

Date: 27 January 2026

Tel: 01993 861000  
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 Committee Room 2, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 4 February 2026 at 4.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Performance and Appointments Committee

Councillors: Andy Graham (Chair), Alaric Smith (Vice-Chair), Duncan Enright, 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. **Apologies**  
To receive any apologies for absence.
2. **Declarations of Interest**  
To receive any declarations of interest.
3. **Minutes (Pages 3 - 4)**  
To approve the minutes of the last meeting held on 21 May 2025.
4. **Exclusion of the Press and Public**  
If Performance and Appointments 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 Committee to pass a resolution in accordance with the provisions of section 100A of the Local Government Act 1972 on the grounds that their presence could involve the likely disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972.
5. **Recruitment of a Replacement Chief Executive Officer (CEO) (Head of Paid Service) and Returning Officer and Electoral Registration Officer (Pages 5 - 18)**  
Purpose:  
The report sets out the proposals to agree arrangements for the appointment of a Chief Executive Officer (CEO) (Head of Paid Service) and a Returning Officer and a Electoral Returning Officer for West Oxfordshire District Council following the announcement that the current post holder is retiring, with the last day in post being 31 May 2026.  
  
Recommendation:  
The recommendations are set out in the exempt report.

(END)

# Public Document Pack Agenda Item 3

## WEST OXFORDSHIRE DISTRICT COUNCIL

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

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 3.33 pm on **Wednesday, 21 May 2025**

#### PRESENT

Councillors: Andy Graham (Chair), Alaric Smith (Vice-Chair), Andrew Beaney and Nick Leverton

Officers: Andrew Brown (Head of Democratic and Electoral Services), Andrea McCaskie (Director of Governance), Madhu Richards (Director of Finance), Giles Hughes (Chief Executive Officer), Phil Martin (Director of Place) and Ana Prelici (Senior Democratic Services Officer)

#### **I Election of Chair 2025/26**

The Chair of the Council, Councillor Andrew Coles, opened the meeting.

The Committee would be comprised off the following members:

- Duncan Enright
- Andy Graham
- Michele Mead
- Alaric Smith
- Liam Walker

The Chair of the Council, Councillor Andrew Coles, requested nominations for the position of the Chair of the Performance and Appointments Committee for the municipal year of 2025-2026. Councillor Alaric Smith nominated Councillor Andy Graham for the position of Chair. Councillor Andrew Beaney seconded the nomination and the vote was carried.

**RESOLVED:** The Committee elected Councillor Andy Graham as Chair of the Performance and Appointments Committee for 2025/26.

#### **2 Appointment of Vice-Chair 2025/26**

The Chair of the Committee, Councillor Andy Graham, proposed Councillor Alaric Smith for the position of the Vice-Chair of the Performance and Appointments Committee for the municipal year of 2025-2026. Councillor Andrew Beaney seconded the nomination and the vote was carried.

**RESOLVED:** The Committee appointed Councillor Alaric Smith to the position of Vice-Chair of the Performance and Appointments Committee for 2025/26.

#### **3 Apologies for Absence**

Apologies for absence were noted from the following members:

Performance and Appointments Committee

21/May2025

Duncan Enright

Michele Mead – substituted by Andrew Beaney

Liam Walker – substituted by Nick Leverton

**4 Declarations of interest**

There were no declarations of interest.

**5 Minutes of previous meeting**

Councillor Andy Graham proposed that the Committee approve the minutes of the previous meeting held on 13 November 2024. This proposal was seconded by Councillor Alaric Smith and the vote was carried.

RESOLVED: the Committee approved the minutes of the meeting held on 13 November 2024.

The Meeting closed at 3.36 pm

CHAIR

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

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