

12 May 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, 20 May 2026 at the rising of the Overview and Scrutiny Committee meeting after Annual Council or at 2.33 pm (whichever is later).**



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**

Purpose:

To elect a Chair for the civic year 2026/27.

Recommendation:

That the Committee resolves to:

- I. Elect a Chair of the Performance and Appointments Committee for the civic year 2026/27.

2. **Appointment of Vice-Chair**

Purpose:

To appoint a Vice-Chair for the civic year 2026/27.

Recommendation:

That the Committee resolves to:

- I. Appoint a Vice-Chair of Performance and Appointments Committee for the civic year 2026/27.

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 25 March 2026.

(END)

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 4.00 pm on **Wednesday, 25 March 2026**

PRESENT

Councillors: Andy Graham (Chair), Alaric Smith (Vice-Chair), Duncan Enright

Officers: Kathryn Dowell (HR Business Partner), Ana Prelici (Senior Democratic Services Officer) and Giles Hughes (Chief Executive Officer)

Other Councillors in attendance:

6 Apologies for Absence

Apologies were received from Councillors Liam Walker and Michelle Mead.

7 Declarations of Interest

Councillor Duncan Enright stated that he was a member of the GMB union. However, he had approached the meeting with an open mind and was not involved in the union within a management capacity.

8 Minutes of Previous Meeting

The Committee agreed to approve the minutes of the meeting held on 4 April. These were proposed by Councillor Andy Graham and seconded by Councillor Duncan Enright.

9 Human Resources Employment Policies

The HR business partner introduced the report. They explained that the purpose was to approve 11 HR policies for the Council, and that these built on existing policies.

Members discussed these, raising the following points, including questions for clarity which were answered by the HR Business Partner and the Chief Executive;

- The changes would put the Council in good stead for Local Government Reorganisation and any future changes in employment law, as it ensured clarity within the policies.
- The policies were brought up to date under a previous exercise within Publica, and this particular exercise was about ensuring processes were appropriate now that employees were employed by the Council.
- Whether any members of staff resided overseas. It was explained that this applied to one member of staff, but that the Council was wishing to limit this.

Performance and Appointments Committee

25/March2026

Councillor Alaric Smith proposed accepting the recommendations. This was seconded by Councillor Duncan Enright.

Recommendation:

The Performance and Appointments Committee resolved 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

10 Exclusion of the Press and Public

The Committee resolved to go into private session, however having already agreed the minutes of the meeting did not discuss these any further.

11 Exempt Minutes of the Previous Meeting

The Meeting closed at Time Not Specified

CHAIR