

Wednesday 7 June 2023

Tel: 01993 861522  
e-mail – [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## PERFORMANCE AND APPOINTMENTS COMMITTEE

You are summoned to a meeting of the Performance and Appointments Committee which will be held in the Committee Room 2, Woodgreen, Witney OX28 1NB on **Thursday, 15 June 2023 at 10.00 am.**



Giles Hughes  
Chief Executive

To: Members of the Performance and Appointments Committee

Councillors: Andy Graham, Duncan Enright, Dan Levy, Michele Mead and Liam Walker.

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

## AGENDA

1. **Election of Chair for the 2023/24 Civic Year**
2. **Election of Vice-Chair for the 2023/24 Civic Year**
3. **Apologies for Absence**
4. **Declarations of Interest**
5. **Minutes of previous meeting (Pages 3 - 6)**  
To approve the public minutes of the meetings held on 26 October 2022 and 2 February 2023.
6. **Matters exempt from publication**  
If the Committee wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.  
  
The Committee may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
7. **Job Description for Chief Finance Officer (Pages 7 - 10)**  
Purpose  
To consider the job description for the post of Chief Finance Officer.  
  
Recommendation  
That the Committee agrees the job description for the post of Chief Finance Officer.
8. **Appointment of Chief Finance Officer and any consequential changes to retained officer terms and conditions (Pages 11 - 24)**  
Purpose  
To consider any consequential amendments to the terms and conditions of the other retained officer posts.  
  
Recommendation  
That the Committee determines the appropriate terms and conditions of the other retained officer posts.

(END)