

17 March 2026

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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 Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 25 March 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 for Absence**  
To receive any apologies for absence.
2. **Declarations of Interest**  
To receive any declarations of interest.
3. **Minutes of Previous Meeting**  
To approve the minutes of the last meeting held on 4 February 2026.
4. **Human Resources Employment Policies (Pages 3 - 94)**  
Purpose:  
To update the Performance and Appointments Committee relating to the writing of new employment policies for West Oxfordshire District Council (WODC), (“the Council”). No changes have been made to the employee terms and conditions, only to clarify and enable policies to be used concurrently with employee relations matters, giving clarity and usability to both employees and managers alike.  
  
Recommendation:  
That the Performance and Appointments Committee Resolves to:  
Agree the eleven Employment policies below and included in Annex A.
  - Agency Workers Policy and Procedures
  - Career Break Policy and Procedures
  - Carers Leave Policy and Procedures
  - Death in Service Policy and Procedure
  - Fixed Term Contract Policy and Procedure
  - Mediation Policy and Procedure (including Mediation Agreement Form)
  - Paternity and Neonatal Care Leave Policy and Procedure
  - Pay and Grading Principles Guidance
  - Redeployment Policy and Procedure
  - Work Experience Policy and Procedure
  - Working Abroad Policy and Procedure
5. **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.
6. **Exempt Minutes of the Previous Meeting (Pages 95 - 98)**

(END)