



To: Members of the Remuneration Committee

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

**Thursday, 5 October 2023 at 10.30 am**

**County Hall, New Road, Oxford OX1 1ND**

Martin Reeves  
Chief Executive

September 2023

Committee Officer: **Colm Ó Caomhánaigh, Democratic Services Manager**  
Tel: 07393001096 Email: colm.oacaomhanaigh@oxfordshire.gov.uk

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### **Membership**

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

#### *Councillors*

Yvonne Constance OBE  
Glynis Phillips

Eddie Reeves  
Alison Rooke

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#### **Notes:**

- **Date of next meeting: 16 October 2023**

**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 - 6)**

To approve the minutes of the meeting held on 20 January 2023 (**RC3a**) and the minutes of the meeting held on 24 May 2023 (**RC3b**) and to receive information arising from them.

## 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. Requests to speak should be sent to [committeesdemocraticservices@oxfordshire.gov.uk](mailto: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.*

## EXEMPT ITEMS

***It is RECOMMENDED that the public be excluded for the duration of items 5 and 6 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 EXEMPT MINUTES, REPORT 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.**

## 5. **Exempt Minutes (Pages 7 - 8)**

The information contained in the minutes is exempt in that it falls within the following prescribed categories:

1. Information relating to a particular individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

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.

To approve the exempt minutes of the meeting held on 24 May 2023 (**RC5**) and to receive information arising from them.

## **6. Strategic Leadership Team (To Follow)**

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

1. Information relating to a particular individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

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.

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

### **Members Code – Other registrable interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registrable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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# Agenda Item 3

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Friday, 20 January 2023 commencing at 2.00 pm and finishing at 2.25 pm

**Present:**

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

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Glynis Phillips

Councillor Yvonne Constance OBE

### **49/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

The following Councillors had sent their apologies for this meeting: Eddie Reeves (present virtually but did not participate in the debate or voting), Alison Brooke (present virtually but did not participate in the debate or voting) and Donna Ford. Councillor Yvonne Constance was a substitute for Councillor Donna Ford.

### **50/21 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

There were none.

### **51/21 MINUTES**

(Agenda No. 3)

It was **RESOLVED** that the minutes of the meeting held on 28th November 2022 be confirmed as a true record and signed by the Chair.

### **52/21 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 4)

There were none.

### **53/21 PAY POLICY STATEMENT 2023/24**

(Agenda No. 5)

Cllr Glynis Phillips introduced the report and welcomed the team who put together this report and was able to answer any operational or detailed questions. The Pay

Policy Statement had been reviewed annually. The aim of the report was to provide transparency with regards to the Council's approach to setting the pay of its employees and outlines the methods by which salaries for all roles were determined. The Pay Policy Statement also demonstrated Council's compliance with the legislative framework and the statutory guidance.

Cllr Phillips highlighted a point around the salary for the new Chief Executive. The Chief executive role was advertised with a salary range of £194,299 per annum. Following a benchmarking exercise and in line with chief executive pay in other local authorities, it was agreed to pay £225,000 per annum, an amount which was signed off by Cabinet. The implication of that increase was presented in paragraph 10 of the report.

The following points were raised:

- Council reviews Chief Executive and Senior Leadership Team salaries every couple of years by engaging with external agencies for an independent advice. Gatenby Sanderson was commissioned by the Council to use their own benchmarking tool against other authorities in the UK in terms of Chief Executive pay.
- The Council was required to report on the pay multiples between its lowest and highest paid members of staff. Paragraph 10 of the report (table 1) presented 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 included figures as at 1<sup>st</sup> January 2023 and revised rates following the new Chief Executive appointment in March 2023). The intention of the statement was not to use as a comparator with others; it was simply to make transparent the policy that the Council follows or the outcome of the policy that was followed.
- The Council had followed correct and right process in terms of appointment for the new Chief Executive hence why it took quite a long time to choose preferred candidate.

The Remuneration Committee **AGREED** to:

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

## **54/21 GENDER PAY GAP REPORT 2021/22**

(Agenda No. 6)

Councillor Glynis Phillips introduced the report by saying that an employer who had a headcount of 250 or more employees on a 'snapshot date' must comply with regulations on gender pay gap reporting. Gender pay gap calculations were based on employer payroll data drawn from a specific date each year - 'snapshot date'. The 'snapshot date' for Oxfordshire County Council (as with most other public authority employers) was 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 was the difference between the average (mean or median) earnings of men and women across a workforce.

Cllr Phillips added that an ethnicity pay gap report (included in Annex A) was not a legal requirement for the Council to undertake but it has been reporting on as part of the Equality Diversity and Inclusion agenda. This report was included in response to a request from Council's staff networks for transparency.

The following points were raised:

- The gender pay gap within the Council was 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.

The Remuneration Committee **AGREED** to:

1. Note the contents of the report
2. Approve the Gender Pay Gap Report 2021/22 prior to consideration by Full Council.
3. Recommend the Gender Pay Gap Report 2021/22 to Full Council for approval.

..... in the Chair

Date of signing .....

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## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Wednesday, 24 May 2023 commencing at 10.30 am and finishing at 11.20 am

### **Present:**

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

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Donna Ford

Councillor Glynis Phillips

Councillor Yvonne Constance OBE (In place of Councillor Eddie Reeves)

Councillor John Howson (In place of Councillor Alison Rooke)

### **Officers:**

Whole of meeting Lorna Baxtor (Director of Finance), Anita Bradley (Director of Law & Governance and Monitoring Officer), Stephen Chandler (Interim Executive Director: People, Transformation & Performance), Colm Ó Caomhánaigh (Democratic Services Manager); Joanne Pitt (Interim Director of HR) and Martin Reeves (Chief Executive)

*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.*

### **55/23 ELECTION OF CHAIR FOR THE 2023/24 COUNCIL YEAR**

(Agenda No. 1)

The Democratic Services Manager invited the Committee to elect the Chair for the 2023/24 Council Year.

On a motion from Cllr Glynis Phillips, seconded by Cllr Liz Brighthouse it was unanimously AGREED that Cllr Liz Leffman be elected as the Chair for 2023/24 Council Year.

### **56/23 ELECTION OF DEPUTY CHAIR FOR THE 2023/24 COUNCIL YEAR**

(Agenda No. 2)

On a motion from Cllr Glynis Phillips, seconded by Cllr Liz Leffman it was unanimously AGREED that Cllr Liz Brighthouse be elected as the Deputy Chair for 2023/24 Council Year.

**57/23 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 3)

Apologies were received from Councillor Eddie Reeves (Councillor Yvonne Constance substituting) and Councillor Alison Rooke (Councillor John Howson substituting).

**58/23 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 4)

There were no declarations of interest.

**59/23 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 5)

There were no requests to speak.

**60/23 STRATEGIC MANAGEMENT CHANGES: UPDATE**

(Agenda No. 6)

**EXEMPT SESSION**

The Committee **RESOLVED** that from this point onward the public will be excluded, and public webcast stopped for the duration of item 6 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items, and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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

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The Committee was asked to consider information set out in the report on the changes to Strategic Management.

..... in the Chair

Date of signing .....

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