



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Wednesday, 18 September 2013 at 11.00 am

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

September 2013

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

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Zoé Patrick

Councillors

Charles Mathew
Rodney Rose

Gillian Sanders
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 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 - 2)

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

4. **Petitions and Public Address**
5. **Outside Bodies** (Pages 3 - 12)

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'.

Following consideration of a number of appointments at your previous meeting on 12 July 2013 you asked for further information before making appointments to a number of bodies.

The attached schedule sets out further information.

The Committee is RECOMMENDED to make appointments to the non-strategic outside bodies listed in the Annex.

6. **EXEMPT ITEM**

It is RECOMMENDED that the public be excluded for the duration of items 6 and 7 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.

7. Exempt Minute (Pages 13 - 14)

To approve the exempt part of the minutes of the meeting held on 8 August 2013 (RC6E) and to receive information arising from them.

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.

REMUNERATION COMMITTEE

MINUTES of the meeting held on Thursday, 8 August 2013 commencing at 10.15 am and finishing at 10.30 am

Present:

Voting Members: Councillor Rodney Rose – in the Chair

Councillor Nick Hards (In place of Councillor Gill Sanders)

Councillor Neil Owen (In place of Councillor Ian Hudspeth)

Councillor Charles Mathew

Councillor David Williams

Councillor David Wilmshurst

Officers:

Whole of meeting Sue Corrigan (Strategic HR Manager); Andrea Newman, 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 reports], copies of which are attached to the signed Minutes.

23/13 ELECTION OF CHAIRMAN

It was proposed by Councillor Mathew, seconded and it was:

RESOLVED: that Councillor Rose be appointed Chairman for the meeting.

24/13 APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies were received from Councillor Zoe Patrick, Councillor Gill Sanders (Councillor Hards substituting) and Councillor Hudspeth (Councillor Owen substituting).

25/13 MINUTES

(Agenda No. 3)

The Minutes of the meeting held on 12 July 2013 were approved and signed subject to the addition of Councillor Mathew to the list of those present..

26/13 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

27/13 EXEMPT MINUTES

(Agenda No. 6)

The Minutes of the meeting held on 12 July 2013 containing exempt information were agreed and signed.

28/13 EXTENSION OF UNPAID LEAVE

(Agenda No. 7)

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

The Remuneration Committee, as the Employing Authority, approved a request for unpaid leave that extended over 1 year.

..... in the Chair

Date of signing 2013

Division(s): N/A

REMUNERATION COMMITTEE – 18 SEPTEMBER 2013

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).
2. At your meeting on 12 July 2013 you agreed the process to be followed and made a number of appointments to Category B outside bodies and asked for additional information before making appointments to others.
3. The schedule attached as an annex provides additional information and also lists for information those appointments made at the previous meeting.

RECOMMENDATIONS

- (a) **The Committee is RECOMMENDED to make appointments to the non-strategic outside bodies listed in the Annex;**

PETER CLARK
County Solicitor & Monitoring officer

Background papers: Nil

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

September 2013

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Non Strategic Outside Bodies (Remuneration Committee appointments)

Outside Body	Places	Basis of Appointment	Appointees in 2012/13	Comments
Cogges Agricultural Museum Trust	1 1	Must be a Councillor officer	Robertson 1 vacancy	Changes to representation agreed at Cabinet 15 March 2011. The Trust has expressed a preference for a local member.
County Nature Conservation Forum	1	need not be a councillor	Biddy Hudson	Oxfordshire Nature Conservation Forum (ONCF) is a partnership organisation that has been working across the county for over 15 years. They have over 40 member organisations, including the local Wildlife Trust, RSPB and Natural England as well as local authorities and community wildlife groups. Their aim is to encourage networking, communication and sharing of best practise to ensure that the increasingly scarce resources of time and money are used to greatest effect for conservation in Oxfordshire. No grant but support in kind. They would welcome a county council representative

RC5

Environment Agency -Thames Regional Flood and Coastal Committee	1	must be a councillor (shared with Swindon BC & Hampshire CC)	Oxfordshire 2010-12 - Rose Hampshire Swindon	<p>The RFCC was established under the Flood and Water Management Act 2010 and replaces the former Thames Flood Defence Committee. All meetings are open to the public.</p> <p>The Thames Regional Flood and Coastal Committee (RFCC) is composed of members appointed by Lead Local Flood Authorities (LLFAs) and independent members appointed by us who have relevant experience.</p> <p>The RFCC has three purposes:</p> <ul style="list-style-type: none"> • To ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines • To promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities • To provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to engender mutual understanding of flood and coastal erosion risks in its area. <p>Councillor Rose is the existing Council representative</p>
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Oxford Preservation Trust	3	must be councillors	2 vacancies Purse	<p>Councillor Pressel was nominated at the meeting on 12 July but no decision was taken as Councillor Hallchurch the existing representative had not indicated whether he wished to continue.</p> <p>Councillor Hallchurch has now indicated that he wishes to continue.</p>
Oxfordshire Buildings Trust Ltd	3	need not be councillors	CC Chairman (ex officio) Fulljames Purse	<p>The purpose of the Oxfordshire Buildings Trust Limited is to preserve the architectural, historical and constructional heritage of Oxfordshire. This is to be in the form of buildings, garden, plant or machinery and the Trust is able to make grants for charitable purposes in any way connected with the purposes of the Trust. The Board of Management of the Trust meets three or four times a year.</p> <p>No grant</p>
Oxfordshire Federation of Young Farmers' Clubs	1	usually a councillor	Brown	<p>Oxfordshire Federation of Young Farmers' Clubs (OFYFC) is Oxfordshire's largest rural youth organisation, where young people aged 10-26 have a wealth of new experiences and opportunities. These include taking part in a varied competitions program, getting involved with the local community, travel abroad and social activities and a voice on rural issues.</p> <p>Oxfordshire YFC consists of 6 different clubs throughout the county and the clubs are run by the members for the members.</p>

<p>Oxfordshire Museums Council</p>	<p>1 1</p>	<p>councillor officer</p>	<p>Mathew Museum Service Manager</p>	<p>The Oxfordshire Museums Council is a support and mentoring organisation which also represents museums across the County. Membership is open to all museums in Oxfordshire. OMC was established in 1983, largely under the auspices and leadership of the County's Museum Service and continues to perform an active role. It includes all the county's museums in its membership, has a website providing information for the public about museums across the County and a very well –regarded and widely circulated annual printed leaflet about all the Museums across the county. OMC meets at least quarterly and gives members an opportunity for networking, mentoring and training aiming to raise the standard of museum provision across the County. it also represents the interests of museums countywide in regard to consultations. OMC has also provided the catalyst for various externally funded projects to promote and improve museum provision across the county. Since its formation OMC has received some financial support through a grant from OCC and has received membership subscriptions from the County's museums and public sites. In recognition of the significant role that the county's museums play in conserving and giving public access to Oxfordshire's heritage, as well as they part they play in fostering a sense of place and pride in local communities, OMC has always valued the involvement of representatives from local authorities including Oxfordshire County Council.</p>
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Outside Body	Places	Basis of Appointment	Current Appointments	
Oxfordshire Rural Forum	1	must be a councillor	Nimmo-Smith	Forum has ceased. No appointment needed.
Trust for Oxfordshire's Environment	2	expected to be 1 councillor and 1 officer	Cabinet Member for Environment Officer - (E+E)	<p>The organisation is an independent fund seeker and grant maker, and a catalyst for effective collaboration for the wider benefit of Oxfordshire's environment and communities.</p> <p>Set up through the Oxfordshire Rural Community Council (ORCC) to initiate and support the strategic development of community environmental projects in Oxfordshire.</p> <p>Oxfordshire County Council, supports the organisation.</p> <p>Provides guidance, support and funding to communities wishing to deliver improvements to their local environment in terms of bio-diversity, access to green spaces and energy efficiency</p>
Mill Arts Centre Association	3	Need not be a councillor Cultural Services Manager – ex officio	Christie Beal 1 vacancy	Nomination received for Keith Mitchell CBE

Appointments made 12 July 2013

Outside Body	Places	Basis of Appointment	Appointees for 2013/14
Chilterns AONB Conservation Board	1		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

RC5

Castle Committee	1	Must be a councillor	Cabinet Member for Cultural & Community Services – Lindsay-Gale
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* subject to confirmation she wishes to continue

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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