



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Monday, 7 November 2022 at 1.00 pm

Members' Boardroom

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

Stephen Chandler
Interim Chief Executive

October 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

Notes:

- **Date of next meeting: 28 November 2022**

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 19th October 2022.

[Minutes \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk)

EXEMPT ITEM

It is RECOMMENDED that the public be excluded for the duration of the meeting since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

THE REPORT AND ANNEXES TO THE ITEM HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

4. Shortlist

The Committee will agree with the shortlist of candidates.

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REMUNERATION COMMITTEE

MINUTES of the meeting held on Wednesday, 19 October 2022 commencing at 1.00 pm and finishing at 2.35 pm

Present:

Voting Members: Councillor Liz Leffman – in the Chair

Councillor Liz Brighthouse OBE (Deputy Chair)

Councillor Donna Ford

Councillor Alison Rooke

Councillor Glynis Phillips

34/21 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Cllr Eddie Reeves had sent his apologies for this meeting. Cllr Reeves attended the meeting remotely in order to listen to a presentation from Frazer Thouard (Gatenby Sanderson) on the recruitment process.

35/21 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE

(Agenda No. 2)

There were none.

36/21 MINUTES

(Agenda No. 3)

It was **RESOLVED** that the minutes of the meeting held on 1st July 2022 be confirmed as a true record and signed by the Chair.

37/21 EXCLUSION OF THE PUBLIC

(Agenda No.)

EXEMPT SESSION

The Committee **RESOLVED** that from this point onward the public will be excluded for the duration of the meeting 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 was exempt in that it fell 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).

38/21 RECRUITMENT TRAINING

(Agenda No. 4)

The Chair invited Frazer Thouard (Gatenby Sanderson) to give a presentation to the Committee.

Frazer Thouard highlighted the following points in his presentation:

- Panel (Remuneration Committee) Responsibility
- Legislation and Unconscious Bias
- Next steps in the recruitment process
- How the interview will be conducted on the day
- Interview Questions
- Scoring and Appointment
- Due Diligence and Confidentiality

The Committee thanked Frazer Thouard for the presentation.

Frazer Thouard responded to queries and questions raised by Committee Members at the meeting in relation to subjects of the presentation.

It was agreed to note the presentation.

39/21 LONGLISTING OF CANDIDATES

(Agenda No. 5)

The Committee considered a suggested longlist of candidates which was circulated to Committee Members by Gatenby Sanderson in advance of this meeting.

The Committee also received longlist selection rationale from Frazer Thouard.

It was RESOLVED to agree with the list of 8 candidates (as per Gatenby Sanderson recommendation) for the next round of recruitment process.

..... in the Chair

Date of signing