



To: Members of the Remuneration Committee

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

**Tuesday, 2 February 2016 at 9.30 am**

**Room 3 - County Hall, New Road, Oxford OX1 1ND**

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

Peter G. Clark  
Head of Paid Service

January 2016

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

## 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 (Pages 1 - 4)**

To approve the minutes of the meeting held on 10 December 2015 (**RC3**) and to receive information arising from them.

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

### EXEMPT ITEMS

*It is RECOMMENDED that the public be excluded for the duration of items RC5 and RC6 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 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.**

5. **Exempt Minutes (Pages 5 - 6)**
6. **Pay Policy Statement - Remuneration Committee Report to Council on 16 February 2016 (Pages 7 - 32)**

*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.*

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 16 February 2016.

***The Remuneration Committee is RECOMMENDED to consider the draft report and agree it for submission to Council on 16 February 2016.***

## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Thursday, 10 December 2015 commencing at 9.00 am and finishing at 10.25 am

**Present:**

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

Councillor Richard Webber (Deputy Chairman)  
Councillor Liz Brighthouse OBE  
Councillor Charles Mathew  
Councillor Rodney Rose  
Councillor David Wilmshurst

**Officers:**

Whole of meeting Steve Munn, Chief Human Resources Officer

Part of meeting

**Agenda Item                      Officer Attending**

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with [a schedule of addenda tabled at the meeting ][the following additional documents:] and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports [agenda, reports and schedule/additional documents], copies of which are attached to the signed Minutes.*

### **24/15 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

Apologies were received from Councillor David Williams.

### **25/15 MINUTES**

(Agenda No. 3)

The Minutes of the meeting held on 6 July 2015 were approved and signed as a correct record.

### **26/15 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 4)

Catharine Darnton, Headteacher of Gillotts School spoke in respect of the implications on schools on the information set out in Agenda Item 6.

## **27/15 EXEMPT ITEMS**

(Agenda No. )

**RESOLVED:** that the public be excluded for the duration of item RC5 -7 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.

### **PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE SESSION**

## **28/15 EXEMPT MINUTE**

(Agenda No. )

*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 6 July 2015 were agreed and signed.

## **29/15 OXFORDSHIRE LOCAL AGREEMENT OF GREEN BOOK PAY 2016-17**

(Agenda No. 5)

*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)*
- 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.*

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.

The Remuneration Committee considered a report on the current position that sought its views on Green Book pay for 2016-17.

The Remuneration Committee noted and supported the current position on pay negotiations for 2016/17 and, in discussion, supported a move back to national pay arrangements rather than a new local agreement from 2107/18 onwards.

### **30/15 SENIOR OFFICER APPOINTMENTS**

(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 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 appointments of Head of Paid Service and Monitoring Officer were confirmed at Council on 8 September 2015. The Remuneration Committee considered a report that proposed some temporary pay arrangements for the Head of Paid Service based on increased responsibilities from 1 October 2015 and that updated Committee on the pay arrangements put in place for the Monitoring Officer from the same date.

The Remuneration Committee approved temporary pay arrangements for the Head of Paid Service based on increased responsibilities from 1 October 2015 and noted an update on the pay arrangements put in place for the Monitoring Officer from the same date. It was further agreed that the arrangements be reviewed by 1 April 2016.

### **31/15 RECRUITMENT AND RETENTION OF CHILDREN'S SOCIAL WORKERS**

(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*

- 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 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 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.

The Remuneration Committee approved an approach to particular employment issues which apply to this staff group in order to maintain the necessary service standards. It was also agreed that the measures be revisited in 18 months and that there be a further report in March 2016 looking at the medium to longer term workforce strategy.

**32/15 OUTSIDE BODIES**

(Agenda No. 8)

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. The Remuneration Committee had before it a report informing the Committee of an appointment to a new body, namely Faringdon Town Team.

**RESOLVED:** to note the appointment of Councillor Heathcoat to serve as a member of the Faringdon Town Team.

..... in the Chair

Date of signing ..... 200



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

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Division(s): N/A

## REMUNERATION COMMITTEE – 02 FEBRUARY 2016

### PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 16 FEBRUARY 2016

Report by Chief HR Officer

#### Introduction

1. Annex 1 to this report is the proposed draft report of the Remuneration Committee to Council on 16 February 2016 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 16 February 2016. 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 16 February 2016.**

**Steve Munn**  
Chief HR Officer

Background papers: None

Contact Officer: Sue Corrigan, County HR Manager

February 2016



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

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