



To: Members of the Remuneration Committee

***Notice of a Meeting of the Remuneration Committee***

**Tuesday, 9 September 2014 at 4.00 pm**

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

*Peter G. Clark.*

Peter G. Clark  
County Solicitor

August 2014

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

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**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](mailto: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 and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes** (Pages 1 - 4)

To approve the minutes of the meeting held on 11 February 2014 (**RC3**) and to receive information arising from them.

## 4. **Petitions and Public Address**

### EXEMPT ITEMS

*It is RECOMMENDED that the public be excluded for the duration of item RC5, RC6 and RC7 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. **Extension of Grade for Corporate Advisors** (Pages 5 - 10)

This report proposes the introduction of additional spinal column points and the placing of the posts of Chief Human Resources Officer, Chief Finance Officer and Chief Legal Officer onto these from 1 April 2014 in recognition of additional duties and responsibilities undertaken due to the loss of the two Assistant Chief Executive posts.

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

## **6. Chief Fire Officer and Deputy Chief Fire Officers (Pages 11 - 14)**

Pay arrangements for the Chief Fire Officer were excluded from the Senior Pay Review 2013 report taken by Remuneration Committee on 23 October 2013. The Chief Fire Officer undertakes a full, corporate role on the County Council Management Team and this report provides some benchmarking information which supports proposals to increase the salary of the Chief Fire Officer and that of the Deputy Chief Fire Officer.

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

## **7. CCMT - Performance Appraisal Review (Pages 15 - 18)**

This report provides feedback from the 2013/14 CCMT Performance Appraisal Review and the link to the grading structure that is in place for the Chief Executive, Chief Officers, Deputy Chief Officers and related staff, in accordance with the County Council's Pay Policy Statement February 2014.

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

## ITEMS FOLLOWING THE RE-ADMISSION OF THE PRESS AND PUBLIC

### 8. Local Authority Transparency Code 2014 (Pages 19 - 22)

The Local Authority Transparency Code 2014 is expected to come into force in Autumn 2014. The Code requires local authorities to publish a varied range of information on a variety of topics. These requirements will mean changes to the information published by the Council on senior jobs and organisational structure and on trade union facility arrangements. This report is to ensure Remuneration Committee are aware of the new requirements and are satisfied that the Council is fulfilling its obligations satisfactorily.

***The Remuneration Committee is RECOMMENDED to:***

- (a) note and adopt the changes to the Transparency Code; and***
- (b) indicate whether they wish to comply with the optional elements of the Code.***

### 9. Changes to Delegated Decisions on Extending Half Sick Pay and Unpaid Leave (Pages 23 - 24)

Currently under the Constitution the Chief Executive and Chief Officers have the delegated authority to decide on any requests to approve extension of half sick pay (for a period not exceeding the equivalent period of half pay already received) and to grant unpaid leave up to twelve months. It is not proposed to change this arrangement.

Where requests are received which go beyond these parameters currently a report is required for Remuneration Committee approval.

The current report seeks to change this delegated authority so that in cases which seek to go beyond the delegation set down in the Constitution the decision no longer rests with Remuneration Committee but will fall to the relevant Strategic Director, Chief HR Officer and Chief Finance Officer.

***The Remuneration Committee is RECOMMENDED to ask the Solicitor to the Council to amend the Constitution at the next opportunity to delegate to the relevant Strategic Director, Chief HR Officer and Chief Finance Officer the authority to decide on requests from employees to extend half sick pay (for a period not exceeding the equivalent period of half pay already received) and to extend unpaid leave beyond twelve months.***

## **10. Oxfordshire Local Agreement and Living Wage - Latest Developments (Pages 25 - 32)**

The Remuneration Committee agreed to the introduction of the Oxfordshire Local Agreement (OLA) in February 2014 and this was implemented with effect from 1 April 2014 for all ex-Green Book employees, including support staff in county schools.

This report updates the Committee on the progress of the OLA and particularly refers to the position in schools and academies in Oxfordshire and the likely implications of the national pay negotiations, which are currently the subject of national disputes.

***The Remuneration Committee is RECOMMENDED to:***

- (a) receive, note and comment on this report;***
- (b) adopt the Procedure for Negotiating Changes to Terms and Conditions under the OLA at Annex 3; and***
- (c) agree to review their position on the Living Wage when the national pay settlement is reached.***