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Cambridge City Council

EMPLOYMENT (SENIOR OFFICER) COMMITTEE

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

Despatched: Wednesday, 25 September 2013

Date: Thursday, 3 October 2013 and Friday 4 October 2013
Time: 3.00 pm on 3 October and 9.30am on Friday 4 October
Venue: Committee Room 2 - Guildhall
Contact: Claire Tunnicliffe **Direct Dial:** 01223 457013

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests, which they may have in any of the following items on the agenda. If any member is unsure whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal Services before the meeting.

Information for Public

The Committee will stand adjourned at the conclusion of the presentations on Thursday 3 October and will reconvene at 9.30am on Friday 4th October, in Committee Room 2, Guildhall, to continue the process for the appointment of the Director of Business Transformation.

3 MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2013 (Pages 5 - 6)

To approve the minutes of the meeting held on 12 September 2013.

4 EXCLUSION OF THE PRESS AND PUBLIC

It is recommended that the committee resolves to exclude the press and public during item **5** by virtue of paragraph 1,2 & 4 of Part 1 of Schedule 12A of the Local Government Act 1972

**5 SELECTION PROCESS AND INTERVIEWS FOR THE POSITION OF
DIRECTOR OF BUSINESS TRANSFORMATION**

To undertake the selection process and interviews for the Director of Business Transformation, over two days; Thursday 3 and Friday 4 October 2013.

6 AGENDA DATE OF NEXT MEETING

To be determined

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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EMPLOYMENT (SENIOR OFFICER) COMMITTEE

12 September 2013

2.00pm-5.00pm

Present: Employment (Senior Officer) Committee Members: Councillors Herbert, Pippas and Smart

Councillor Bick participated in the meeting via skype.

Officers present:

Chief Executive: Antoinette Jackson

Head of Human Resources: Deborah Simpson

FOR THE INFORMATION OF THE COUNCIL

1. Appointment of Chair

Councillor Smart was appointed as Chair for the meeting.

2. Apologies for Absence

Apologies were received from Councillors Benstead and O'Reilly.

3. Declarations of Interest

Candidate 8 was known to the Employment (Senior Officer) Committee and the officers present.

4. Minutes of the Meeting held on 17th July 2013

The Minutes were agreed.

5. Public Questions

There were none.

6. Exclusion of the Public

Members of the press and 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 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

7.Shortlisting of Director of Business Transformation Candidates

Following consideration of all applications received, which had been circulated to Members in advance of the meeting, a shortlist was agreed.

8. Arrangements for Shortlisting of the Head of Finance

Members had received copies of the applications received, which had been circulated in advance of the meeting, and a proposed shortlist drawn up by the by the Chief Executive and Head of Human Resources. The shortlisting arrangements were confirmed.

9. Consideration of the Appointment Process for the Director of Business Transformation and Head of Finance

The proposed arrangements for the selection process and interviews for the Director of Business Transformation and Head of Finance were considered and agreed.

10. Agenda items for and date of next meeting

The next meeting was confirmed as Thursday 3 and Friday 4 October when the Employment (Senior Officer) Committee would meet for the selection process and interviews for the Director of Business Transformation.

The meeting ended at 5.00pm

CHAIR