



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Friday, 12 July 2013 at 11.00 am

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

July 2013

Contact Officer: **Deborah Miller**
Tel (01865) 815384; Email; deborah.miller@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Zoé Patrick

Councillors

Rodney Rose
Gillian Sanders

David Williams
David Wilmshurst

Councillor Charles Mathew*

Subject to confirmation at the Council meeting on 9 July 2013

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 Rachel Dunn on (01865) 815279 or Rachel.dunn@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**
2. **Declarations of Interest - see guidance note**
3. **Minutes** (Pages 1 - 6)

To agree the Minutes of the meeting of the Remuneration Committee held on 1 February 2013 (RC3).

4. **Petitions and Public Address**
5. **EXEMPT ITEM**

It is RECOMMENDED that the public be excluded for the duration of items 8 and 9 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.

6. **Introducing 'Pennies From Heaven' Charitable Donations** (Pages 7 - 10)

Report by the Head of Human Resources (RC6).

Remuneration Committee is asked to consider whether to adopt the Pennies from Heaven charitable doantion scheme and how they wish to identify charities to receive donations.

The Remuneration Committee is RECOMMENDED to:

- (a) agree to adopt Pennies From Heaven as a method of charitable donation from pay;***
- (b) nominate a short-list of charities to benefit which will be the subject of a ballot by employees to arrive at 2 or 3 nominees. This process to be***

reviewed Annually.

7. Outside Bodies

Report of the County Solicitor & Monitoring Officer (RC7 to be circulated separately)

The Council's Constitution allocates to the Committee the responsibility for appointments to outside bodies other than to those identified by the Cabinet as 'strategic'.

The report identifies the bodies to which appointments now need to be made and reviews the process for making them. It also sets out any proposed new additions.

8. Pay Arrangements - Adult Learning Tutors (Pages 11 - 14)

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 by the Head of Human Resources (**RC8**).

The Remuneration Committee is asked to consider the payment of the second and third stage of a pay agreement entered into in December 2009 by the then Head of Adult Learning. The Pay Agreement emanated from a review of Adult Learning pay scales, which sought to bring pay scales into line with nationally agreed Further Education Teaching scales. At the time, to fully implement the new pay agreement placed too great a financial burden on the service and it was agreed with UCU (Trade Union representing Adult Learning Tutors) to introduce the new pay scale in three phases. Phase 1 was paid in December 2009. However, the remaining two phases were put on hold.

9. Green Book and Senior Staff Pay Award 2013-14 (Pages 15 - 18)

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 by the Head of Human Resources (**RC9**)

The Remuneration is asked to consider the attached report.

This page is intentionally left blank

REMUNERATION COMMITTEE

MINUTES of the meeting held on Friday, 1 February 2013 commencing at 2.00 pm and finishing at 2.40 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Roy Darke
Councillor Charles Mathew
Councillor Zoé Patrick (Deputy Chairman)
Councillor Rodney Rose
Councillor David Wilmshurst

Officers:

Whole of meeting Steve Munn (Head of Human Resources) and Sue Corrigan (Strategic HR Manager); Sue Whitehead (Chief Executive's Office)

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.

10/13 APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies were received from Councillor Shouler (Councillor Mathew attended as a substitute)..

11/13 MINUTES

(Agenda No. 3)

The minutes of the meeting held on 28 November 2012 were approved and signed.

12/13 EXEMPT ITEM

(Agenda No. 5)

RESOLVED: that the public be excluded for the duration of items 6 and 7 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.

PUBLIC SUMMARY OF PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC

13/13 THE LIVING WAGE

(Agenda No. 6)

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.

The Remuneration Committee considered a report on the Living Wage in order to inform their consideration of whether to implement this in Oxfordshire County Council

RESOLVED: That further information was needed and that research be carried out around the feasibility and implications of any proposals.

14/13 PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 19 FEBRUARY 2013

(Agenda No. 7)

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.

The Remuneration Committee are required to report annually to Council on the Pay Policy Statement. The Committee had before them a draft report for consideration by the Remuneration Committee prior to its submission to Council on 19 February 2013. The report reviewed the existing Statement and indicated the future proposals of the Remuneration Committee, including consideration of introducing the Living Wage and

opening negotiations on introducing local bargaining on pay and terms and conditions.

RESOLVED: to endorse the report for submission to Council on 19 February 2013 subject to the updating outlined as part of the discussion.

..... in the Chair

Date of signing 2013

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Division(s): N/A

REMUNERATION COMMITTEE – 13 JULY 2013

INTRODUCING ‘PENNIES FROM HEAVEN’ CHARITABLE DONATIONS

Report by Head of Human Resources

Introduction

1. The Council has for some years encouraged its staff to donate to charity by operating the ‘Give as You Earn’ Scheme. This allows employees to donate regular sums directly from their salary to their chosen charity.
2. The Council has been approached by Pennies From Heaven to join the growing numbers of employers who encourage their employees to make charitable donations through their scheme. Currently this includes 14 County Councils and over 220 employers in total.

About Pennies From Heaven

3. ‘Pennies From Heaven’ provides an alternative method of giving. It works by employees agreeing that any odd pence from total net pay are donated to a small number of charities named by the Council. See Annex 1 for more details. It is a locally based organisation and has the benefit of being only a small amount for the individual to give, but gives a substantial amount when large numbers join together.
4. If agreed the Council will be asked to nominate a small number of charities to benefit from donations. Remuneration Committee is asked to consider how they wish to go about this. Some options are:
 - a) Elected members decide on the charities. This has the disadvantage of not involving the employees who will be the major donors.
 - b) Elected members short-list a small number of charities and then employees vote for their preferred 2 or 3. This has the advantage of some control over which charities are involved – e.g. members may wish to include local charities or those associated with major Council services.
 - c) Alternatively employees could nominate charities which could be the subject of a ballot.

Financial and Staff Implications

5. The choice of charities to receive the donations could provide an opportunity for employees to engage in choosing a charity and to follow the progress of the donations over time. This would be a shared interest in a good cause and

it is hoped it will increase positive collective interest and help to raise morale and be a 'good news' story for the Council.

6. There will be no direct cost to the Council as the SAP payroll system can be adapted to operate the Scheme at no additional cost to us as the employer.

Other Considerations

7. Joining the Scheme is voluntary.
8. Donations will assist charities who often work to help underprivileged or needy groups in society.
9. It is possible that in choosing a number of charities to adopt the Council could be criticised by Charities not adopted. However, the process of choosing different charities and the ability to review these on a yearly basis through a ballot should ensure that a broad range of charities are considered.

RECOMMENDATIONS

10. **The Remuneration Committee is RECOMMENDED to:**
 - (a) **agree to adopt Pennies From Heaven as a method of charitable donation from pay;**
 - (b) **nominate a short-list of charities to benefit which will be the subject of a ballot by employees to arrive at 2 or 3 nominees. This process to be reviewed Annually.**

STEVE MUNN

Head of Human Resources

Background papers: See Annex 1

Contact Officer: Sue Corrigan, Strategic Human Resources Manager

July 2013



Pennies from Heaven – Employer Overview

Headlines

- Net pay rounded down to the nearest pound with the pennies donated to charity. Earn £850.34 then 34p to charity
- £2.1m raised to date
- **More companies joining** - 70% increase in companies offering PFH in the last 4 years
- **More money raised** – 56% increase in donations 2009-2012
- **Fast processing** - 80% of donations received by the charities within 30 days
- **More employees joining** –56% increase in employees taking part in the last four years
- **Popular with staff** - three times more popular than payroll giving*
- 100% of donations via PFH are eligible for Gift Aid (subject to declaration)

 Like us on Facebook



January Payslip

Mrs Penny Heaven

Net pay	£850.34
For you	£850
For charity	£ .34

Team based workplace giving - Small change. Big difference

- Pennies from Heaven (PFH) is the UK's largest micro giving scheme for employees and pensioners. The scheme has raised over 214,000,000 pennies for over 190 charities. Major employers offering the scheme include Barclays, HSBC, Cadbury Schweppes, Grant Thornton UK, Lloyds Pharmacy, LV=, Palmer and Harvey, Skandia Life, TNT, Smiths News, WHSmith, many UK Councils and 145 Trusts from the largest UK employer the NHS.
- For too long, workplace giving has focussed on individual generosity with traditional schemes often only appealing to higher earners, resulting in limited employee participation. With organisations and employees continuing to search for innovative and effective ways to address their corporate and personal social responsibility agendas, the Pennies from Heaven scheme offers a team based approach to workplace giving. Appealing to all staff, regardless of their earnings, it delivers excellent participation rates.

How does it work?

- Individuals sign up once and from then on every salary is rounded down to the nearest pound with the pennies donated to charity. If net pay was £850.34 then 34p would be donated. Donation is between 0-99p.
- The most you can ever give is 99p every time you are paid. SIMPLE! AND what's more the taxman will add 25% at no cost to the donor or employer.
- Each employer chooses one or more charities to which all staff and pensioners donate to – this can be any registered charity you like.
- Everyone gives a little but together the team makes a big difference to a charity that matters to them.

We already offer 'payroll giving' so why offer something else?

- PFH is about working together to make a change and is a simple way to involve everyone in charitable giving beyond the boundaries of Payroll Giving. Everyone can be included and feel a part of the success because donations are less than £1.
- Traditional Payroll Giving schemes are for individuals. They appeal to higher paid management level staff mainly because they ask for a high minimum monthly donation (£5-£10).
- Pennies from Heaven has three times the sign up rate of payroll giving*
- Most PFH members operate both Pennies from Heaven and Payroll Giving demonstrating their distinct appeal.

* The journey so far...insights into 25 years of Payroll Giving 2012. Charities Aid Foundation.

Why should we offer this to our staff and pensioners?

- Everyone likes to make a difference even when money is more scarce. PFH offers a way to join with colleagues and **collectively** raise significant money by each doing something small.
- **It is simple to set up.** Most major payroll systems are set up to run the scheme (ask us for details)
- **It is simple to communicate.** PFH provide tailored communications for you such as application forms, flyers, posters and website materials.
- **It is simple to join.** Complete a short form once. We are also able to offer a limited amount of employers online sign up for staff / pensioners via our website (ask us us for details)

What I love about Pennies from Heaven is that it is the essence of many thousands of people doing something unnoticeably small and yet the outcome is really significant for the charities that are supported. It forms an important part of our community programme and our participation is something I remain very proud of.” **Barnaby M Davis. Managing Director. Barclays UK Branch Network.**

Its only pennies – is it worth it?

- YES! Don't be fooled - little pennies soon make pounds – potential donations (with gift aid):

2,000 employees would raise £15,000 a year	10,000 employees would raise £75,000 a year
5,000 employees would raise £37,500 a year	20,000 employees would raise £150,000 a year

What will it cost?

- PFH will agree a modest fee for it's services – this can be either an annual direct charge (meaning 100% of donations are distributed to the chosen charities) or a small deduction from donations. All PFH donations are eligible for gift aid. This means that the charity, after reclaiming gift aid, will receive more than the original donation even when a fee is deducted from donations.
- Some of the services provided by PFH include distribution services, HMRC compliance, gift aid assistance, charity support management, best practice sharing and fundraising consultancy.

How do I set it up in my Organisation?

1. Obtain an agreement – this describes how the scheme works, the service provided by PFH and the action required from you to successfully run it.
2. Choose your charity – this can be any charity you wish.
3. Tell staff about it and invite them to join.
4. Flag participating employees once on payroll systems.
5. Collect all the pennies and send them to PFH once a month for distribution to charities.

How can I get more information?

- www.penniesfromheaven.co.uk / www.facebook.com/penniesfromheavenscheme
- Anthony Law or Kate Frost on 01485 210698
- a.law@penniesfromheaven.co.uk / kate@penniesfromheaven.co.uk



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank