



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Tuesday, 24 January 2017 at 9.00 am

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

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

Peter G. Clark
Interim Chief Executive

January 2017

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. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 28 October 2017 (**RC3**) and to receive information arising from them.

4. **Petitions and Public Address**

EXEMPT ITEM

*It is **RECOMMENDED** that the public be excluded for the duration of item RC5-8 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.

5. **Exempt Minutes (Pages 5 - 6)**

To approve the exempt part of the minutes of the meeting held on 28 October 2016 (**RC5**) 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.

6. 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.

Report by the Director of Human Resources (**RC6 – To Follow**).

To consider a report relating to a senior officer appointment.

7. Senior Pay Review 2016

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 Director of Human Resources (**RC7 – To Follow**)

To consider a report following approval of the Senior Management Review by Cabinet on 20 December 2016.

8. Pay Policy Statement - Remuneration Committee Report to Council on 14 February 2017

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 of the Director of Human Resources (**RC8 – To follow**)

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 14 February 2017.

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REMUNERATION COMMITTEE

MINUTES of the meeting held on Friday, 28 October 2016 commencing at 9.30 am adjourning at 10.05 am: reconvening on Monday, 31 October 2016 at 10.59 am and finishing at 11.02 am

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Richard Webber (Deputy Chairman)

Councillor Liz Brighthouse OBE

Councillor Charles Mathew

Councillor Rodney Rose

Councillor David Williams

Councillor David Wilmshurst

Officers:

Whole of meeting Steve Munn (Chief HR Officer); Georgina Crean (Corporate HR); Sue Whitehead(Corporate Services)

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

13/16 ELECTION OF A CHAIRMAN FOR THE 2016/17 COUNCIL YEAR

(Agenda No. 1)

It was proposed seconded and it was:

RESOLVED: That Councillor Hudspeth be elected as chairman for the 2016/17 Council Year.

14/16 ELECTION OF A DEPUTY CHAIRMAN FOR THE 2016/17 COUNCIL YEAR

(Agenda No. 2)

It was proposed seconded and it was:

RESOLVED: That Councillor Webber be elected as Deputy Chairman for the 2016/17 Council Year.

15/16 MINUTES

(Agenda No. 5)

The Minutes of the meeting held on 13 April 2016 were approved and signed as a correct record.

16/16 OUTSIDE BODY APPOINTMENT - MILL ARTS CENTRE

(Agenda No. 7)

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

Remuneration Committee considered a report seeking to establish the Council's representation on the membership of the board of trustees of the new organisation.

RESOLVED: to approve the appointment of Councillor Christie and Vicky Field, Service Manager (Cultural Services) to the board of trustees of Mill Arts Centre.

17/16 EXEMPT ITEM

RESOLVED: that the public be excluded for the duration of item RC8 and RC9 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

18/16 EXEMPT MINUTES

(Agenda No. 8)

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 13 April 2016 were approved and signed subject to a correction to the figure in resolution 12/16 on senior officer appointments.

19/16 SENIOR OFFICER APPOINTMENTS

(Agenda No. 9)

The recommendations relating to the following, set out in the three reports, were agreed following an adjournment so that Cabinet Members could be given an opportunity to make objections on (b) below, in line with the Council’s Constitution:

- (a) Extension to the arrangements for the County Director and Monitoring Officer posts;
- (b) Appointments to the Director for Children’s Services (Lucy Butler) and Director for Adult Services (Kate Terroni);
- (c) Appointment of a Remuneration (Appointments) Sub-Committee
- (d) Decisions in relation to the pay policy statement for the two Director posts.

..... in the Chair

Date of signing 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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