

## WEST OXFORDSHIRE DISTRICT COUNCIL

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

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 3.30pm on **Wednesday 17 April 2024.**

#### PRESENT

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

Officers: Andrea McCaskie (Director of Governance), Max Thompson (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer), Christine Elsasser (Democratic Services Officer), and John Llewellyn (Head of Human Resources).

Other Councillors in Attendance: Nil.

#### **1 Apologies for Absence**

Apologies for lateness were received from Councillor Duncan Enright.

#### **2 Declarations of Interest**

There were no declarations of interest made by Members of the Committee.

#### **3 Minutes of Previous Meeting**

Councillor Andy Graham, Chair of the Performance and Appointments Committee, proposed that the minutes of the previous meeting, held on Monday 17 July 2023, be agreed by the Committee, and signed as a true and accurate record.

This was seconded by Councillor Liam Walker, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of the previous meeting, held on Monday 17 July 2023, as a true and accurate record.

#### **4 Human Resources Employment Policies**

John Llewellyn, Head of Human Resources, introduced the report, which provided updates to the Committee regarding the refresh (Phase 2) of the employment policies for West Oxfordshire District Council.

The report stated that no changes had been made to the employee terms and conditions, and sought only to clarify and enable policies to be used concurrently with employee relations matters, giving clarity and usability to both employees and managers alike.

In debate, the Committee queried in relation to the Recruitment Policy the meaning of “peer group” in relation to pay scales. The Committee also requested clarification of requirements of personal declarations from job applicants stating whether or not they had close relations to officers of the Council or any associated bodies, and whether this should be extended to include close relations to Councillors.

The Head of Human Resources committed to seeking a more appropriate definition of ‘peer group’, and also committed to considering the parameters of the general policy regarding close relations to ensure that it also covered Members and not just Officers.

## Performance and Appointments Committee

17/April2024

Councillor Andy Graham proposed that the Committee agree to the recommendation as listed on the report, subject to clarification being provided from the Head of Human Resources which would answer questions raised by the Committee. This was seconded by Councillor Dan Levy, was put to a vote, and was unanimously agreed by the Committee.

The Director of Governance reaffirmed a resolution previously agreed by Council, whereby delegation was given to the Chief Executive, in consultation with the Leader of the Council and Director of Governance, to approve subsequent amendments to any West Oxfordshire District Council employment policies that may be necessary, in line with legal changes and best practice, to ensure the Council's policies remain compliant.

The Committee **Resolved** to:

1. Agree the Recruitment, Retirement and Time Off Guidance employment policies, attached at Annex A of the original report.

Councillor Duncan Enright arrived before the meeting was called to a close.

The Meeting closed at 3.36pm.

CHAIR