



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Friday, 28 October 2016 at 9.30 am

Room 3 - County Hall, New Road, Oxford OX1 1ND

A handwritten signature in black ink that reads "PG Clark".

Peter G. Clark
County Director

October 2016

Contact Officer: **Sue Whitehead**
Tel: 07393 001213 ; Email; sue.whitehead@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Richard Webber

Councillors

Liz Brighthouse OBE
Charles Mathew

Rodney Rose
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 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. **Election of a Chairman for the 2016/17 Council Year**
2. **Election of a Deputy Chairman for the 2016/17 Council Year**
3. **Apologies for Absence and Temporary Appointments**
4. **Declarations of Interest - see guidance note**
5. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 13 April 2016 (RC5) and to receive information arising from them.

6. **Petitions and Public Address**
7. **Outside Body Appointment - Mill Arts Centre (Pages 5 - 6)**

The Mill Arts Centre in Banbury was successful in its application to become a charitable incorporated organisation with effect from the 1st April 2016.

It is necessary therefore to establish the Council's representation on the membership of the board of trustees of the new organisation. There are three places available.

Remuneration Committee is RECOMMENDED to approve the appointment of Councillor Christie and Vicky Field, Service Manager (Cultural Services) to the board of trustees of Mill Arts Centre.

EXEMPT ITEM

It is RECOMMENDED that the public be excluded for the duration of items RC8 and RC9(a)-(c) 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 ITEMS 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.

8. Exempt Minutes (Pages 7 - 8)

To approve the exempt part of the minutes of the meeting held on 13 April 2016 (**RC8**) and to receive information arising from them.

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

- 1 Information relating to any individual*
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

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 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.

9. Senior Officer Appointments

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

- 1 Information relating to any individual*
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

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.

Reports by the Chief Human Resources Officer (**RC9(a)-(c) – To Follow**).

To consider three reports relating to senior officer appointments.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Wednesday, 13 April 2016 commencing at 10.30 am and finishing at 11.25 am

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Liz Brighthouse OBE
Councillor Charles Mathew
Councillor David Williams
Councillor David Wilmshurst

Officers:

Whole of meeting Steve Munn, Chief Human Resources Officer; Deborah Miller (Corporate Services)

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with 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.

6/16 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

An apology for absence was received from Councillor Richard Webber.

7/16 MINUTES

(Agenda No. 3)

The Minutes of the Meeting held on 2 February 2016 were approved and signed.

8/16 REVIEW OF INTERMEDIATE APPRENTICESHIP PAY

(Agenda No. 5)

The Committee had before them a report (RC5) which reviewed the current salary offered for Intermediate Apprenticeships by the Council, in light of some issues experienced with recruiting into apprentice roles in the past 12 months, and offered a salary comparison with rates paid by other local high quality employers. This report informed members of Remuneration Committee of the revised rate of pay the Council would offer for entry-level Apprenticeships.

RESOLVED: to note the increased salary offered.

9/16 EXIT PAYMENTS: CONSULTATION ON FURTHER REFORMS

(Agenda No. 6)

The Government had published a consultation document on its proposals for controlling exit payments for public sector employees. The deadline for responses was 3 May 2016. The Local Government Association had provided useful advice on this consultation and this was attached at Annex 1. The Committee were asked to indicate whether it was content with the Local Government response to the consultation or alternatively, whether it would wish to make comments as an individual Council.

RESOLVED: that the Committee was content with the Local Government Association response to the Consultation.

10/16 EXEMPT ITEMS

(Agenda No.)

RESOLVED: that the public be excluded for the duration of item RC7 – and RC8 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 HELD IN PRIVATE SESSION

11/16 EXEMPT MINUTES

(Agenda No. 7)

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

1 Information relating to any individual

3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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 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 exempt part of the minutes of the meeting held on 2 February 2016 were approved and signed.

12/16 SENIOR OFFICER APPOINTMENTS

(Agenda No. 8)

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

- 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)*

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 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 appointments of Head of Paid Service and Monitoring Officer had been confirmed at Council on 8 September 2015 and temporary pay arrangements for both officers had been agreed and noted by Remuneration Committee on 10 December 2015. It was further agreed at that meeting that those temporary pay arrangements would be reviewed by 1 April 2016.

The Committee had before them a report which proposed continued temporary pay arrangements for both officers from 1 April 2016 based on the increased responsibilities previously noted and taking account of the findings and direction of travel proposed for effective transition by the senior management review.

RESOLVED: the Committee agreed the recommendations.

..... in the Chair

Date of signing 2016

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Agenda Item 7

Remuneration Committee – 28 October 2016

Outside Body Appointments – Mill Arts Centre

Report by Deputy Director - Transformation

Purpose

1. The Mill Arts Centre in Banbury was successful in its application to become a charitable incorporated organisation with effect from the 1st April 2016.
2. It is necessary therefore to establish the Council's representation on the membership of the board of trustees of the new organisation. There are three places available.

Background

3. This matter was considered previously in September 2013 under The Mill's previous status when the following was agreed:

Outside Body	Places	Basis of Appointment	Appointees
Mill Arts Centre Association	3	Need not be a councillor Cultural Services Manager	Christie Beal; Keith Mitchell, CBE

4. Three places remain on the Board and it is proposed that:
 - Councillor John Christie will remain a trustee of the new organisation.
 - Vicky Field, Service Manager (Cultural Services) will fulfil the second role of trustee
5. The third place available may be filled in the future after The Mill has completed an audit of the skills and competencies needed for the new organisation going forward.
6. Councillor Mike Beal has confirmed he does not wish to be a trustee.
7. Keith Mitchell remains involved in The Mill and holds a position of Trustee in his own right.

RECOMMENDATION

8. Remuneration Committee is **RECOMMENDED** to approve the appointment of Councillor Christie and Vicky Field, Service Manager (Cultural Services) to the board of trustees of Mill Arts Centre.

GRAHAM SHAW
Deputy Director - Transformation

Officer contact details:
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October 2016

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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