



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

**Thursday, 8 August 2013 at 10.15 am*
County Hall, Oxford, OX1 1ND**

*or on the rising of the Pension Benefits Sub-Committee which ever is the later.

Peter G. Clark.

Peter G. Clark
County Solicitor

July 2013

Contact Officer: **Sue Whitehead**
Tel (01865) 810262; Email; sue.whitehead@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Zoé Patrick

Councillors

Charles Mathew
Rodney Rose

Gillian Sanders
David Williams

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 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 - 4)**

To agree the Minutes of the meeting of the Remuneration Committee held on 12 July 2013 (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 MINUTES AT ITEM 6 AND THE REPORT AND ANNEX TO ITEM 7 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. **Exempt Minutes (Pages 5 - 6)**

To approve the exempt part of the minutes of the meeting held on 12 July 2013 (RC6E) and to receive information arising from them.

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 prescribed categories:

- 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 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, 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.

7. Extension of Unpaid Leave (Pages 7 - 12)

The Remuneration Committee, as the Employing Authority, has the authority to determine request for unpaid leave that extend over 1 year. The report (**RC7E**) sets out such a request.

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 prescribed categories:

- 1. Information relating to any 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)*

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, 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 Remuneration Committee is RECOMMENDED to determine the request for the extension of unpaid leave.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Friday, 12 July 2013 commencing at 11.00 am and finishing at 12.00 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Zoé Patrick (Deputy Chairman)

Councillor Rodney Rose

Councillor David Williams

Councillor Lawrie Stratford (In place of Councillor David Wilmshurst)

Councillor John Christie (In place of Councillor Gill Sanders)

Officers:

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

Part of meeting

Agenda Item

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Officer Attending

Mike Bardsley, (Oxfordshire Skills & Learning, Oxfordshire Customer Services)

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda, copies of which are attached to the signed Minutes.

15/13 APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies were received from Councillor Gill Sanders (Councillor Christie substituting) and Councillor Wilmshurst (Councillor Stratford substituting).

16/13 DECLARATIONS OF INTEREST

(Agenda No. 2)

Councillor Williams declared an interest in Item 8 in respect of pay arrangements for adult learning tutors as his wife was a pottery teacher and took no part in the discussion or voting.

17/13 MINUTES
(Agenda No. 3)

The Minutes of the meeting held on 1 February 2013 were approved and signed.

18/13 INTRODUCING 'PENNIES FROM HEAVEN' CHARITABLE DONATIONS
(Agenda No. 6)

Remuneration Committee had before them a report asking that they consider whether to adopt the Pennies from Heaven charitable donation scheme and if so how they wished to identify charities to receive donations.

Responding to questions Steve Munn confirmed that the Council could target local charities. The scheme would be opt in. The current scheme "Just Giving" had a low take up of a few hundred employees. He explained that the organisation charged a fee to private companies but would take a percentage of the Gift Aid donation from the Council as a public organisation.

During discussion members liked the scheme in principle but felt that before any decision could be taken further information was needed. They would want information on the administration costs, the likely take-up and on the experience of other Councils who had introduced the scheme. They also queried whether there was some way to do a similar scheme in house although accepting that any such scheme could not take up officer time.

RESOLVED: to agree that no decision be taken on whether to proceed until the Committee has detailed financial information.

19/13 OUTSIDE BODIES
(Agenda No. 7)

RESOLVED: to

- (a) make appointments to the non-strategic outside bodies listed in the Annex to these Minutes and to review appointments to the remaining bodies at the next meeting;
- (b) designate the Castle Committee as a Category 'B' outside body and appoint the Cabinet Member for Community Services as the member representative;
- (c) endorse the agreement whereby Councillor Greene acts as the delegate of the Chairman of the Council at meetings of the Blue Plaque Society Board;
- (d) agree the review of the category 'C' outside bodies and the mechanism for appointments.

20/13 EXEMPT ITEM

(Agenda No. 5)

RESOLVED: 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.

PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE

21/13 PAY ARRANGEMENTS - ADULT LEARNING TUTORS

(Agenda No. 8)

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 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.

The Remuneration Committee agreed the approach to be taken to the remaining two phases.

22/13 GREEN BOOK AND SENIOR STAFF PAY AWARD 2013-14

(Agenda No. 9)

The information contained in the report is exempt in that it falls within the following prescribed category:

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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 approved an increase agreed in advance of the national pay agreement.

..... in the Chair

Date of signing 200

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

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