



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Friday, 12 July 2013 at 11.00 am

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

July 2013

Contact Officer: **Deborah Miller**
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Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Zoé Patrick

Councillors

Rodney Rose
Gillian Sanders

David Williams
David Wilmshurst

Councillor Charles Mathew*

Subject to confirmation at the Council meeting on 9 July 2013

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 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**
2. **Declarations of Interest - see guidance note**
3. **Minutes** (Pages 1 - 6)

To agree the Minutes of the meeting of the Remuneration Committee held on 1 February 2013 (RC3).

4. **Petitions and Public Address**
5. **EXEMPT ITEM**

It is RECOMMENDED 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.

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.

6. **Introducing 'Pennies From Heaven' Charitable Donations** (Pages 7 - 10)

Report by the Head of Human Resources (RC6).

Remuneration Committee is asked to consider whether to adopt the Pennies from Heaven charitable doantion scheme and how they wish to identify charities to receive donations.

The Remuneration Committee is RECOMMENDED to:

- (a) agree to adopt Pennies From Heaven as a method of charitable donation from pay;***
- (b) nominate a short-list of charities to benefit which will be the subject of a ballot by employees to arrive at 2 or 3 nominees. This process to be***

reviewed Annually.

7. Outside Bodies

Report of the County Solicitor & Monitoring Officer (RC7 to be circulated separately)

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 and reviews the process for making them. It also sets out any proposed new additions.

8. Pay Arrangements - Adult Learning Tutors (Pages 11 - 14)

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 by the Head of Human Resources (**RC8**).

The Remuneration Committee is asked to consider 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.

9. Green Book and Senior Staff Pay Award 2013-14 (Pages 15 - 18)

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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 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 by the Head of Human Resources (**RC9**)

The Remuneration is asked to consider the attached report.