

To: Members of the Remuneration Committee

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

**Friday, 1 February 2013 at 2.00 pm**

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



Peter G. Clark  
County Solicitor

January 2013

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**Membership**

Chairman – Councillor Ian Hudspeth  
Deputy Chairman – Councillor Zoé Patrick

*Councillors*

Roy Darke  
Rodney Rose

C. H. Shouler

David Wilmshurst

## 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. **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 28 November 2012 (RC3)

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

*It is RECOMMENDED that the public be excluded for the duration of items 6 and 7 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. **The Living Wage** (Pages 7 - 10)

*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 has asked for this report on the Living Wage in order to inform their consideration of whether to implement this in Oxfordshire County Council.

## **7. Pay Policy Statement - Remuneration Committee Report to Council on 19 February 2013 (Pages 11 - 38)**

*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. This report gives a draft paper for consideration by the Remuneration Committee prior to its submission to Council on 19 February 2013. The report reviews the existing Statement and indicates 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. .

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Wednesday, 28 November 2012 commencing at 4.00 pm and finishing at 4.39 pm

**Present:**

**Voting Members:**

Councillor Ian Hudspeth  
Councillor Roy Darke  
Councillor Zoé Patrick  
Councillor Rodney Rose  
Councillor David Wilmshurst

**Officers:**

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

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with [a schedule of addenda tabled at the meeting ][the following additional documents:] and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports [agenda, reports and schedule/additional documents], copies of which are attached to the signed Minutes.*

### 1 ELECTION TO CHAIRMAN

(Agenda No. 1)

**RESOLVED:** that Councillor Hudspeth be elected to the post of Chairman for the remainder of the Municipal Year 2012/13.

### 2 ELECTION TO DEPUTY CHAIRMAN

(Agenda No. 2)

**RESOLVED:** that Councillor Patrick be elected to the post of Deputy Chairman for the remainder of the Municipal Year 2012/13.

### 3 TERMS OF REFERENCE

(Agenda No. 3)

**RESOLVED:** to note the Terms of Reference of the Remuneration Committee as agreed at full Council on 15 May 2012.

#### **4 APOLOGIES FOR ABSENCE**

(Agenda No. 4)

Apologies were received from Councillor Shouler.

#### **5 DECLARATIONS OF INTEREST**

(Agenda No. 5)

Councillor Hudspeth advised of an interest in respect of Item 8 on The Living Wage in respect of his spouse's occupation..

#### **6 EXEMPT ITEM**

(Agenda No. 6)

**RESOLVED:** 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.

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

#### **7 LOCAL AGREEMENT ON PAY AND REMUNERATION**

(Agenda No. 7)

The Committee received a presentation to allow them to consider proposals for the development of a new local agreement on pay and remuneration to be implemented from 1 April 2013 and agreed to make recommendations to Council on 11 December 2012.

#### **READMITTANCE OF THE PRESS AND PUBLIC**

#### **8 THE LIVING WAGE**

(Agenda No. 8)

The Committee received a verbal briefing on the Living Wage and noted that Oxford City Council currently paid a figure of £8.01 per hour and that they also required this figure to be paid by contractors. Elsewhere different rates were in use as there was no standard rate agreed for the living wage.

The Committee recognised that the implications of this would be greater for Oxfordshire County Council contractors in areas such as residential and social care where the cost could be significant. The impact on schools would also be significant although it was noted that academies were completely separate employers. A Councillor queried what would be the knock on effect on the local authority pension fund. Councillor Patrick referred to the motion submitted by the Liberal Democrat

Group to Council and the need for clarity on the benefits and implications to the Council and contractors.

Councillors agreed the need for careful and serious research on the implications of its introduction before taking the discussion further. It was suggested that it would be helpful to have information on the different methodologies used elsewhere to decide on the living wage figure to be used.

**RESOLVED:** to instruct officer to initiate research on the implications of the living wage to inform future discussions.

**9 APPOINTMENT OF AN EXTERNAL ADVISOR**

(Agenda No. 9)

The Committee were advised that whilst the Council has a strong HR team with no need to call on extensive external support for the review of pay and remuneration, 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.

**RESOLVED:** to agree that officers progress the appointment of an individual from the Hay Group to provide expert advice.

..... in the Chair

Date of signing ..... 200

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