

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Friday, 12 July 2013 commencing at 11.00 am and finishing at 12.00 pm

### **Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair  
Councillor Charles Mathew\*  
Councillor Zoé Patrick (Deputy Chairman)  
Councillor Rodney Rose  
Councillor David Williams  
Councillor Lawrie Stratford (In place of Councillor David Wilmshurst)  
Councillor John Christie (In place of Councillor Gill Sanders)

### **Officers:**

Whole of meeting Steve Munn (Head of Human Resources) and Sue Corrigan (Strategic HR Manager); Sue Whitehead (Chief Executive's Office)

Part of meeting

<b>Agenda Item</b>	<b>Officer Attending</b>
8	Mike Bardsley, (Oxfordshire Skills & Learning, Oxfordshire Customer Services)

\* Corrected at meeting on 8 August 2013.

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

### **15/13 APOLOGIES FOR ABSENCE**

(Agenda No. 1)

Apologies were received from Councillor Gill Sanders (Councillor Christie substituting) and Councillor Wilmshurst (Councillor Stratford substituting).

### **16/13 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

Councillor Williams declared an interest in Item 8 in respect of pay arrangements for adult learning tutors as his wife was a pottery teacher and took no part in the discussion or voting.

## **17/13 MINUTES**

(Agenda No. 3)

The Minutes of the meeting held on 1 February 2013 were approved and signed.

## **18/13 INTRODUCING 'PENNIES FROM HEAVEN' CHARITABLE DONATIONS**

(Agenda No. 6)

Remuneration Committee had before them a report asking that they consider whether to adopt the Pennies from Heaven charitable donation scheme and if so how they wished to identify charities to receive donations.

Responding to questions Steve Munn confirmed that the Council could target local charities. The scheme would be opt in. The current scheme "Just Giving" had a low take up of a few hundred employees. He explained that the organisation charged a fee to private companies but would take a percentage of the Gift Aid donation from the Council as a public organisation.

During discussion members liked the scheme in principle but felt that before any decision could be taken further information was needed. They would want information on the administration costs, the likely take-up and on the experience of other Councils who had introduced the scheme. They also queried whether there was some way to do a similar scheme in house although accepting that any such scheme could not take up officer time.

**RESOLVED:** to agree that no decision be taken on whether to proceed until the Committee has detailed financial information.

## **19/13 OUTSIDE BODIES**

(Agenda No. 7)

**RESOLVED:** to

- (a) make appointments to the non-strategic outside bodies listed in the Annex to these Minutes and to review appointments to the remaining bodies at the next meeting;
- (b) designate the Castle Committee as a Category 'B' outside body and appoint the Cabinet Member for Community Services as the member representative;
- (c) endorse the agreement whereby Councillor Greene acts as the delegate of the Chairman of the Council at meetings of the Blue Plaque Society Board;
- (d) agree the review of the category 'C' outside bodies and the mechanism for appointments.

## **20/13 EXEMPT ITEM**

(Agenda No. 5)

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

## **21/13 PAY ARRANGEMENTS - ADULT LEARNING TUTORS**

(Agenda No. 8)

*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 Remuneration Committee considered the payment of the second and third stage of a pay agreement entered into in December 2009 by the then Head of Adult Learning. The Pay Agreement emanated from a review of Adult Learning pay scales, which sought to bring pay scales into line with nationally agreed Further Education Teaching scales. At the time, to fully implement the new pay agreement placed too great a financial burden on the service and it was agreed with UCU (Trade Union representing Adult Learning Tutors) to introduce the new pay scale in three phases. Phase 1 was paid in December 2009. However, the remaining two phases were put on hold.

The Remuneration Committee agreed the approach to be taken to the remaining two phases.

## **22/13 GREEN BOOK AND SENIOR STAFF PAY AWARD 2013-14**

(Agenda No. 9)

*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 Remuneration Committee approved an increase agreed in advance of the national pay agreement.

..... in the Chair

Date of signing 2013

## ANNEX

Outside Body	Places	Basis of Appointment	Appointees for 2013/14
Chilterns AONB Conservation Board	1	must be a councillor	Nimmo-Smith
Cotswold AONB Conservation Board	1	must be a councillor	Mathew
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
Oxford Preservation Trust	3	must be councillors	1 vacancy** Lindsay-Gale Purse
Oxfordshire Association for the Blind	1	need not be a councillor	Larry Sanders
Oxfordshire Play Association	3	need not be councillors	Fitzgerald-O'Connor* Roz Smith Lygo
Oxfordshire Playbus	1	need not be a councillor	Fitzgerald-O'Connor*
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
Mill Arts Centre Association	3	Need not be a councillor  Cultural Services Manager – ex officio	Christie Beale 1 vacancy

\* subject to confirmation she wishes to continue

\*\* Councillor John Christie nominated Councillor Pressel but no decision was taken as Councillor Hallchurch the existing representative had not indicated whether he wished to continue.