

13 May 2025

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PERFORMANCE AND APPOINTMENTS COMMITTEE

You are summoned to a meeting of the Performance and Appointments Committee which will be held at Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 21 May 2025 on the rising of the Overview and Scrutiny Committee meeting scheduled to take place after Annual Council.**



Giles Hughes
Chief Executive

To: Members of the Performance and Appointments Committee

Councillors: To be appointed at Annual Council.

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 2025/26**
To elect a Chair of the Performance and Appointments Committee for the 2025/26 Council year.
2. **Appointment of Vice-Chair 2025/26**
To appoint a Vice-Chair of the Performance and Appointments Committee for the 2025/26 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 3 - 4)**
To approve the minutes of the Performance and Appointments Committee meeting held on 13 November 2024.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Performance and Appointments Committee**

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28
INB at 2.00 pm on **Wednesday, 13 November 2024**

PRESENT

Councillors: Andy Graham, Michele Mead, Alaric Smith and Geoff Saul

Officers: Andrew Brown (Head of Democratic and Electoral Services), Kathryn Dowell (HR Business Partner) and Georgina Dyer (Chief Accountant)

1 Election of Chair

The Head of Democratic and Electoral Services opened the meeting and sought nominations for the position of Chair of the Committee for the remainder of 2024/25.

Councillor Smith proposed Councillor Graham as Chair. This was seconded by Councillor Saul. There were no other nominations. This was put to the vote and agreed by the Committee.

The Committee resolved to elect Councillor Graham as Chair of the Performance and Appointments Committee for the remainder of the 2024/25 Council year.

2 Appointment of Vice-Chair

The Chair proposed Councillor Smith for the position of Vice-Chair. This was seconded by Councillor Mead. There were no other nominations. This was put to the vote and agreed by the Committee.

The Committee resolved to appoint Councillor Smith as Vice-Chair of the Performance and Appointments Committee for the remainder of the 2024/25 Council year.

3 Apologies for absence

Apologies were noted from Councillor Walker and Councillor Enright. Councillor Saul substituted for Councillor Enright.

4 Declarations of interest

There were no declarations of interest.

5 Minutes of previous meeting

The Chair proposed that the Committee approve the minutes of the meeting held on 17 April 2024. This was seconded by Councillor Mead.

The Committee resolved to approve the minutes of the meeting held on 17 April 2024.

13/November2024

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Matters exempt from publication

The Chair proposed that the Committee agree to exclude the press and public from the meeting for the remaining items of business. This was seconded, put to a vote and agreed unanimously by the Committee.

The Committee Resolved in accordance with the provisions in Section 100A(4) of the Local Government Act 1972 to:

Exclude the press and public from the meeting 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 relating to candidates for interview as defined in Paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7

Salaries and Terms and Conditions of Chief Officers

The HR Business Partner presented the report which considered the salaries and terms and conditions of the Council's Chief Officers.

The HR Business Partner explained that the proposed changes were a direct result of the transition of 65 employees from Publica to the Council, whereas previously the Chief Officers had no line management responsibilities.

The Committee sought assurances that the proposed salaries were reasonable and reflected the employment market for these roles.

The HR Business Partner clarified that the terms and conditions were proposed to change from NJC to JNC. This was because over time the incorrect contracts had been issued.

The recommendation was proposed by Councillor Graham and seconded by Councillor Mead, was put to the vote and agreed unanimously by the Committee.

The Performance and Appointments Committee resolved to recommend to Council to:

- I. Approve the appropriate salary for the post of Chief Executive Officer, Director of Finance, and Director of Governance effective from 1 November 2024 and the movement to Joint National Committee (JNC) Terms and Conditions.

The Meeting closed at 2.25 pm

CHAIR