



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Tuesday, 23 January 2018 at 3.30 pm in Meeting Rooms 1 and 2

County Hall, Oxford, OX1 1ND

A handwritten signature in black ink that reads "Peter G. Clark".

Peter G. Clark
Chief Executive

January 2018

Committee Officer: **Deborah Miller**
Tel: 0792 0084239 ; Email; deborah.miller@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Kevin Bulmer

Councillors

Lynda Atkins
Liz Brighthouse OBE

Mrs Judith Heathcoat
Charles Mathew

Richard Webber

Notes:

- ***Date of next meeting: 15 January 2019***

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 September 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 RC 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. **Pay Policy Statement - Remuneration Committee Report to Council on 13 February 2018 (Pages 5 - 24)**

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 (**RC6**)

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 13 February 2018.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Thursday, 28 September 2017 commencing at 4.00 pm and finishing at 4.23 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Lynda Atkins
Councillor Mrs Judith Heathcoat
Councillor Charles Mathew
Councillor Richard Webber

Officers:

Whole of meeting Sean Collins, Steve Munn, Director of Human Resources, Fiona Percival, Strategic HR Manager; Sue Whitehead (Resources Directorate)

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.

21/17 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies were submitted by Councillors Brighthouse and Bulmer.

22/17 MINUTES

(Agenda No. 3)

The Minutes of the meeting held on 10 July 2017 were approved and signed as a correct record.

23/17 UPDATE ON GENDER PAY GAP REPORTING 2017

(Agenda No. 5)

The Committee considered a report that provided an update on regulations requiring employers in the UK with more than 250 staff to publish figures annually on their own website and on a government website to show how large the pay gap is between their male and female employees.

Steve Munn, introduced the contents of the report and advised that the Council would have no difficulty in meeting the requirements of the regulations. He was

disappointed that again they were being asked to produce and publish data that was backwards looking.

RESOLVED: to note the report.

24/17 PENSIONS BENEFITS SUB-COMMITTEE

(Agenda No. 6)

Remuneration Committee had before them a report considering the role of the Pensions Benefits Sub-Committee and in particular its role with regard to the early release of pension benefits as a result of redundancy.

Councillor Mathew commented that he had been responsible for raising this issue. He had been uncomfortable at the position he and fellow pension benefits sub-committee members had been placed in where they were being asked to approve the early release of pension benefits as a result of redundancy where in fact they had no discretion. Fiona Percival clarified that in future Pension Benefits would only look at those cases where there is still discretion.

RESOLVED: that:

- (a) the Pensions Benefits Sub-Committee's role is amended under the constitution to only consider early retirement cases where the Council has discretion. E.g. ill health retirement;
- (b) consideration and approval for all other early retirements such as redundancy and business efficiency is delegated to council Directors with concurrence from the Strategic HR Manager; and
- (c) that all redundancies and early retirements including associated costs are reported to the Remuneration Committee each quarter.

25/17 UPDATE ON TEACHERS' PAY

(Agenda No. 7)

Remuneration Committee noted a verbal update on Teacher' Pay.

26/17 OUTSIDE BODIES

(Agenda No. 8)

RESOLVED: to agree the following appointments and to confirm Councillor Heathcoat's appointment as the relevant Cabinet Member on Trading Standards South East Ltd:

South East Reserve Forces' and Cadets' Association – Councillor Lynda Atkins
Mill Arts Centre Association – Councillor Eddie Reeves

27/17 EXEMPT ITEM

(Agenda No.)

RESOLVED: That the public be excluded for the duration of items PB5 and PB6 in the Agenda since it was likely that if they were present during those items there would be disclosure of exempt information as defined in Part 1 of Schedule 12 A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and since it was considered that, in all the circumstances of each case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC

28/17 EXEMPT MINUTES

(Agenda No. 9)

The minutes of the meeting held in exempt session on 10 July 2017 were approved and signed.

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)*
- 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 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.

..... in the Chair

Date of signing 2017

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Division(s): N/A

REMUNERATION COMMITTEE – 23 JANUARY 2018

PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 13 FEBRUARY 2018

Report by Director of Human Resources

Introduction

1. Annex 1 to this report is the proposed draft report of the Remuneration Committee to Council on 13 February 2018 which reviews and updates the Council's Pay Policy Statement.

Exempt Information

2. 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 categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):

- 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 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.

Pay Policy Statement

3. Remuneration Committee are asked to consider, comment and agree on Annex 1 which will constitute the report for Council on 13 February 2018. This report will fulfil the obligations of the Remuneration Committee under the legislation to recommend a Pay Policy Statement to the Council.

Financial and Staff Implications

4. Implications are discussed as required in Annex 1.

RECOMMENDATION

5. **The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council on 13 February 2018.**

Steve Munn
Director of Human Resources

Background Papers: None
Contact Officer: Ruth O'Loughlin, HR Manager – Reward

January 2018

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

Document is Restricted

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