

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Performance and Appointments Committee
Held in the Committee Room 2 at 10.00 am on **Thursday, 15 June 2023**

PRESENT

Councillors: Andy Graham, Joy Aitman, Dan Levy, Michele Mead and Liam Walker.

Officers: Giles Hughes (Chief Executive), Frank Wilson (Group Finance Director - Publica) and Max Thompson (Senior Democratic Services Officer).

Other Councillors in attendance: Nil.

12 Election of Chair for the 2023/24 Civic Year

Committee **Resolved** to:

- I. Elect Councillor Andy Graham as Chair of Performance and Appointments Committee for the municipal year 2023-2024.

13 Election of Vice-Chair for the 2023/24 Civic Year

Committee **Resolved** to:

- I. Elect Councillor Duncan Enright as Vice-Chair of Performance and Appointments Committee for the municipal year 2023-2024.

14 Apologies for Absence

Apologies for Absence were received from Councillor Duncan Enright.

Councillor Joy Aitman substituted for Councillor Duncan Enright.

15 Declarations of Interest

There were no Declarations of Interest received by Members of the Committee.

The Chief Executive Officer, Giles Hughes, stated that he would leave the meeting at the conclusion of Agenda Item 7, as Agenda Item 8 would involve sensitive information relating to his own post.

16 Minutes of Previous Meetings

The Minutes of the Previous Meetings, held on 26 October 2022 and 2 February 2023, were agreed by the Committee as a true and accurate record.

17 Matters Exempt from Publication

Committee **Resolved** that:

- I. Under section 100A of the Local Government Act (1972), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in schedule 12A of the said act.

18 Job Description for Chief Finance Officer

The Chief Executive Officer, Giles Hughes, introduced the report, which considered the job description for the post of Chief Finance Officer.

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Committee **Resolved** to:

1. Re-name the role from Chief Finance Officer to Director of Finance;
2. Agree the job description for the post of Director of Finance;
3. Note the desired timeline for recruitment to the role of Director of Finance.
4. Delegate authority to the Chief Executive to make amendments to the job description for the role of Director of Finance.

The Chief Executive left the meeting at 10.19am.

19 Appointment of Chief Finance Officer and any consequential changes to retained officer terms and conditions

Frank Wilson, Group Finance Director (Publica), introduced the report, which considered the terms and conditions for the Director of Finance appointment and any consequential remuneration amendments to other statutory Council officers.

Committee **Resolved** to:

1. Amend the salary levels of the Council's statutory officers, with effect from 1 July 2023, as set out in the exempt minutes.

The Meeting closed at 10.49 am

CHAIRMAN