

Tuesday 5 November 2024  
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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 Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 13 November 2024 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Performance and Appointments Committee

Councillors: Duncan Enright, Andy Graham, Michele Mead, Alaric Smith 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**  
To elect a Chair of the Performance and Appointments Committee for the remainder of the 2024/25 Council year.
2. **Appointment of Vice-Chair**  
To appoint a Vice-Chair of the Performance and Appointments Committee for the remainder of the 2024/25 Council year.
3. **Apologies for absence**  
To note any apologies for absence and substitute members. The quorum for the Performance and Appointments Committee is 3 Members.
4. **Declarations of interest**  
To receive any declarations of interest from members of the Committee.
5. **Minutes of previous meeting (Pages 5 - 6)**  
To approve the minutes of the meeting held on 17 April 2024.
6. **Matters exempt from publication**  
If the Committee wishes to exclude the press and public from the meeting during its consideration of the item 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 specifying the grounds on which their presence could involve the likely disclosure of exempt information as defined in specific paragraphs of Schedule 12A of the Act.  
  
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. **Salaries and Terms and Conditions of Chief Officers (Pages 7 - 44)**  
Purpose:  
Following formal Job Evaluation under the LGA Senior Management Evaluation Scheme (undertaken by South West Councils), to consider the salary for the Chief Executive Officer, Director of Finance and Director of Governance and Regulatory Services, to ensure that additional duties and Line Management responsibilities are reflected in salary and that salaries are consistent with that of the newly recruited Director of Place.  
  
In addition, as per the WODC Constitution to move the Chief Executive and Directors to the terms and conditions of Joint National Committee (JNC), from National Joint Council (NJC).  
  
Recommendation:  
That the Performance and Appointments Committee determines and recommends to full Council the appropriate salary for the post of Chief Executive Officer, Director of Finance, and Director of Governance effective from 1 November 2024.

(END)

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of a meeting of the **Performance and Appointments Committee.**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 3.30pm on **Wednesday 17 April 2024.**

#### PRESENT

Councillors: Andy Graham (Chair), Michele Mead, Dan Levy and Liam Walker.

Officers: Andrea McCaskie (Director of Governance), Max Thompson (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer), Christine Elsasser (Democratic Services Officer), and John Llewellyn (Head of Human Resources).

Other Councillors in Attendance: Nil.

#### **1 Apologies for Absence**

Apologies for lateness were received from Councillor Duncan Enright.

#### **2 Declarations of Interest**

There were no declarations of interest made by Members of the Committee.

#### **3 Minutes of Previous Meeting**

Councillor Andy Graham, Chair of the Performance and Appointments Committee, proposed that the minutes of the previous meeting, held on Monday 17 July 2023, be agreed by the Committee, and signed as a true and accurate record.

This was seconded by Councillor Liam Walker, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of the previous meeting, held on Monday 17 July 2023, as a true and accurate record.

#### **4 Human Resources Employment Policies**

John Llewellyn, Head of Human Resources, introduced the report, which provided updates to the Committee regarding the refresh (Phase 2) of the employment policies for West Oxfordshire District Council.

The report stated that no changes had been made to the employee terms and conditions, and sought only to clarify and enable policies to be used concurrently with employee relations matters, giving clarity and usability to both employees and managers alike.

In debate, the Committee queried in relation to the Recruitment Policy the meaning of “peer group” in relation to pay scales. The Committee also requested clarification of requirements of personal declarations from job applicants stating whether or not they had close relations to officers of the Council or any associated bodies, and whether this should be extended to include close relations to Councillors.

The Head of Human Resources committed to seeking a more appropriate definition of ‘peer group’, and also committed to considering the parameters of the general policy regarding close relations to ensure that it also covered Members and not just Officers.

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Councillor Andy Graham proposed that the Committee agree to the recommendation as listed on the report, subject to clarification being provided from the Head of Human Resources which would answer questions raised by the Committee. This was seconded by Councillor Dan Levy, was put to a vote, and was unanimously agreed by the Committee.

The Director of Governance reaffirmed a resolution previously agreed by Council, whereby delegation was given to the Chief Executive, in consultation with the Leader of the Council and Director of Governance, to approve subsequent amendments to any West Oxfordshire District Council employment policies that may be necessary, in line with legal changes and best practice, to ensure the Council's policies remain compliant.

The Committee **Resolved** to:

1. Agree the Recruitment, Retirement and Time Off Guidance employment policies, attached at Annex A of the original report.

Councillor Duncan Enright arrived before the meeting was called to a close.

The Meeting closed at 3.36pm.

CHAIR

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

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