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Cambridge City Council

EMPLOYMENT (SENIOR OFFICER) COMMITTEE

To: Working Party Members: Benstead, Bick, Herbert, O'Reilly, Pippas and Smart

Despatched: Wednesday, 4 September 2013

Date: Thursday, 12 September 2013

Time: 2.00 pm

Venue: TBC

Contact: Claire Tunnicliffe

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 MINUTES OF THE MEETING HELD ON 17TH JULY 2013 *(Pages 7 - 8)*

To approve the minutes of the meeting held on 17 July 2013.

4 PUBLIC QUESTIONS

5 EXCLUSION OF THE PRESS AND PUBLIC

It is recommended that the press and public are excluded from the meeting by virtue of paragraphs 1, 2 & 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

6 SHORTLISTING OF DIRECTOR OF BUSINESS TRANSFORMATION CANDIDATES

Applications will be circulated following the closing date for this post (5th September)

7 ARRANGEMENTS FOR SHORTLISTING OF THE HEAD OF FINANCE

8 CONSIDERATION OF THE APPOINTMENT PROCESS FOR THE DIRECTOR OF BUSINESS TRANSFORMATION AND HEAD OF FINANCE

Information to be provided at the meeting.

9 AGENDA AND DATE OF NEXT MEETING

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning Applications or Licensing Hearings is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Further information about speaking at a City Council meeting can be found at;

<https://www.cambridge.gov.uk/speaking-at-committee-meetings>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you any have any feedback please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

**Filming,
recording
and
photography**

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

<http://democracy.cambridge.gov.uk/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=42096147&sch=d&oc&cat=13203&path=13020%2c13203>

Fire Alarm

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for
disabled
people**

Level access to the Guildhall is via Peas Hill.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Queries on reports If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

General Information Information regarding committees, councilors and the democratic process is available at <http://democracy.cambridge.gov.uk/>

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EMPLOYMENT (SENIOR OFFICER) COMMITTEE

17 July 2013
5.30 - 6.35 pm

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

Officers present:

Chief Executive: Antoinette Jackson

Head of Human Resources: Deborah Simpson

FOR THE INFORMATION OF THE COUNCIL

13/1ESOC Appointment of Chair

Councillor Bick was appointed as chair.

13/2ESOC Apologies for Absence

None were received.

13/3ESOC Declarations of Interest

None were declared.

13/4ESOC Public Speakers

There was none.

13/5ESOC Exclusion of the Public

Members of the public were excluded 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 1,2 & 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

13/6ESOC Review of Timetable and of Appointment Process for proposed Head of Finance and Director of Business Transformation

The proposed timetable and appointment process were considered and agreed.

The Head of HR was asked to evaluate the most cost-effective methods for advertising the posts externally, if required, to ensure a good range of candidates

13/7ESOC Proposed job description for Head of Finance and Director of Business Transformation

Comments were received on the proposed job descriptions for the Head of Finance and Director of Business Transformation and revisions were agreed.

13/8ESOC Agenda items for and date of next meeting

To be confirmed.

The meeting ended at 6.35 pm

CHAIR