



EMPLOYMENT (SENIOR OFFICER) COMMITTEE

To: Councillors: Bick, Blencowe, Herbert, Price, Sarris and C. Smart

Despatched: Tuesday 15 March 2016

Date: Tuesday, 22 March 2016

Time: 4.00 pm

Venue: Committee Room 1 - The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: Claire Tunncliffe

Direct Dial: 01223 457013

AGENDA

1 To Appoint a Chair for the Meeting

2 Apologies for Absence

3 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.

4 Minutes of the previous meeting (Pages 5 - 6)

To confirm the attached minutes of the previous meeting held on 18 February 2016 as a correct record.

5 Public Speakers

6 Exclusion of the Public

Items 7,8,9 &10 relate to information, which are not for publication as they contain exempt information.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.

7 Interview for Strategic Director post

To undertake the selection interview for the post of Strategic Director.

8 To consider the recruitment arrangements for the vacant Strategic Director role

To consider the recruitment arrangements for the vacant Strategic Director role.

9 Legal Shared Service Restructuring

To consider a report and recommendation to Full Council on 14 April 2016 in accordance with the section 5 of the terms of reference of this Committee.

(Report to follow)

10 Future Management Restructuring

To consider a recommendation to Full Council on the 14 April 2016 in accordance with the section 6 of the terms of reference of this Committee.

(Report to follow)

11 Agenda and Date for Next Meeting

To be confirmed.

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.
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

18 February 2016

6.00 - 7.10 pm

Present: Councillors Bick, Blencowe, Herbert, Sarris and C. Smart

Chief Executive: Antoinette Jackson

Head of Human Resources: Deborah Simpson

FOR THE INFORMATION OF THE COUNCIL

16/1/ESOC To Appoint a Chair for the Meeting

Councillor Lewis Herbert was appointed as Chair for the meeting.

16/2/ESOC Apologies for Absence

Apologies were received from Councillor Kevin Price.

16/3/ESOC Declarations of Interest

No declarations were declared.

16/4/ESOC Public Speakers

There were no public speakers.

16/5/ESOC Exclusion of the Public

The Committee **resolved** 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.

16/6/ESOC To consider the decision making processes for Director level appointments

The Chief Executive and Head of Human Resources updated the Committee on the process for making Director level appointments, including where there may be a requirement to report to Full Council.

16/7/ESOC To consider the Job description and Person specification for the new Strategic Director role

The job description and person specification for the Strategic Director role was circulated and considered. The Chief Executive undertook to email the job description and person specification to Members of the Committee for further consideration and final agreement.

16/8/ESOC To consider the interview and selection process for the Strategic Director role

The selection process including interviews but no presentation, dates and timing of interviews were agreed.

16/9/ESOC Agenda and Date for Next Meeting

Dates would be canvassed for an Employment (Senior Officer) Committee meeting for the selection process for the Strategic Director role.

It was noted that the Employment (Senior Officer) Committee may be asked to consider other matters within the remit of this committee at the next meeting.

The meeting ended at 7.10 pm

CHAIR