



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Monday, 27 January 2014 at 4.00 pm

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

January 2014

Contact Officer: **Deborah Miller**
Tel (01865) 815384; Email; deborah.miller@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman - Councillor Zoé Patrick

Councillors

Charles Mathew
Rodney Rose

Gillian Sanders
David Williams

David Wilmshurst

Notes:

- ***Date of next meeting: Date Not Specified***

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
3. Minutes (Pages 1 - 4)
4. Petitions and Public Address
5. EXEMPT ITEMS

Item 6

It is RECOMMENDED that the public be excluded for the duration of item 6 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.

Item 7

In the event that any Member or Officer wishes to discuss the information set out in Annex 1 to Item 7 the Committee will be invited to resolve to exclude the public for the consideration of that Annex by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of Annex 1 since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

THE ANNEX TO THE REPORT NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

NOTE: The report does not contain exempt information and is available to the public. The exempt information is contained in the confidential Annex.

6. Local Negotiation of Pay and Terms and Conditions of Employment (Pages 5 - 10)

Report by the Head of Human Resources (**RC6**).

Oxfordshire County Council's current contracts of employment for employees other than teachers and firefighters are governed by the National Joint Council for Local Government Services known as the 'Green Book' and the Joint National Councils for Chief Executives and Chief Officers and related staff, as amended by local negotiated agreements. It is proposed to move away from the national negotiating arrangements and to introduce a local negotiating system between the County Council and Unison for Green Book employees, and local direct negotiations with senior staff.

This report includes a proposed local agreement between the Council and Unison which sets out the proposed terms of this agreement following local negotiations and consultations. A similar local agreement is planned for senior staff.

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

- 3 *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*
- 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 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 be contrary to the authority's duties as a fair employer.

7. Pay Policy Statement - Remuneration Committee Report to Council on 18 February 2014 (Pages 11 - 38)

Report by the Head of Human Resources (**RC7**).

The Remuneration Committee are required to report annually to Council on the Pay Policy Statement. This report gives a draft paper for consideration by the Remuneration Committee prior to its submission to Council on 18 February 2014.

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

- 4 *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*
- 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 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 be contrary to the authority's duties as a fair employer.

The Remuneration Committee is RECOMMENDED to consider the draft report at Annex 1 and agree it for submission to Council on 18 February 2014.

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REMUNERATION COMMITTEE

MINUTES of the meeting held on Wednesday, 23 October 2013 commencing at 4.00 pm and finishing at 4.50 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Zoé Patrick (Deputy Chairman)
Councillor Jamila Azad (In place of Councillor Gill Sanders)
Councillor Charles Mathew
Councillor Rodney Rose
Councillor David Williams
Councillor David Wilmshurst

Officers: Sue Corrigan, Strategic HR Manager; Steve Munn, Head of HR; 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.

35/13 APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies were received from Councillor Gill Sanders (Councillor Azad substituting).

36/13 MINUTES

(Agenda No. 3)

The Minutes of the meeting of the Remuneration Committee held on 18 September 2013 were approved and signed.

In respect of the County Nature Conservation Forum it was noted that on the nomination of the Political Group leaders Councillor Purse was appointed to serve on this body.

37/13 UPDATE ON LIVING WAGE

(Agenda No. 5)

The Committee received an update and noted that further information would be submitted to future meetings. A new living wage rate was to be announced on 4 November 2013. Sue Corrigan undertook to provide Members with a copy of research with Local Authorities on The Living Wage

During discussion Members considered the basis of the Living Wage and heard that it was not a formal rate and that it varied across authorities that applied it, with the London Living wage being higher than elsewhere.

38/13 EXEMPT ITEM

(Agenda No. 6)

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

39/13 SENIOR PAY REVIEW 2013

(Agenda No. 7)

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 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 be contrary to the authority’s duties as a fair employer.

The Committee agreed a time limited increase in respect of a senior post and endorsed an approach with regard to the senior pay review and noted that the final decision would be taken by full Council in February 2014.

..... in the Chair

Date of signing 200

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Division(s): N/A

REMUNERATION COMMITTEE – 27 JANUARY 2014

PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 18 FEBRUARY 2014

Report by Head of Human Resources

Introduction

1. Annex 1 to this report is the proposed draft report of the Remuneration Committee to Council on 18 February 2014 which reviews and updates the Council's Pay Policy Statement.

Exempt Information

2. The Annex to this report is exempt because it contains information relating to consultations or negotiations, or contemplated consultations or negotiations, in connection with a labour relations matters arising between the authority or a Minister of the Crown and employees.

Pay Policy Statement

3. Remuneration Committee are asked to consider, comment and agree on Annex 1 which will constitute the report for Council on 18 February 2014. This report will fulfil the obligations of the Remuneration Committee under the legislation to recommend a Pay Policy Statement to the Council.

Financial and Staff Implications

4. Implications are discussed as required in Annex 1.

RECOMMENDATION

5. **The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council on 18 February 2014.**

Steve Munn
Head of Human Resources

Background papers: None
Contact Officer: Sue Corrigan, Strategic HR Manager

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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