



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Council Chamber, Wednesday, 10 June 2015 at 10.00 am

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

June 2015

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

Membership

Councillors

Ian Hudspeth
Charles Mathew
Rodney Rose

Gillian Sanders
Richard Webber

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 (01865) 815270 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 2016/16 Council Year**
2. **Election of the Deputy Chairman for the 2015/16 Council Year**
3. **Apologies for Absence and Temporary Appointments**
4. **Declarations of Interest - see guidance note**
5. **Minutes (Pages 1 - 2)**

To approve the minutes of the meeting held on 19 January 2015 (**RC5**) and to receive information arising from them.

6. **Petitions and Public Address**
7. **Outside Bodies (Pages 3 - 4)**

Report of the County Solicitor & Monitoring Officer (**RC7**)

The Council's Constitution allocates to the Committee the responsibility for appointments to outside bodies other than to those identified by the Cabinet as 'strategic'.

The report identifies the bodies to which appointments now need to be made.

The Committee is RECOMMENDED: to

- (a) designate the Abingdon/Witney College Board as a Category 'B'¹ outside body and nominate a councillor to be a representative;
- (b) ***designate the Townlands Steering Group as a Category 'B' outside body and nominate a councillor to be a representative.***

EXEMPT ITEM

It is RECOMMENDED that the public be excluded for the duration of item RC 8 and 9 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

¹ Category B are appointments to non-strategic outside bodies useful to the Council's work and appointments are made following nominations by political groups on the basis of the best person for the role.

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 MINUTES, 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.

8. Exempt Minute (Pages 5 - 6)

To approve the exempt part of the minutes of the meeting held on 19 January 2015 (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);*
- 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 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.

9. Oxfordshire Local Agreements- Negotiations for 2016/17 (Pages 7 - 16)

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 Chief Human Resources Officer (RC9)

This report seeks to alert the Remuneration Committee to the forth-coming local negotiations, required under the current local agreements to determine any possible pay awards for senior employees and Green Book employees, across the Council and in schools.

In particular the report seeks the Committee's views on:

- a. the approach to local negotiations for pay in 2016-17
- b. the implementation of the Living Wage
- c. the future of pay negotiations machinery for Green Book and Senior staff when the current local agreements cease on 1 April 2017.

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REMUNERATION COMMITTEE

MINUTES of the meeting held on Monday, 19 January 2015 commencing at 2.00 pm and finishing at 2.14 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Charles Mathew
Councillor Rodney Rose
Councillor Gill Sanders
Councillor David Williams
Councillor David Wilmshurst
Councillor Richard Webber (In place of Councillor Zoé Patrick)

Officers:

Whole of meeting Sue Corrigan (County HR Manager); Steve Munn (Chief Human Resources Officer); 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, copies of which are attached to the signed Minutes.

1/15 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies were received on behalf of Councillor Zoe Patrick (Councillor Webber substituting).

2/15 MINUTES

(Agenda No. 3)

The minutes of the meeting held on 9 December 2014 were approved and signed.

3/15 EXEMPT ITEM

RESOLVED: that the public be excluded for the duration of item 5 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

4/15 PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 17 FEBRUARY 2015

(Agenda No. 5)

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.

The Committee considered the draft report and endorsed it for submission to Council on 17 February 2015 subject to a minor amendment agreed as part of the discussion.

..... in the Chair

Date of signing 2015

Division(s): N/A

REMUNERATION COMMITTEE – 10 JUNE 2015

OUTSIDE BODIES

Report by County Solicitor & Monitoring Officer

1. The Council's Constitution allocates to this Committee the responsibility for appointments to outside bodies other than to those determined by the Council as being 'strategic' (which are designated as Category 'A' outside bodies and which are the responsibility of the Cabinet). This report sets out a request for a representative on the Abingdon/Witney College Board.

New Appointment – Abingdon/Witney College Board

2. The Council's Adult Learning Service will transfer to Abingdon/Witney College on the 1st June, 2015. This follows the Cabinet decision in 2014 to transfer the service to a local college. Abingdon/Witney College as part of their proposal to the Council have offered two seats on their Board of Governors; one Member and one Officer.
3. The Council is seeking a nomination from a Member of the County Council to fill the seat on the College Board. Nominations are sought from Members with an interest in Further Education particularly in the area of Adult Learning. The skills that the College are additionally looking for are in the areas of legal and finance.

Responsibilities

4. In undertaking the role the nominated Member would be expected to take a special interest in the Adult Learning Service and in particular:
 - to check that the countywide Community Learning and Social Inclusion work continues and encourage it to develop and thrive;
 - a specific role around the Education Funding Agency funding ensuring it continues to be targeted at NEET young people.
 - involvement in any review of the mission and vision which might need to change as Adult Learning is incorporated into the College
5. Board meetings take place four times a year, with some extra ones when necessary. Meetings are on Thursday evenings starting at 1800 and usually complete by 2000. Governors are expected to be on at least one sub-committee and they too meet four times a year at the same time. The venue for the meetings may be Abingdon, Witney or Common Leys. The sub-committees are:
 - Governance and Strategy
 - Finance
 - Curriculum and Quality
 - Audit (meets twice a year)
 - Remuneration (meets twice a year)
6. In addition there is a Link governor scheme whereby governors "adopt" a faculty and are expected to pay visits and spend time with students at least twice a year.
7. There is no remuneration for this voluntary post although governors are entitled to recoup expenses.

8. You will find information on the current membership of Abingdon & Witney Board by clicking on this link: <http://www.abingdon-witney.ac.uk/about-us/governance/>

Process

9. The College have indicated that prospective governors would meet with the College Governance committee (effectively Nominations committee) for formal recommendation to the Board once the "transfer" has been completed. Once the Member is identified they will be invited to meet with the Clerk to the Board of Governors who will explain in detail how the College works, answers any questions and provide information and materials relating to the college.

NEW APPOINTMENT – TOWNLANDS STEERING GROUP

10. Henley Town Council have appointed an advisory committee to deal with the development proposals for the new hospital . The Terms of Reference are:

To advise the relevant authorities on all matters relating to the redevelopment of Townlands Hospital in particular Planning, Highways, Transport, Health and Safety. This includes:

- a. liaising with relevant stakeholders, such as Amber Solutions for Care and Vinci,
 - b. reporting back to the town council and the community
 - c. representing community concerns
 - d. monitoring the conditions attached to the planning consent granted in November 2011 (with any amendment) and notifying the district council of any variation to those permissions granted
 - e. discussing and representing community interests over any unresolved aspects to the development, such as Arts, landscaping, highway matters, public space and bringing these matters to the attention of the relevant authorities.
11. The Town Council have invited the County Council to nominate one representative to serve on this advisory committee. Councillor David Nimmo-Smith who already attends the meeting in his capacity as a town councillor has been fulfilling this role.

RECOMMENDATIONS

12. **The Committee is RECOMMENDED: to**
- (a) designate the Abingdon/Witney College Board as a Category ‘B’¹ outside body and nominate a councillor to be a representative;**
 - (b) designate the Townlands Steering Group as a Category ‘B’ outside body and nominate a councillor to be a representative.**

PETER CLARK
County Solicitor & Monitoring officer

Background papers: Nil

Contact Officer: Sue Whitehead, Principal Committee Officer; Tel (01865) 810262

June 2015

¹ Category B are appointments to non-strategic outside bodies useful to the Council's work and appointments are made following nominations by political groups on the basis of the best person for the role.

By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Agenda Item 9

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

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