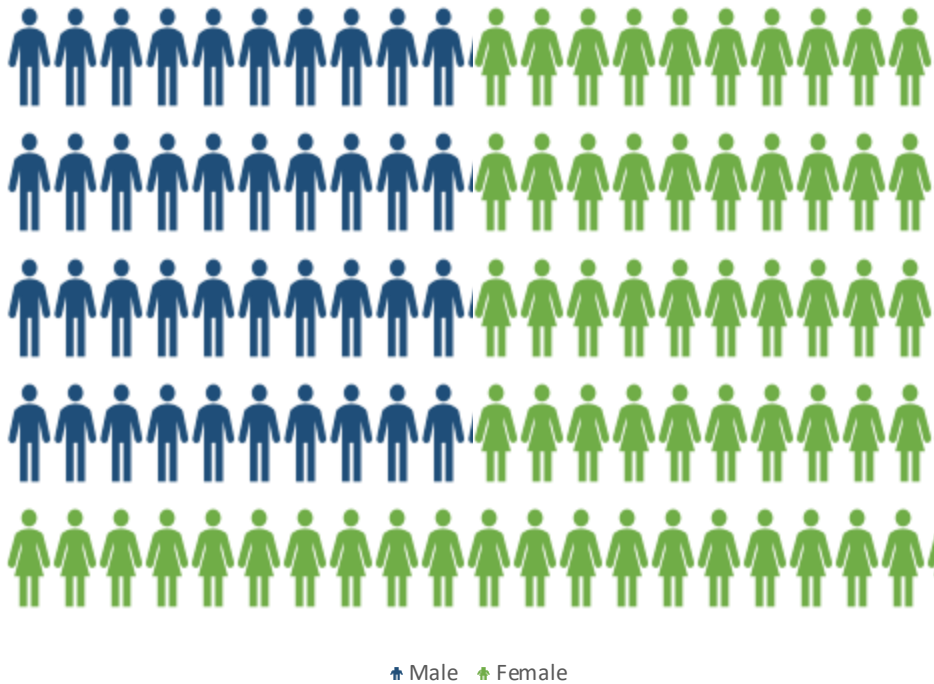
9. The median is defined as the salary that lies at the midpoint and is calculated by ordering all salaries from highest to lowest and the median is the central figure.

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.

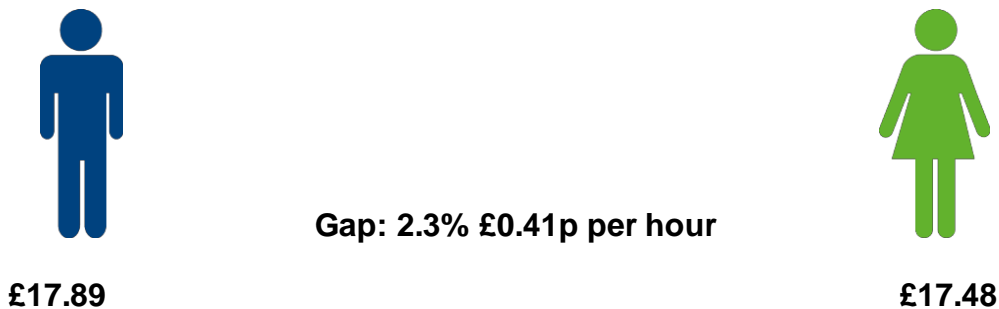
Workforce profile

11. On 31 March 2022, OCC had 5,016 relevant employees of which 34.8% (1,748 employees) were men and 65.2% (3,268 employees) were women.



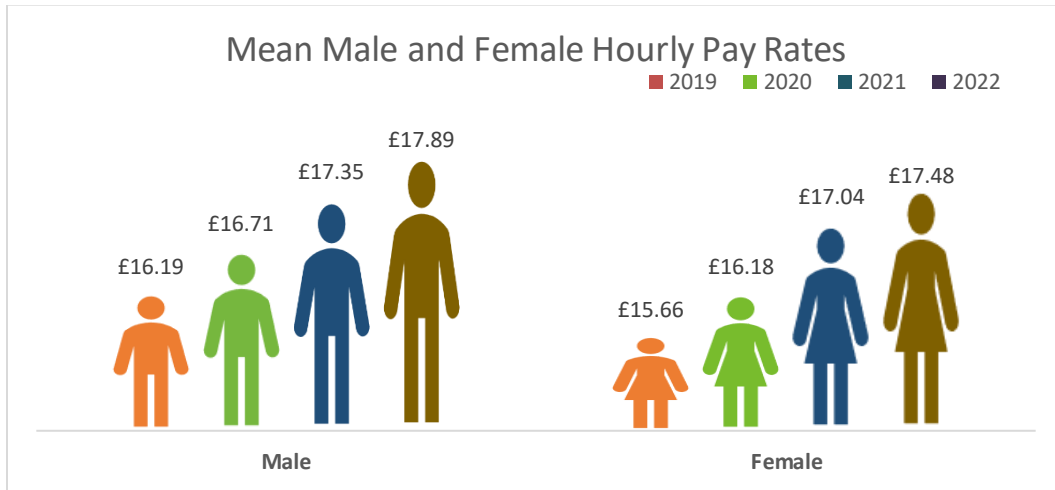
Gender pay gap as at 31 March 2022

Mean: percentage difference and average hourly rate of pay

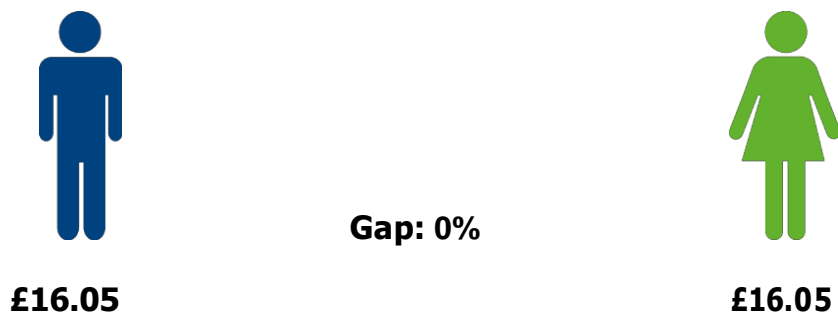


12. The mean difference recorded at Oxfordshire County Council has increased slightly from 1.8% in March 2021 (£0.31p per hour) and is considerably less than the national public sector mean pay gap which is 13.9%, down from 14.9% in 2021. (*Annual Survey of Hours and Earnings, Office for National Statistics*).

13. As at 31 March 2022 the mean hourly rate for men was £17.89 per hour and for women it was £17.48 per hour. This means that men earned an average of 41 pence per hour more than women, which equates to a mean difference of 2.3%. The figures for 2019, 2020, 2021 and 2022 are as follows, showing a slightly steeper increase for females of £1.82 per hour over four years than the increase for males of £1.70 per hour.

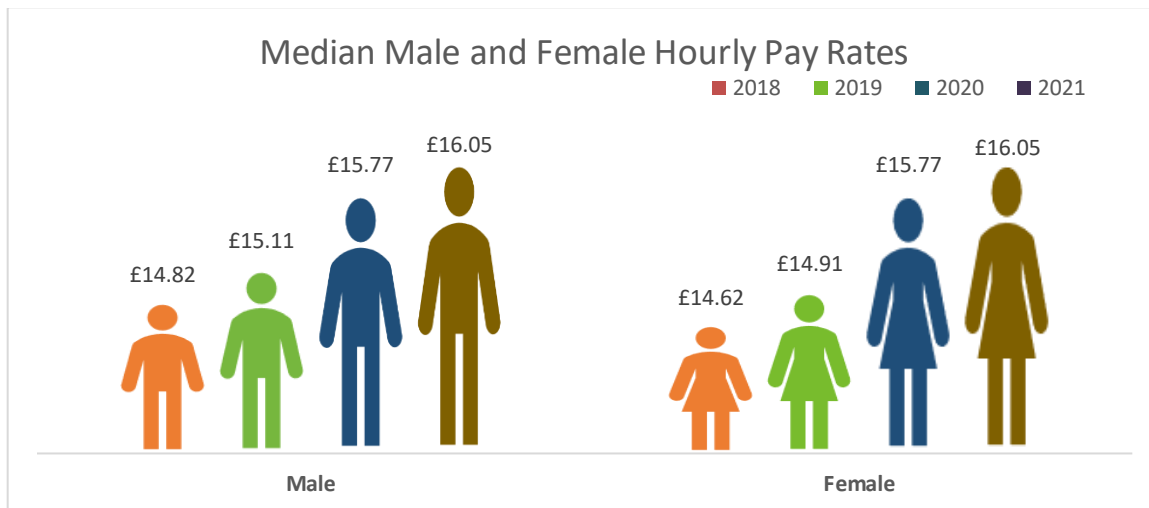


Median percentage difference and hourly rate of pay



14. As at 31 March 2022 the median hourly rate of pay for men was the same as for women at £16.05 per hour. This is considerably less than the national public sector median pay gap which is 14.9% (*Annual Survey of Hours and Earnings, Office for National Statistics*). This represents a national decrease from 15.1% in 2021.

15. The figures for 2019, 2020, 2021, and 2022 are as follows, showing a slightly steeper increase for females of £1.43 per hour over four years than the increase for males of £1.23 per hour.

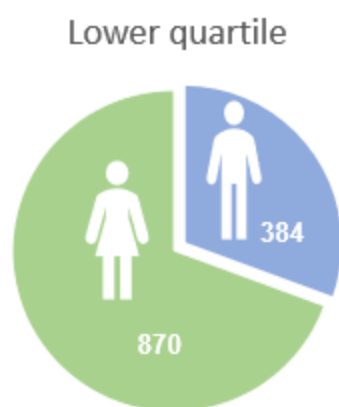


Proportion of men and women receiving bonuses

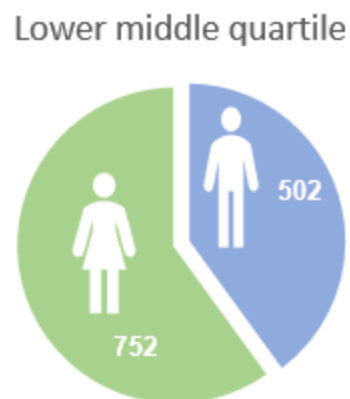
16. OCC does not operate any performance related pay or bonus schemes and therefore has no bonus gender pay gap.

Pay quartiles

17. OCC employed 5,016 relevant employees¹ as at 31 March 2022 which means there are 1,254 employees per pay quartile. The gender split per quartile as at 31 March 2022 is detailed below and serves as a useful benchmark to determine progression through the pay scales.

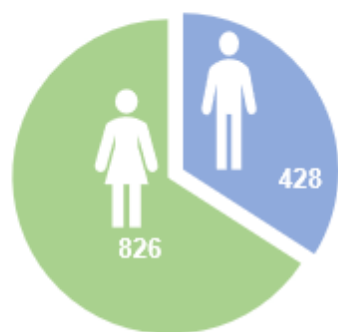


Men 30.60%
Women 69.40%



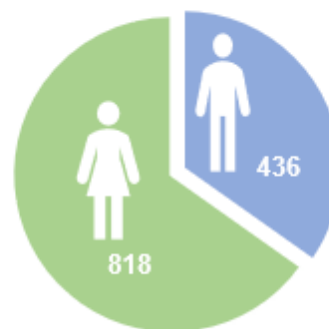
Men 40.00%
Women 60.00%

Upper middle quartile



Men 34.10%
Women 65.90%

Upper quartile



Men 34.80%
Women 65.20%

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

- Upper - relates to the hourly rates of £20.50 and above
- Upper middle - relates to the hourly rates of £16.05 - £20.50
- Lower middle - relates to the hourly rates of £12.16 - £16.05
- Lower - relates to the hourly rates up to £12.16

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 – 30.6% male to 69.4% female does not reflect the proportion of the total relevant workforce which is 34.8% male and 65.2% female, suggesting an imbalance of a larger number of females in lower paid jobs. Although the gap narrows as an employee progresses up the quartiles, the percentage of women in the upper quartile has decreased from 67.8% in 2021 to 65.2% in 2022.

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 earnings levels. However, the council continues to promote opportunities for staff to undertake apprenticeships whilst in employment with the Council.

21. In the upper quartile at senior management level, 56% of the Extended Leadership Team (directors, deputy directors and assistant directors) are women and 44% are men. Although this is a fairly 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 explore 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. 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.

Ethnicity pay gap reporting

26. Whilst we are not legally required to carry out ethnicity pay gap reporting we have taken the important step to do so and be transparent about our findings to our staff networks over the past few years. We have used the same methodology as set out in the Government regulations for calculating gender pay gap with the same snapshot date of 31st March 2022. We have agreed with the Staff Networks to share our findings this year and this is included as Annex A.

January 2023

Ethnicity Pay Gap Reporting 2022 – Annex A

Introduction

At Oxfordshire County Council we are committed to increasing the diversity of our workforce and addressing any barriers to progression for the Race, Ethnicity and Cultural Heritage (REACH) workforce.

Calculating the ethnicity pay gap

Unlike the gender pay gap, we are not yet legally required to publish our ethnicity pay gap, however, we have taken the important step to be transparent about our ethnicity pay gap and have calculated it using the same methodology set out in the Government regulations for calculating our gender pay gap, using the same snapshot date of 31st March 2022.

The details included in this report are:

- Mean ethnicity pay gap in hourly pay;
- Median ethnicity pay gap in hourly pay;
- Proportion of White, Black, Asian and Ethnic Minority employees in each pay quartile.

We do not pay bonuses, so the mean and median bonus pay gap have not been included.

Median and Mean

We look at both the mean and the median measures. The mean difference is the difference in average hourly pay, adding all pay rates together and dividing by the total number of people. The median difference is the difference in hourly pay between the middle paid White employee and the middle-paid Black, Asian and Ethnic minority employees (the person at the mid-point if you were to line all employees up). The median is the most representative measure of an 'average' employee as it negates high and low outliers in a data set that would normally skew the mean.

Relevant Employees

A relevant employee is an employee that received full pay (not reduced to parental leave pay or sick pay, for example) as at the snapshot of data on 31 March 2022.

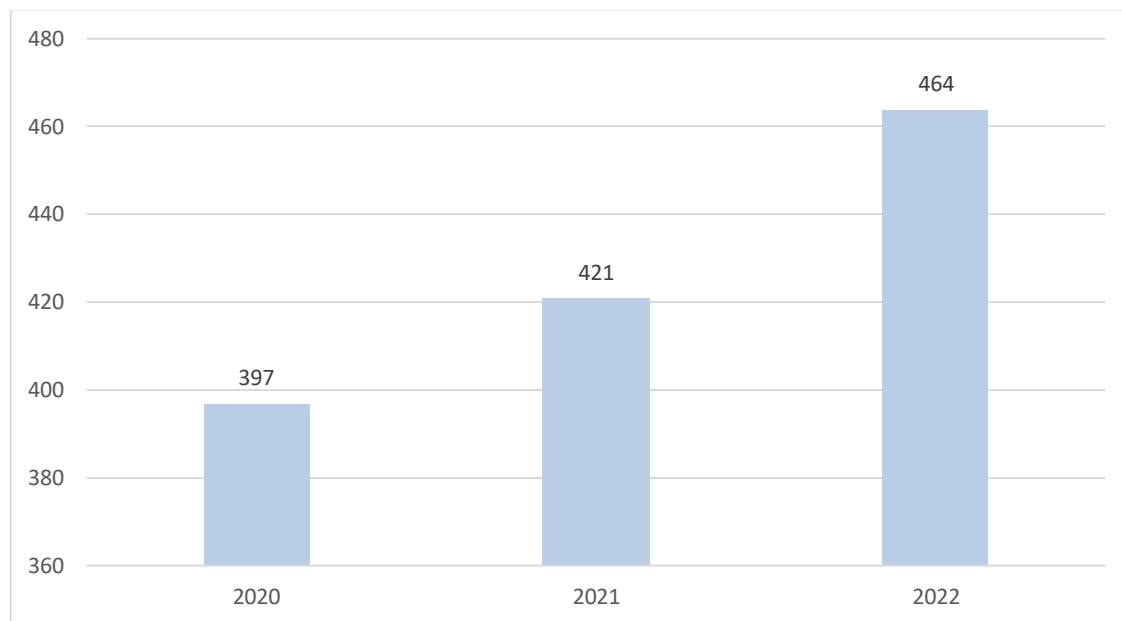
Workforce profile

At the time of reporting (31 March 2022), OCC had 5,016 relevant employees; of which 93% had told us their ethnicity. Whilst this is a significant proportion of our employees, we recognise that this does limit the accuracy of our reporting. As 7% of relevant

employees have either chosen not to tell us their ethnicity or we do not have data about them therefore they have not been included in this report.

Of those relevant employees who have told us their ethnicity, 90.1% are from White backgrounds and 9.9% are from Black, Asian, or Ethnic Minority backgrounds. This represents an increase from 9.06% in 2021. For the purposes of this report White includes White British, White Irish, White Eastern European and White Other ethnicity groups. Black, Asian, and other ethnic minority groups includes Black Caribbean, Black African, Black Other, Indian, Pakistani, Bangladeshi, Chinese, Asian Other, Arab, Mixed Asian, Mixed Black, Mixed Other and Other Ethnicity.

The number of relevant employees reporting as Black, Asian or ethnic minority has increased by 16.4% since 31 March 2020 (first reporting period), from 397 to 464.



Ethnicity pay gap as of 31 March 2022

Mean hourly pay

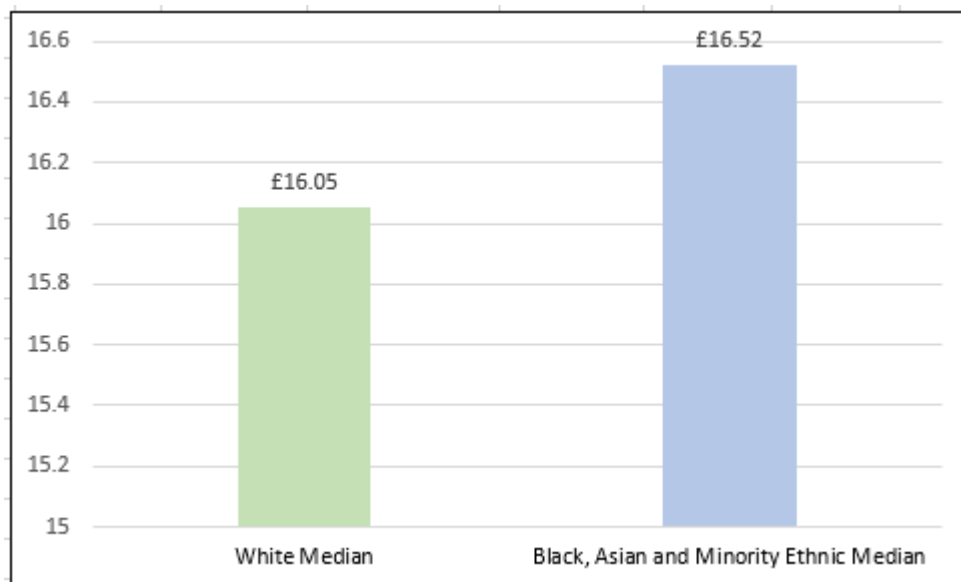
Percentage difference in mean hourly rate: 0.5% (0.10p per hour) as per the table overleaf.



The mean pay gap between employees from White ethnic backgrounds and Black, Asian and minority ethnic backgrounds has increased from 0.4% in March 2021 to 0.5% in March 2022.

Median hourly pay

Percentage difference in median hourly rate: -3.0% (-0.47p per hour)

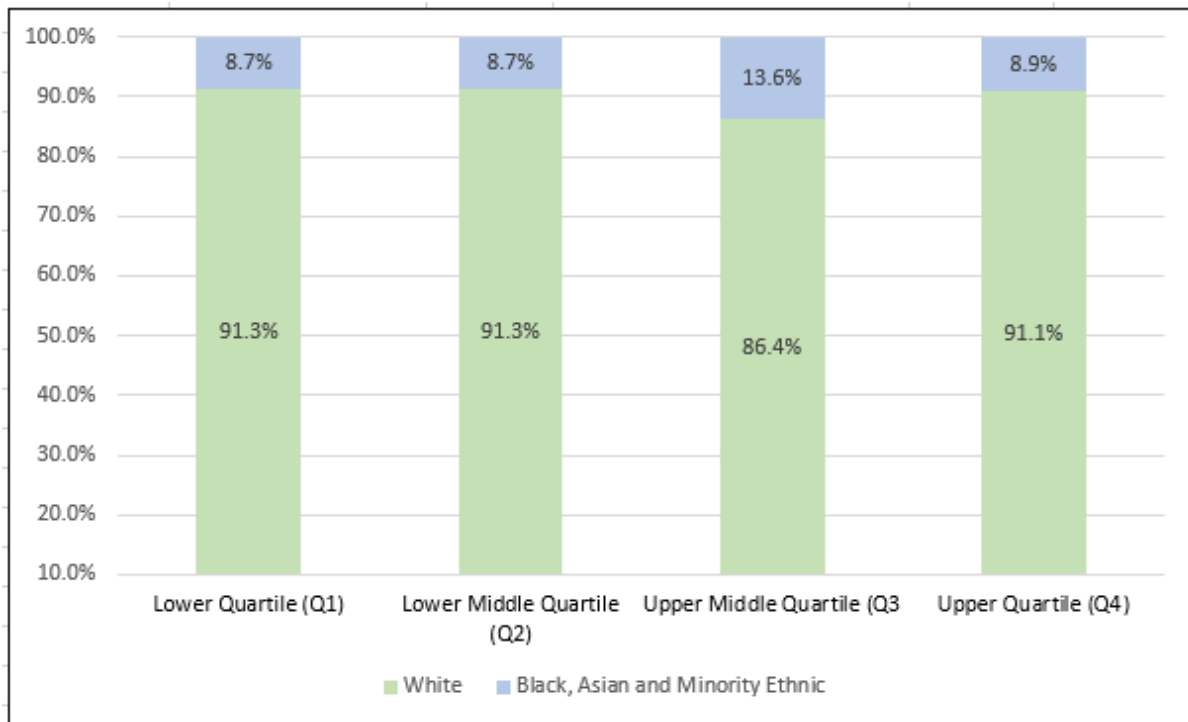


This percentage difference has not changed since 31st March 2021.

Pay quartiles

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 White and Black, Asian and ethnic minority employees in each quartile.

Proportion of White and Black, Asian and ethnic minority employees by pay quartile:



The hourly rates that represent each quartile are as follows:

- Upper - relates to the hourly rates of £20.50 and above
- Upper middle - relates to the hourly rates of £16.05 - £20.50
- Lower middle - relates to the hourly rates of £12.32 - £16.05
- Lower - relates to the hourly rates up to £12.32

The highest proportion of Black, Asian and ethnic minority employees remain in the upper middle quartile where the percentage has increased from 12.30% in March 2021 to 13.6% in March 2022. Further analysis shows that the majority of Social Worker posts are in this pay quartile where we have a high proportion of Black, Asian and ethnic minority employees, 24.6% of Social Workers are from Black, Asian and ethnic minority groups compared to 21.4% in March 2021.

The percentage of Black, Asian and ethnic minority employees in the upper quartile has increased from 8.3% in March 2021 to 8.9% in March 2022.

The percentage of Black, Asian and ethnic minority employees in the lower quartile has increased from 7.8% in March 2021 to 8.7% in March 2022. There is a high percentage of Black, Asian and Ethnic Minority staff in Customer Service Advisor roles, administration roles and cleaning roles in this quartile.

The proportion of Black, Asian and Ethnic Minority employees in the lower middle quartile has steadily increased from 6.7% in March 2020 and 7.7% in March 2021 to 8.7% in March 2022. There is a high percentage of Black, Asian and ethnic minority staff in adults and children's social care roles at this level (9.9%) such as Family Support Workers, Coordinators and Special Educational Needs Support roles.

There is also a high percentage of this group in customers and organisational development roles (10.8%) which includes Specialist Customer Service Advisers, Business Support Officers and Information Analysts. There has also been an increase in reporting of ethnicity by employees since 2020 (see above) which may have affected this increase.

Commitment

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. To 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.

Our work to improve our approach to equalities, inclusion and diversity is underway. Some of the initial actions taken so far in 2021 and 2022 include:

- delivered unconscious bias training to managers
- developing and piloting a reverse mentoring proposal
- reviewed our e-learning offer (EDI e-learning training also part of mandatory manager induction programme)
- reviewing our staff network support including introduction of a new Staff Network Co-Ordinator.
- The Race, Ethnicity and Cultural Heritage Network - REACH (formerly known as BAME) produced a toolkit for managers to encourage open conversations about race and racism with the aim to positively impact change in our workplace

We are committed to working with all employees to ensure effective career conversations with managers are consistently taking place as well as recognition of the work they do for staff networks outside of their day jobs through our managing for performance framework (12:3:2). Skills obtained through network activities should be

recognised with opportunities to use these skills in other aspects of their role.

The council is also focusing on how to develop career pathways, in particular enabling progression from roles in the lower quartile to the lower middle quartile as well as how to increase representation of Black, Asian and ethnic minority employees in senior management roles.

Summary

The mean ethnicity pay gap within OCC is relatively small, however while we understand that publishing the data will not in itself remove the gap, doing so is the first step towards that aim and we are committed to learning from best practice as part of our journey. The ethnicity 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.

January 2023

This page is intentionally left blank