



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Wednesday, 30 January 2019 at 9.30 am

Member's Board Room, County Hall, Oxford, OX1 1ND

A handwritten signature in blue ink, appearing to read 'Yvonne Rees'.

Yvonne Rees
Chief Executive

January 2019

Committee Officer: **Deborah Miller**
Tel: 0792 0084239 ; Email: deborah.miller@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Kevin Bulmer

Councillors

Lynda Atkins
Liz Brighthouse OBE

Mrs Judith Heathcoat
Charles Mathew

Richard Webber

Notes:

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 Glenn Watson on **07776 997946** or glenn.watson@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 - 6)

To approve the minutes of the meeting held on 1 November 2018 (**RC3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Gender Pay Gap** (Pages 7 - 12)

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. It gives a brief overview of the Gender Pay Gap and the requirements we are obliged to meet. Finally, this report gives a high-level overview of planned communication of our Gender Pay Gap.

The Remuneration Committee is RECOMMENDED to note and agree the figures for publication.

EXEMPT ITEM

It is RECOMMENDED that the public be excluded for the duration of item RC6 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 ANNEX TO THE ITEM HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE IT.

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

6. **Pay Policy Statement** (Pages 13 - 24)

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 of the Director of Human Resources (**RC6**)

This report gives an overview of the Pay Policy Statement which is required under The Localism Act 2011. It gives a brief overview of the revisions that have been made and has the Pay Policy Statement as an Appendix. Finally, this report also gives a high-level overview of pay and severance benchmarking that has been conducted.

The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Thursday, 1 November 2018 commencing at 4.00 pm and finishing at 4.20 pm.

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Lynda Atkins
Councillor Liz Brighthouse OBE
Councillor Mrs Judith Heathcoat
Councillor Charles Mathew
Councillor Richard Webber

Officers:

Whole of meeting Steve Munn, Director of Human Resources; Ruth O'Loughlin, Sue Whitehead (Resources)

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.

32/18 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies were received from Councillor Kevin Bulmer (Cllr Liam Walker substituting).

33/18 MINUTES

(Agenda No. 3)

The Minutes of the meeting held on 17 July 2018 were approved and signed as a correct record.

34/18 APPOINTMENT TO OUTSIDE BODY - MILL ARTS CENTRE

(Agenda No. 5)

Following the resignation of Councillor Eddie Reeves a vacancy exists for a Trustee of Mill Arts Centre.

RESOLVED: to ask Group Leaders to agree a nomination once they have received information on meetings and role of Trustee.

35/18 EXEMPT ITEM

RESOLVED: that the public be excluded for the duration of item RC6 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.

PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE

36/18 EXEMPT MINUTE

(Agenda No. 6)

The exempt minutes of the meeting held on 17 July 2018 were approved and signed as a correct record.

The information contained in the report was exempt in that it fell within the following prescribed category:

1 *Information relating to any individual*

It was 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.

37/18 REDUNDANCY QUARTERLY REPORT

(Agenda No. 7)

The information contained in the report was exempt in that it fell within the following prescribed category:

2 *Information which was likely to reveal the identity of an individual*

It was considered that in this case the public interest in maintaining the exemption outweighed 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 considered a report that gave an overview of the Change programmes that have resulted in redundancy in Quarter 2 (July to October 2018). It provided details of:

- the number of redundancies
- the number of redeployments
- the total costs including pension costs
- pension costs alone

The report also included an overview of the change programmes that may result in Quarter 3 redundancies.

RESOLVED: to note the figures.

38/18 OXFORDSHIRE COUNTY COUNCIL 2019 GREEN BOOK PAY AWARD

(Agenda No. 8)

The information contained in the report was exempt in that it fell 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.*

and it was 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.

The Committee considered a report giving an overview of the 2019 Pay Award for Green Book employees.

RESOLVED: to note the pay award

..... in the Chair

Date of signing

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Division(s): All

REMUNERATION COMMITTEE – 30 JANUARY 2019

OXFORDSHIRE COUNTY COUNCIL GENDER PAY GAP REPORTING

Report by Strategic Director, Resources

Introduction

1. This report gives the details of Oxfordshire County Council's Gender Pay Gap which meet our requirements under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Gender Pay Gap

2. The gender pay gap shows the difference between the average (mean and median) earnings of *all* male employees and *all* female employees. This is expressed as a percentage of *all* male employee's earnings.
3. The aim of Gender Pay Gap reporting legislation is to help employers to identify the gaps in their organisations and to take action to close their gender pay gap. Equal Pay Since 1970, employers must give men and women equal treatment in the terms and conditions of their employment contract (including pay) if they are employed to do:
 - 'like work' - work that is the same or broadly similar
 - work rated as equivalent under a job evaluation study
 - work found to be of equal value in terms of effort, skill or decision making.
4. Employees can compare any terms in the contract of employment with the equivalent terms in the contract of an employee of the opposite sex, doing like work of equal value (the comparator). However, an employer may defend a claim if they show the reason for the difference is due to a genuine factor and not based on the sex of the employee.

Equal Pay and Job Evaluation

5. Oxfordshire County Council does not have any Equal Pay Concerns. This is because the Job Evaluation scheme that we have in place (which is nationally recognised) allows us to fairly assess the value/worth of council jobs, in relation to others in the organisation and set the grade and pay. We can therefore establish a fair and rational pay structure for the role – regardless of the incumbent - and meet our commitment to equal pay.

Gender Pay Gap vs Equal Pay

6. “The gender pay gap differs from equal pay as it is concerned with the differences in the average pay between men and women over a period of time no matter what their role is. Equal pay deals with the pay differences between men and women who carry out the same or similar jobs¹.”

Requirements

7. There are six calculations that must be made to meet our Gender Pay Gap reporting obligations. These are calculated based on data from the snapshot date of 31st March 2018. These calculations are:
1. **Mean gender pay gap:** the mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. To calculate the mean gender pay gap, the mean hourly rate of pay for all female full-pay relevant employees is deducted from the mean hourly rate of pay for all male full-pay relevant employees, divided by the mean hourly rate of pay for all male full-pay relevant employees and multiplied by 100.
 2. **Median gender pay gap:** the median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. To calculate the median gender pay gap, the median hourly rate of pay for all female full-pay relevant employees is deducted from the median hourly rate of pay for all male full-pay relevant employees, divided by the median hourly rate of pay for all male full-pay relevant employees and multiplied by 100.
 3. **Mean bonus gender pay gap:** the mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. To calculate the mean bonus gender pay gap, the same steps are taken as the calculation for the mean gender pay gap, but with the mean hourly rate changed to the mean bonus pay of the relevant employees who were paid bonus pay during the 12 month period ending with the snapshot date.
 4. **Median bonus gender pay gap:** the median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. To calculate the median bonus gender pay gap, the same steps are taken as the calculation for the median gender pay gap, but with the median hourly rate changed to the median bonus pay of the relevant employees who were paid bonus pay during the 12 month period ending with the snapshot date.
 5. For the results of the first four calculations, a positive percentage figure reveals that typically, or overall, female employees have lower pay or bonuses than male employees. A negative percentage figure reveals that

¹ <http://www.acas.org.uk/index.aspx?articleid=1811>

typically or overall, male employees have lower pay or bonuses than female employees.

6. **The proportion of males receiving a bonus payment and the proportion of females receiving a bonus payment** are calculated by the number of male/female relevant employees who were paid bonus pay during the 12 month period ending with the snapshot date, divided by the number of male/female relevant employees and multiplied by 100.
7. **Proportion of males and females in each quartile pay band:** This is calculated by ranking all the male and female full-pay relevant employees from the lowest hourly rate of pay to the highest hourly rate of pay. This list is then divided into four sections (quartiles) and the proportion of male and females in each quartile is recorded. This is calculated by dividing the number of male full-pay relevant employees in the quartile by the total number of employees in the quartile multiplied by 100 and the number of female full-pay relevant employees in the quartile by the total number of employees in the quartile multiplied by 100.

Figures

8. Annex 1 to this report provides details of Oxfordshire County Council's Gender Pay Gap as required under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
9. The data indicates that our Gender Pay Gap has increased, however, this is because of the transfer of Carillion staff. For this reason, the data is also provided excluding those previous employed by Carillion.

Next Steps

10. Write the formal report (an update on the current version).
11. We will have an internal headline in the next few weeks. This will cover:
 - The difference between Gender Pay Gap reporting and Equal Pay issues
 - The role Job Evaluation plays
 - It will give an overview of what our data shows
 - Case Studies
 - Details of our current policies
 - Details of our forthcoming equalities plan
12. We will coincide the internal headline with the publication of our narrative and figures on our public website and upload our figures to the Government's Gender Pay Gap reporting portal.

Financial and Staff Implications & Equalities Implications

13. Implications are discussed as required.

RECOMMENDATION

14. **The Remuneration Committee is RECOMMENDED to note and agree the figures for publication.**

Nick Graham

Strategic Director, Resources

Background Papers: Nil

Contact Officer: Ruth O'Loughlin, HR Manager – Reward

January 2019

Figures

Figures	2017 Data	2018 Data with Carillion	2018 Date without Carillion
Our mean gender pay gap	3.5%	3.9%	2%
Our median gender pay gap	0.1%	3%	0%
Our mean bonus gender pay gap	0%	0%	0%
Our median bonus gender pay gap	0%	0%	0%
Our proportion of males receiving a bonus payment	0%	0%	0%
Our proportion of females receiving a bonus payment	0%	0%	0%

Our proportion of males and females in each quartile pay band	2017 Data	2018 Data with Carillion	2018 Date without Carillion
Lower Quartile	Male 29.6% Female 70.4%	Male 30.1% Female 69.9%	Male 31.9% Female 68.1%
Lower Middle Quartile	Male 41.5% Female 58.5%	Male 35.7% Female 64.3%	Male 39.1% Female 60.9%
Upper Middle Quartile	Male 36.7% Female 63.3%	Male 38.9% Female 61.1%	Male 36.9% Female 63.1%
Upper Quartile	Male 34.4% Female 65.6%	Male 32.9% Female 67.1%	Male 33% Female 67%

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Division(s): N/A

REMUNERATION COMMITTEE – 30 JANUARY 2019

PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 12 FEBRUARY 2019

Report by Strategic Director, Resources

Introduction

1. Annex 1 to this report is the proposed draft report of the Remuneration Committee to Council on 12 February 2019 which reviews and updates the Council's Pay Policy Statement.

Exempt Information

2. The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):

- 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

and 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.

Pay Policy Statement

3. Remuneration Committee are asked to consider, comment and agree on Annex 1 which will constitute the report for Council on 12 February 2019. This report will fulfil the obligations of the Remuneration Committee under the legislation to recommend a Pay Policy Statement to the Council.

Financial and Staff Implications

4. Implications are discussed as required in Annex 1.

RECOMMENDATION

5. **The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council on 12 February 2019.**

Nick Graham,
Strategic Director, Resources

Background Papers: None
Contact Officer: Ruth O'Loughlin, HR Manager – Reward

January 2019

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