



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Wednesday, 13 April 2016 at 10.30 am

County Hall, Oxford, OX1 1ND

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

Peter G. Clark
Head of Paid Service

April 2016

Contact Officer: **Deborah Miller**
Tel (01865) 815384; Email; deborah.miller@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 (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. 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 2 February 2016 (**RC3**) and to receive information arising from them.

4. Petitions and Public Address

5. Review of Intermediate Apprenticeship Pay (Pages 5 - 8)

Report by the Chief HR Officer (**RC5**)

This report reviews the current salary offered for Intermediate Apprenticeships by the Council. It describes some issues we have experienced with recruiting into apprentice roles in the past 12 months, and offers a salary comparison with rates paid by other local high quality employers. This report informs members of Remuneration Committee of the revised rate of pay the Council will offer for entry-level Apprenticeships.

The Remuneration Committee is RECOMMENDED to note the increased salary offered.

6. Exit Payments: Consultation on Further Reforms (Pages 9 - 42)

Report of the Chief HR Officer (**RC6**)

The Government has published a consultation document on its proposals for controlling exit payments for public sector employees. The deadline for responses is 3 May 2016. The Local Government Association has provided useful advice on this consultation and this is attached at Annex 1.

The Remuneration Committee is RECOMMENDED to indicate if it is content with the LGA responses to the consultation, or alternatively to make comments as an individual council.

EXEMPT ITEM

Exempt Minutelt is RECOMMENDED that the public be excluded for the duration of items RC7 & RC8 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.

THE REPORT AND ANNEXES TO THE ITEMS 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. Exempt Minutes (Pages 43 - 44)

To approve the exempt part of the minutes of the meeting held on 2 February 2016 (RC7) and to receive information arising from them.

The information contained in the report is exempt in that it falls within the following prescribed category:

*Information relating to any individual
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

8. Senior Officer Appointments (Pages 45 - 56)

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 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.

Report by the Chief Human Resources Officer (**RC8**).

The appointments of Head of Paid Service and Monitoring Officer were confirmed at Council on 8 September 2015 and temporary pay arrangements for both officers were agreed and noted by Remuneration Committee on 10 December 2015. It was further agreed at that meeting that these temporary pay arrangements would be reviewed by 1 April 2016. This report proposes continued temporary pay arrangements for both officers from 1 April 2016 based on the increased responsibilities previously noted and taking account of the findings and direction of travel proposed for effective transition by the senior management review.