



Minutes of a meeting of Performance and Appointments Committee held on Thursday, 6 November 2025

Members present:

Mike Evely (Chair)	Juliet Layton (Vice Chair)	
David Cunningham	Nikki Ind	Ian Watson
Angus Jenkinson	Tom Stowe	

Officers present:

Andrew Brown, Head of Democratic and Electoral Services	Cheryl Sloan, Assistant Director of Workforce, Strategy and Transformation (Head of HR)
Angela Claridge, Director of Governance and Development (Monitoring Officer)	David Stanley, Deputy Chief Executive and Chief Finance Officer

6 Apologies for Absence

There were no apologies for absence.

7 Declarations of interest

There were no declarations of interest.

8 Substitute Member

There were no substitute members.

9 Matters Exempt from Publication

The Committee voted to exclude the press and public from the meeting on the basis that their presence could involve the likely disclosure of exempt information as described in paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, with the public interest in maintaining the exemption outweighing the public interest in disclosure.

10 Appointment of a Permanent Chief Executive Officer (Head of Paid Service), Returning Officer and Electoral Registration Officer

The Leader introduced the report and explained the background to the role. The Leader reported that feedback about the Interim Chief Executive Officer had been very positive. The recommended approach was to make the Interim Chief Executive Officer permanent in the role of Chief Executive Officer.

The Head of HR added that while it would be a permanent role, in the context of local government reorganisation (LGR) the role was likely to be for 2-3 years in practice until vesting day for the successor authority. In view of the costs of continuing with an Interim Chief Executive Officer or of going out to recruitment, and given the credentials of the post holder, including experience of LGR, it was considered that the best solution for the Council in the circumstances was to make the post-holder permanent.

The Committee questioned the costs of going out to recruitment and the rationale for the proposed salary and additional one-off allowance. The Committee identified that if vesting day was postponed or LGR didn't go ahead then as it was a permanent role the Chief Executive would be expected to remain in place, subject to the normal notice period.

The Deputy Chief Executive Officer explained that the Council could utilise existing underspends (e.g. from the removal of a vacant Executive Assistant role) before drawing on contingency funds.

The Committee noted the positive credentials and attributes of the Interim Chief Executive, which was reflected in feedback that had been received and was also voiced by members of the Committee. It was considered that in the context of LGR the Council would struggle to make a stronger appointment, so the proposed approach was expedient, and the additional remuneration was justified.

The Committee resolved to recommend to Council to:

1. Appoint Jane Portman to the role of permanent Chief Executive Officer with effect from 1 January 2026 on an annual salary of £140,000 with an additional one-off allowance of up to £8,000.
2. Appoint Jane Portman as the Council's Head of Paid Service for the purposes of Section 4 of the Local Government and Housing Act 1989 with effect from 1 January 2026.
3. Appoint Jane Portman as the Council's Electoral Registration Officer and Returning Officer for the purposes of Section 35 of the Representation of the Peoples Act (1983) and Regulation 4 of the Parish & Community Meeting (Polls) Rules (1987).

The vote was unanimous.

Performance and Appointments Committee
06/November2025

The Meeting commenced at 5.00 pm and closed at 5.30 pm

Chair

(END)