



To: Members of the Remuneration Committee

***Notice of a Meeting of the Remuneration Committee***

**Thursday, 10 December 2015 at 9.00 am**

**County Hall, Oxford, OX1 1ND**

A handwritten signature in black ink that reads "PG Clark".

Peter G. Clark  
Head of Paid Service

December 2015

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

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**Membership**

Chairman – Councillor Ian Hudspeth  
Deputy Chairman - Councillor Richard Webber

*Councillors*

Liz Brighthouse OBE  
Charles Mathew

Rodney Rose  
David Williams

David Wilmshurst

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**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 Glenn Watson on (01865) 815270 or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@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 and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes**

To approve the minutes of the meeting held on 30 October 2015 (**RC3**) and to receive information arising from them.

## 4. **Petitions and Public Address**

### **EXEMPT ITEM**

*It is **RECOMMENDED** that the public be excluded for the duration of items RC since it is likely that if they were present during those items 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 ITEMS 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.**

## 5. **Oxfordshire Local Agreement of Green Book Pay 2016-17 (Pages 1 - 6)**

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

- Information relating to any individual*
- Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 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 Oxfordshire Local Agreement set down the Council's agreement with Unison to negotiate pay locally for a three year period. The final year of the agreement is 2016-17. Negotiations have taken place with Unison and a draft agreement to cover a further three years had been reached. However, subsequent events have led to the abandonment of this draft agreement.

This report seeks to inform the Remuneration Committee of the current position and to seek its views on Green Book pay for 2016-17.

## **6. Senior Officer Appointments (Pages 7 - 12)**

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

*Information relating to any individual  
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 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 Chief Human Resources Officer (**RC6**).

The appointments of Head of Paid Service and Monitoring Officer were confirmed at Council on 8 September 2015. This report proposes some temporary pay arrangements for the Head of Paid Service based on increased responsibilities from 1 October 2015 and updates Committee on the pay arrangements put in place for the Monitoring Officer from the same date.

## **7. Recruitment and Retention of Children's Social Workers (Pages 13 - 30)**

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

*Information relating to any individual  
Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*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 Director for Children's Services and Chief Head of Human Resources (RC2).

The recruitment and retention of high quality social workers in Children's Social Care is critical in delivering a safe and effective service to this high risk client group. There are particular employment issues which apply to this staff group which this report seeks to address in order to maintain the necessary service standards.

## **8. Outside Bodies (Pages 31 - 36)**

The Council's Constitution allocates to this Committee the oversight 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).

There are a significant number of other outside bodies, designated as Category 'C' outside bodies, which request Council representation or are of primary value to local councillors/the local community. These are primarily appointed through the local members. This report informs the Committee of an appointment to a new body, namely Faringdon Town Team.

***The Committee is RECOMMENDED to note the appointment of Councillor Heathcoat to serve as a member of the Faringdon Town Team.***

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## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Monday, 6 July 2015 commencing at 8.30 am and finishing at 8.44 am.

**Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair

Councillor Neil Fawcett (In place of Councillor Richard Webber)

Councillor Charles Mathew

Councillor Rodney Rose

Councillor David Williams

Councillor David Wilmshurst

Councillor Liz Brighthouse OBE (In place of Councillor Gill Sanders)

**Officers:**

Whole of meeting Steve Munn, Chief Human Resources Officer; Sue Whitehead (Chief Executive's Office)

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with 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.*

### **19/15 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Councillor Gill Sanders (Councillor Liz Brighthouse substituting) and Councillor Richard Webber (Councillor Neil Fawcett substituting).

### **20/15 MINUTES**

(Agenda No. 3)

The Minutes of the meeting held on 23 June were approved and signed as a correct record.

## **21/15 EXEMPT ITEMS**

(Agenda No. 5)

**RESOLVED:** that the public be excluded for the duration of item RC6 & 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.

## **22/15 EXEMPT MINUTE**

(Agenda No. 6)

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

- 1 *Information relating to any 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 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 exempt part of the minutes of the meeting held on 23 June 2015 were agreed and signed.

## **23/15 HEAD OF PAID SERVICE**

(Agenda No. 7)

The Committee considered a report on the appointment of the head of paid service and other associated posts prior to consideration at full Council on 14 July 2015

*During discussion of the report there may be consideration of information that is exempt in that it falls within the following prescribed category:*

- 1 *Information relating to any 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 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*

**RESOLVED:** to RECOMMEND Council to:



- (1) appoint the Chief Legal Officer, Peter Clark, as the Council's Head of Paid Service in succession to the departing Chief Executive; AND if (1) is agreed
- (2) appoint the Deputy Head of Law and Culture (Nick Graham) as the Council's Monitoring Officer.

..... in the Chair

Date of signing ..... 2015

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of the Local Government Act 1972.

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Division(s): N/A

## REMUNERATION COMMITTEE – 18 SEPTEMBER 2013

### OUTSIDE BODIES

#### Report by Chief Legal Officer

1. The Council's Constitution allocates to this Committee the oversight 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. There are a significant number of other outside bodies, designated as Category 'C' outside bodies, which request Council representation or are of primary value to local councillors/the local community. These are primarily appointed through the local members. This report informs the Committee of an appointment to a new body, namely Faringdon Town Team.

#### Faringdon Town Team

3. The Faringdon JEFF (Joint Economic forum - Faringdon partnership), has been "closed" by the Vale of White Horse District Council who were the originators of the body. Councillor Heathcoat as the local councillor was a non-voting member on behalf of the County Council.
4. The District Council have replaced the JEFF by a new organisation called "Town Team" and the County Council representative will be given a vote. A copy of the draft constitution is attached as an annex.
5. The Chief Legal Officer has confirmed that the seat on Faringdon Town Team be considered as a local appointment under Category C of the published arrangements. This means that the nomination is sought from the local councillor(s). Councillor Heathcoat as the local councillor has agreed to serve on this organisation and the formal appointment was made by the Chief legal Officer.

#### RECOMMENDATIONS

6. **The Committee is RECOMMENDED to note the appointment of Councillor Heathcoat to serve as a member of the Faringdon Town Team.**

NICK GRAHAM  
Chief Legal Officer

Background papers: Nil

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

December 2015

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## **FARINGDON TOWN TEAM CONSTITUTION**

*“To promote a vibrant economy and continually enhance the retail offering within the town”*

### **1. Terms of Reference**

The Faringdon Town Team aims to build on Faringdon’s existing strengths and history to support and improve the economic, social and cultural vitality of the town for all its businesses, residents and visitors, and specifically to:

- Improve the economic vitality and viability of Faringdon Town Centre by bringing together public and private sector stakeholders in the town to work in partnership
- Agree vision, aims and values leading to the production of an annual action plan and five year (rolling) town centre business plan
- To set a budget to achieve the aims of the annual action plan taking into account the councils’ financial strategy and all sources of funding available to the Town Team
- Build a strong representative Town Team whose members come from public and private sectors including the three tiers of local government, The Faringdon Chamber of Commerce and retail, tourism and/or business sectors
- Initiate and implement projects

### **2. Areas of Benefit**

- The parish of Faringdon and its immediate environs

### **3. Composition of the Town Team**

Constituent members of the town team shall be as follows:

- One nominated elected member from Faringdon Town Council
- One nominated elected member from Vale of White Horse District Council
- One nominated elected member from Oxfordshire County Council
- Chairman of The Faringdon Chamber of Commerce (or substitute)
- Faringdon Town Centre Manager
- Faringdon Town Clerk
- Economic Development Manager (Vale of White Horse District Council)

Should a member cease to be a member of a nominated body they shall immediately cease to be a member of the Town Team and the nominating body shall automatically provide a replacement at the earliest opportunity. Constituent members shall be entitled to nominate additional officers of their respective organisations to attend Town Team meetings in order to provide advice and support. All officers are non-voting members.

### **3.1 Chairman and Vice-Chairman**

The Town Team shall elect from its co-opted members a Chairman and a Vice-Chairman. Election to these posts should take place annually. A constituent member to propose and another constituent member to second are required and the election must be confirmed by a simple majority of all existing Town Team members present (constituent and co-opted). The Chairman or Vice-Chairman shall be deemed to have resigned from their post should they cease to be a member of the Town Team.

### **3.2 Co-opted members of the Town Team**

The nominated constituent members may co-opt up to seven further members of the Town Team. A constituent member to propose and another constituent member to second are required and the co-option must be confirmed by a simple majority of all existing Town Team members present (constituent and co-opted). These co-opted members can be from any relevant business sector and can be co-opted for a particular Town Team project.

### **3.3 Substitutes and Proxies**

Each constituent member may be replaced by a substitute (who should be a member of the same organisation) who can deputise for the nominated member in their absence. Each nominated member shall be responsible for arranging a substitute if required, by notifying the Faringdon Town Clerk in writing three days in advance of the meeting. A substitute shall have the same rights and duties as the member for whom they deputise. In order to assist in the efficient operation of the Town Team it is expected that when a nominated constituent member cannot attend they shall arrange a substitute. It is the responsibility of the constituent member (or substitute constituent member) to provide updates on the work of the Town Team to their constituent organisation. In the event that the nominated constituent member is incapacitated and unable to make this arrangement the Faringdon Town Clerk may apply to the Chief Officer of the constituent organisation to propose a suitable substitute. Officers assisting the Town Team may also be substituted at the discretion of the officer normally attending and with advance notice in writing to the Faringdon Town Clerk. They will bear the same rights and duties as the officer they replace. For the avoidance of doubt co-opted members are not subject to the provisions of the substitution system. All voting members of the Town Team may request in writing for another voting member of the Town Team to exercise their vote, or read out a statement they wish to make, or both, so that they may take part in a decision even if unable to attend a particular meeting. Clear instructions must be given in writing at least three days before the meeting and it is the responsibility of the voting member to ensure that any such message has been received and correctly understood by the person they are appointing as their proxy. The appointed person may refuse the request. The Faringdon Town Clerk may also be requested to act in this capacity and may not refuse.

### **3.4 Terms of Office**

Constituent members shall be appointed by their nominated authority or body, new appointments being made at their discretion. There shall be no time limit for the term of office of any constituent member, unless the constitution body chooses to set one for their own members. Co-opted members shall serve for one year at which they must retire and stand for re-election if they wish to do so. There is no time limit on the number of times they

may stand for re-election. Officers shall be appointed by their nominated authority or body based on the timetable of that body, new appointments being made at their discretion. There shall be no time limit for the term of service of any officer. In the event that the post of Chairman or Vice-Chairman becomes vacant, a temporary chairman may be elected. In this eventuality the temporary post-holder may be any member of the Town Team, including constituent members.

#### **4. Meeting Regulations**

Resolutions and recommendations of the Town Team shall be made by a simple majority of those voting members present at the meeting. Each constituent member, or nominated deputy, shall have one vote. Each co-opted member shall have one vote. In the event of an equality of votes, the Chairman (or, in his or her absence, the Vice-Chairman) will exercise a casting vote. A vote can only be registered if a member or an approved substitute is present to exercise the vote at the meeting (section 3.2). Meetings of the Town Team should take place at least four times annually. These will not be open to the public but the Chairman may invite guests to advise or observe.

##### **4.1 Notice of meetings and compilation of the agenda**

For each meeting of the Town Team a notice of the meeting, specifying the business proposed to be transacted (agenda) shall be delivered to every member so as to be available to that member at least five days before the meeting. The contents of this notice shall be approved by the Chairman, the Faringdon Town Clerk and the Economic Development Manager of Vale of White Horse District Council. Sending such a notice by email to the normally used email address of any member will be deemed acceptable compliance with this clause. Any member of the Town Team may put forward items to be included in the agenda to the Chairman which may be included:

(1) At the discretion of the Chairman, and

(2) Provided the matter was given in writing at least ten days before the meeting. In addition any Town Team member may raise any matter in Any Other Business (AOB). AOB shall always be included on the agenda of Town Team meetings. This item is intended to allow Town Team members to bring new matters to the attention of the Town Team, for inclusion as agenda items in future meetings if the Town Team so chooses.

##### **4.2 Meeting Minutes**

Draft minutes or action notes of all meetings will be published on [www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk) and [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk) websites, and will be approved at the following meeting of the Town Team and then finalised versions will be published on the same websites.

#### **5. Funding**

Financial contributions and support in kind for projects shall be welcomed from individuals and groups subject to the approval of the Town Team. Any conditions associated with such contributions should be approved by the Town Team members. Faringdon Town Council shall be accountable for all the financial affairs of the Town Team and administering the Town Team's funds on its behalf, including funding from constituent members. Any

expenses incurred by members, observers, guests or officers in attending meetings of the Town Team or conducting other Town Team business will not necessarily be met by the Town Team. The Town Team may not incur, underwrite or undertake any debts that cannot be met out of existing funds or confirmed funding commitments. Faringdon Town Council will operate a separate ring-fenced account for the Town Team and the Faringdon Town Clerk will provide regular budget updates to the Town Team meetings.

All monies shall be paid into a separate FTT account managed by the town clerk together with authorized signatories:

- (1) All annual contributions and grants from FTC, VWHDC and Chamber of Commerce.
- (2) Fees collected from Saturday market stall holders.
- (3) Monies obtained through project applications e.g. LEADER.
- (4) Monies from specific high street innovation funds e.g. PORTAS.

**6. Management.** FTT will be managed by the constituent members who will meet monthly to implement the items agreed in the project plan.

### **7. Winding up the Town Team**

In the event of winding up of the Town Team, any residual funds shall be returned by the Faringdon Town Council to the current constituent bodies in amounts in direct proportion to the financial contributions made by them in the previous single full year of business.