

To: Members of the Remuneration Committee

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

**Wednesday, 28 November 2012 at 4.00 pm**

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



Peter G. Clark  
County Solicitor

November 2012

Contact Officer: **Sue Whitehead**  
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**Membership**

*Councillors*

Ian Hudspeth  
Roy Darke

Zoé Patrick  
Rodney Rose

C.H. Shouler  
David Wilmshurst

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**Notes:**

- ***Date of next meeting: to be arranged***

## 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](mailto: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. Election to Chairman
2. Election to Deputy Chairman
3. Terms of Reference (Pages 1 - 2)

The Committee is asked to note the terms of reference for this Body.

4. Apologies for Absence
5. Declarations of Interest - see guidance note
6. EXEMPT ITEM

*It is RECOMMENDED that the public be excluded for the duration of item 7E 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.*

## 7E. Local Agreement on Pay and Remuneration

*The information contained in the presentation 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*

To receive a presentation on the ending of the current time-limited local agreement on pay and remuneration at 31 March 2013; to consider proposals for the development of a new local agreement on pay and remuneration from 1 April 2013 and to make recommendation to Council on 11 December 2012.

## **8. The Living Wage**

To receive a verbal briefing on the Living Wage and to initiate research on the implications of the County Council adopting the Living Wage

## **9. Appointment of an External Advisor**

The Council has a strong HR team and has no need to call on extensive external support for the review of pay and remuneration. However, it would be helpful to have expert advice to the remuneration committee, at least in the early stages of its work and to have access to advice and challenge as options are developed and draft policies emerge. Officers seek the agreement of the Committee to progress the appointment of an individual from the Hay Group to provide expert advice.

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## The Remuneration Committee

### 1. Remuneration Committee

The Council will establish a Remuneration Committee.

### 2. Composition

The Remuneration Committee will comprise six county councillors and membership will be in accordance with the rules on political proportionality.

### 3. Role and function

- (1) To make recommendations to Council on the content of an annual pay policy statement for each forthcoming year;
- (2) In reviewing and developing recommendations on the annual pay policy statement, to take into account:
  - appropriate independent advice; and
  - the comments of Oxfordshire County Councillors.
- (3) To undertake the functions in relation to the appointment etc. of staff specified in Paragraph 37 in Section I of Schedule 1 to the Functions Regulations insofar as these functions relate to Directors and Chief Officers (and equivalent grades), including:
  - The appointment of Directors;
  - Making recommendations to Council as to the appointment of the Head of the Paid Service;
  - Agreeing changes to the salaries and remuneration of Directors and other officers on Chief Officer (or equivalent grades) provided such changes are in accordance with the Council's pay policy statement as required by Section 41 of the Localism Act 2011.
- (4) In addition to the recommendation of an annual pay policy statement, to make an annual report to Council on the work of the Committee.

### 4. Validity of proceedings

A meeting of the Remuneration Committee shall not be quorate unless at least three members are present for the duration of the meeting.

The convening and conduct of meetings will be in accordance with the Council Procedure Rules approved by Council.

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