



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Wednesday, 23 October 2013 at 4.00 pm

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

October 2013

Contact Officer: **Deborah Miller**
Tel (01865) 815384; Email; deborah.miller@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 18 September 2013 (**RC3**).

4. **Petitions and Public Address**
5. **Update on Living Wage**

Verbal report on current position.

6. **EXEMPT ITEM**

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

7. **Senior Pay Review 2013** (Pages 5 - 10)

Report by the Head of Human Resources (RC7).

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 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 be contrary to the authority's duties as a fair employer.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Wednesday, 18 September 2013 commencing at 11.00 am and finishing at 11.32 am

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Zoé Patrick (Deputy Chairman)

Councillor Rodney Rose

Councillor Gill Sanders

Councillor David Wilmshurst

Councillor Neil Owen (In place of Councillor Charles Mathew)

Officers:

Whole of meeting Sue Whitehead (Chief Executive's Office)

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

30/13 APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies were received from Councillor Charles Mathew (Councillor Owen substituting) and Councillor David Williams.

31/13 MINUTES

(Agenda No. 3)

The Minutes of the meeting held on 8 August 2013 were approved and signed.

32/13 OUTSIDE BODIES

(Agenda No. 5)

Following consideration of a number of appointments at a previous meeting on 12 July 2013 the Committee asked for further information before making appointments to a number of bodies.

The Remuneration Committee considered the attached schedule that set out the further information.

RESOLVED: to note appointments already made and to make appointments to the non-strategic outside bodies as detailed in the Annex to the minutes.

33/13 EXEMPT ITEM
(Agenda No. 6)

RESOLVED: that the public be excluded for the duration of items 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.

PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE

34/13 EXEMPT MINUTE
(Agenda No. 7)

The Minutes of the meeting containing exempt information held on 8 August 2013 were approved and signed.

..... in the Chair
Date of signing 2013

Non Strategic Outside Bodies (Remuneration Committee appointments)

Outside Body	Places	Basis of Appointment	Appointees in 2013/14
Cogges Agricultural Museum Trust	1 1	Must be a Councillor officer	Lindsay-Gale
County Nature Conservation Forum	1	Need not be a councillor	Appointment to be made upon the nomination of Group Leaders
Environment Agency -Thames Regional Flood and Coastal Committee	1	Must be a councillor (shared with Swindon BC & Hampshire CC)	Rose Hampshire Swindon
Oxford Preservation Trust	3	Must be councillors	Lindsay-Gale Pressel Purse
Oxfordshire Buildings Trust Ltd	3 1	Need not be councillors Relevant Cabinet member	CC Chairman (ex officio) Fulljames Purse Lindsay-Gale
Oxfordshire Federation of Young Farmers' Clubs	1	Usually a councillor	Rose
Oxfordshire Museums Council	1 1	Councillor Officer	Lindsay-Gale Museum Service Manager
Trust for Oxfordshire's Environment	2	Expected to be 1 councillor and 1 officer	Cabinet Member for Environment Officer - (E+E)
Mill Arts Centre Association	3	Need not be a councillor Cultural Services Manager – ex officio	Christie Beal Keith Mitchell, CBE
Chilterns AONB Conservation Board	1		Nimmo-Smith
Cotswold AONB Conservation Board	1	Must be a councillor	Mathew

RC3

Outside Body	Places	Basis of Appointment	Appointees for 2013/14
Cotswolds and Malverns Transport Partnership	2	Must be councillors	Rose Howson
Local Government Association: Fire Service Forum	1	Must be a councillor	Cabinet Member for Policy Co-ordination Chapman
North Wessex Downs Area of Outstanding Natural Beauty	1	Must be a councillor	Mathew
Oxfordshire Association for the Blind	1	Need not be a councillor	Larry Sanders
Oxfordshire Play Association	3	Need not be councillors	Owen Roz Smith Lygo
Oxfordshire Playbus	1	Need not be a councillor	Patrick
Oxfordshire Playing Fields Association	3	Expected to be councillors	Roz Smith Lygo Johnston
South East Reserve Forces' and Cadets' Association	1	Need not be a councillor	Hallchurch
Trading Standards South East Ltd.	1	Cabinet Member for Policy Co-ordination	Chapman
TVEnergy	1	Must be a councillor – usually appropriate Cabinet Member	Nimmo Smith
Castle Committee	1	Must be a councillor	Cabinet Member for Cultural & Community Services – Lindsay-Gale

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank