

## WEST OXFORDSHIRE DISTRICT COUNCIL

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

Held in the Council Chamber, Woodgreen, Witney OX28 1NB at 9.00am on **Monday, 17 July 2023.**

#### PRESENT

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

Officers: Giles Hughes (Chief Executive Officer), Max Thompson (Senior Democratic Services Officer) and Kathryn Dowell (HR Business Partner).

Other Councillors in attendance: Nil.

#### **20 Apologies for Absence and Substitutions**

There were no Apologies for Absence from Members of the Committee.

Councillor Duncan Enright arrived at 9.25am.

#### **21 Declarations of Interest**

There were no Declarations of Interest received by Members of the Committee.

#### **22 Matters Exempt from Publication**

Councillor Andy Graham, Chair of the Committee, proposed that the Committee agree to exclude the press and public from the meeting for the remaining items of business. This was seconded by Councillor Michele Mead, was 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:

1. 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 Paragraph 1 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.

#### **23 Selection of a Preferred Candidate for the Role of Director of Finance**

Kathryn Dowell, HR Business Partner, gave the Committee a detailed and in-depth overview of the prior selection process, before highlighting the skills and attributes that the Subject Candidate (SC) brought to both the selection process and Committee interview. The HR Business partner gave the Committee a further overview of the behavioural characteristics that the SC showed during an exercise carried out during the main selection process.

In debate, the Committee discussed at length the interview undertaken, and also the skills & characteristics the SC brought to the interview, including strong decision making skills, respect and competence. The Committee also made reference to the SC's local knowledge having worked within the Local Government sector previously in Oxfordshire.

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The Committee also noted the time taken by the SC to prepare a presentation for the Committee with only 2 days' notice from the prior interview.

Councillor Andy Graham proposed that the SC be recommended to Council for appointment, and authority be delegated to the Chief Executive to have oversight of the remainder of the appointment process. This was seconded by Councillor Michele Mead, was put to a vote and was unanimously agreed by the Committee.

The Committee **Resolved** to:

1. Agree the selection of the Subject Candidate for the post of Director of Finance.
2. Delegate the making of a conditional offer and the agreement of all terms and conditions, to the Chief Executive Officer, subject to confirmation within a time period set by the Monitoring Officer that no member of the Executive has an objection to the proposed appointment, or the Performance and Appointments Committee being satisfied that any objection is not material or well-founded;

And **Resolved** to Recommend to Council to:

3. Delegate authority to the Chief Executive, in consultation with the Chair of the Performance and Appointments Committee, to appoint Madhu Richards, to the role of Director of Finance (Section 151 Officer), subject to two references, medical clearance and eligibility check (BPSS check) in accordance with the Council's policies;
4. Agree that the appointment will be made on a salary of up to £85,000 per annum plus pending pay award;
5. Agree the appointment commences on a date to be mutually agreed between the Chief Executive and the successful candidate;
6. Confirm the appointment of an Interim Director of Finance, James Howse, who will undertake the role of Section 151 Officer, until the appointed, permanent Director of Finance is able to take up post.

## 24 Dates of Future Meetings

The Committee **Resolved** to:

1. Note the date of the next meeting on Friday 13 October 2023 at 2.00pm, to conduct the Chief Executive's appraisal.

The Meeting closed at 11.00 am

CHAIR