



# Public Document Pack

## Cambridge City Council

### EMPLOYMENT (SENIOR OFFICER) COMMITTEE

**To:** Councillors Benstead, Bick, Herbert, O'Reilly, Pippas and Smart

*Despatched: Thursday, 11 July 2013*

**Date:** Wednesday, 17 July 2013

**Time:** 5.30 pm

**Venue:** Committee Room 1 - Guildhall

**Contact:** Claire Tunnicliffe **Direct Dial:** 01223 457013

### AGENDA

- 1 APPOINTMENT OF CHAIR**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF INTEREST**
- 4 PUBLIC SPEAKERS**
- 5 EXCLUSION OF THE PUBLIC**

Item 6 & 7 contains papers, which are not for publication as they contain exempt information. If this information is likely to be discussed the Employment (Senior Officer) Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

- 6 REVIEW OF TIMETABLE AND OF APPOINTMENT PROCESS FOR PROPOSED HEAD OF FINANCE AND DIRECTOR OF BUSINESS TRANSFORMATION**

*This is an exempt paper and is recommended to be NOT for publication and that press and public are excluded by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*

*Papers to follow.*

**7        PROPOSED JOB DESCRIPTION FOR HEAD OF FINANCE AND  
DIRECTOR OF BUSINESS TRANSFORMATION**

*This is an exempt paper and is recommended to be NOT for publication and that press and public are excluded by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*

*Papers to follow.*

**8        AGENDA ITEMS FOR AND DATE OF NEXT MEETING**

## ***Information for the public***

### **Public attendance**

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

### **Public Speaking**

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

### **Filming Protocol**

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

### **Fire Alarm**

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.

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