

Wednesday 7 June 2023

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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)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Performance and Appointments Committee
Held in the Committee Room 1 at 4.15 pm on **Wednesday, 26 October 2022**

PRESENT

Councillors: Andy Graham (Chair), Duncan Enright (Vice-Chair), Dan Levy, Norman MacRae MBE and Michele Mead

Officers: Frank Wilson (Group Finance Director - Publica), Andrew Brown (Democratic Services Business Manager), Julie McCarthy (HR Manager)

1 Election of Chair for the 2022/23 Council year

Councillor Graham was elected chair for the 2022/23 Council year.

2 Election of Vice-Chair for the 2022/23 Council year

Councillor Enright was elected Vice-Chair for the 2022/23 Council year.

3 Apologies for absence

There were no apologies for absence.

4 Declarations of interest

There were no declarations of interest.

5 Appointment of Appraisal Panel

The Committee resolved to appoint Councillors Graham, Enright, Levy and Mead as members of the Appraisal Panel.

The Committee further agreed that Councillor MacRae would attend the Appraisal Panel as an observer.

6 Matters exempt from publication

RESOLVED that 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.

7 Appointment of a Director of Governance and Development and any consequential changes to retained officer terms and conditions

The Group Finance Director introduced the report and stated that the recruitment of Monitoring Officers is difficult because of the specialist nature of the role. The proposed job description was based on the Director of Governance and Development role at Cotswold District Council and gave a more rounded role.

The Committee resolved to:

1. Agree to go out to recruitment for a Director of Governance at a salary of £78,356 (subject to pending pay award).
2. Delegate authority to the Chief Executive to make amendments to the job description and to decide on whether or not to utilise the services of a recruitment agency.

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The Meeting closed at 5.15pm

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Performance and Appointments Committee
Held in the Elmfield Rooms 1 & 2, New Yatt Road, Witney, OX28 1PB at 1.30 pm on
Thursday, 2 February 2023

PRESENT

Councillors: Andy Graham (Chair), Dan Levy, Norman MacRae MBE, Michele Mead and Joy Aitman

Officers: Giles Hughes (Chief Executive)

8 Apologies for absence and substitutions

Apologies were received from Councillor Duncan Enright. Councillor Joy Aitman substituted.

9 Declarations of interest

There were no declarations of interest.

10 Matters exempt from publication

RESOLVED that 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 paragraph 1 of schedule 12A of the said act.

11 Selection of a preferred candidate for the role of Director of Governance

The Committee interviewed shortlisted candidates for the position of Director of Governance.

RESOLVED to:

1. Agree that Andrea McCaskie is selected the preferred candidate for the position of Director of Governance:
2. Recommend to Council to:
 - a) Approve the appointment of Andrea McCaskie as the Director of Governance and Monitoring Officer for West Oxfordshire District Council on a permanent full time basis.
 - b) Note that the provisional verbal offer of employment has been made, subject to two references, medical clearance and eligibility check (BPSS check) in accordance with the Council's policies.
 - c) Agree the appointment commences on a date to be mutually agreed between the successful candidate and the Chief Executive.
 - d) Agree that the appointment is made on a salary of £80,000 per annum.
 - e) Approve the extension of the current interim Monitoring Officer arrangement with Susan Sale until 16 April 2023, or until Andrea McCaskie starts, whichever is the sooner.
 - f) Agree that should there be a gap between the 16 April 2023 and the start of Andrea McCaskie's employment then Andrew Brown

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the current Deputy Monitoring Officer should be designated as the Council's Monitoring Officer for that interim period.

The Meeting closed at 6.00 pm

CHAIRMAN

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

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