

To: Members of the Gradings Sub-Committee

Notice of a Meeting of the Gradings Sub-Committee

**Thursday, 1 March 2012 at 4.10 pm
or on the rising of the Pension Benefits Sub-Committee,
whichever is later**

County Hall, Oxford

Peter G. Clark.

Peter G. Clark
County Solicitor

February 2012

Contact Officer: **Geoff Malcolm**
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Membership

Councillors

Councillor Sandy Lovatt

Councillor Neil Owen

Anne Purse

Notes:

Venue: Meeting Room 6, County Hall, Oxford

Date of next meeting: to be determined

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

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 Chairman for the Remainder of the 2011/12 Council Year
2. Election of Deputy Chairman for the Remainder of the 2011/12 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 22 March 2007 (**GR5**) and to receive information arising from them.

6. Petitions and Public Address

EXEMPT ITEM

It is RECOMMENDED that the public be excluded for the duration of the item at GR7 in the Agenda since it is likely that if they were present during the 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 in relation to the respective items in the Agenda and since it is considered that, in all the circumstances of each case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

THE REPORT RELATING TO THE EXEMPT ITEM HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS STRICTLY PRIVATE TO MEMBERS AND OFFICERS ENTITLED TO RECEIVE IT.

7. Pay Policy and Grading (Pages 3 - 20)

Report by Head of Human Resources (**GR7**).

The purpose of this report is to inform members of the proposed new pay policy which is scheduled for Council consideration on 20 March 2012 and to provide an update on the current top level structure of the County Council following reduction in senior management numbers in order to meet required financial savings.

The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following prescribed categories:

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)*

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 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.

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **1 March 2012** at **3:30pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.