



28 January 2026

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## **PERFORMANCE AND APPOINTMENTS COMMITTEE**

A meeting of the Performance and Appointments Committee will be held in the Committee Rooms - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 5 February 2026 at 4.30 pm.**

Jane Portman  
Chief Executive

To: Members of the Performance and Appointments Committee  
(Councillors Mike Every, Juliet Layton, David Cunningham, Angus Jenkinson, Nikki Ind, Tom Stowe and Ian Watson)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

# AGENDA

1. **Apologies for absence**

To note any apologies for absence from Members of the Committee.

2. **Substitute Members**

To note details of any substitution arrangements in place for the meeting.

3. **Declarations of Interest**

To receive any declarations of interest from Members of the Committee.

4. **Minutes of previous meetings** (Pages 3 - 8)

To approve the minutes of previous Performance and Appointments Committee meetings:

1. the public minutes of the meeting held on 6 November 2025.
2. the public and exempt minutes of the meeting held on 18 June 2025 (the exempt minutes are included at agenda item 6).

5. **Matters exempt from publication**

If the 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 the 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 paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972.

The Committee may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6. **Exempt minutes of 18 June 2025 meeting** (Pages 9 - 12)

7. **Review of the Chief Officer Salaries at Cotswold District Council** (Pages 13 - 22)

Purpose:

The purpose of this report is to review the current salaries of the Chief Officers at Cotswold District Council.

Recommendation:

The recommendations are set out in the exempt report.

(END)

Performance and Appointments Committee  
06/November2025



**COTSWOLD**  
District Council

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

### Members present:

Mike Every (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)

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**Minutes of a meeting of Performance and Appointments Committee held on Wednesday, 18 June 2025**

**Members present:**

Mike Every (Chair)  
Angus Jenkinson  
Nikki Ind

Juliet Layton (Vice Chair)  
Tom Stowe  
Ian Watson

David Fowles

**Officers present:**

Andrew Brown, Head of Democratic and Electoral Services  
John Llewellyn, Head of Human Resources  
Angela Claridge, Director of Governance and Development (Monitoring Officer)

David Stanley, Deputy Chief Executive and Chief Finance Officer  
Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk

**1 Apologies for absence**

Apologies were received from Councillor David Cunningham. Councillor David Fowles substituted for Councillor Cunningham.

**2 Declarations of interest**

There were no declarations of interest.

The Director of Governance and Development stated that herself and the Deputy Chief Executive Officer would leave the room for agenda item 5.

**3 Matters exempt from publication**

The Committee resolved to exclude the press and public for the remaining items of business 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 paragraphs 1, 3 and 4 of Schedule 12A of the Local Government Act 1972, with the public interest in maintaining the exemption outweighing the public interest in disclosing the exempt information.

**4 Employment Matter**

The Committee considered an exempt report relating to an employment matter in private session. The minutes of this item are exempt from publication.

## **5 Terms and Conditions of Chief Officers**

The Committee considered an exempt report on the terms and conditions of employment of statutory officers in private session.

The Deputy Chief Executive Officer and the Director of Governance and Development left the room prior to the commencement of this item.

The report was presented by the Business Manager for Human Resources who explained that a technical change was proposed to move the two statutory officers from the NJC to JNC terms and conditions. They were previously on the incorrect terms and conditions hence the proposed change. This would affect leave entitlement but was not expected to have direct financial implications.

Councillor Mike Every proposed the recommendation in the report. This was seconded by Councillor Nikki Ind, put to the vote and agreed unanimously by the Committee.

Resolved: That the Performance and Appointments Committee:  
Approved the move to the Joint Negotiating Committee (JNC) Terms and Conditions for the Deputy Chief Executive Officer and the Director of Governance and Development.

The Meeting commenced at 2.00 pm and closed at 3.15 pm

Chair

(END)



By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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