



## **EMPLOYMENT (SENIOR OFFICER) COMMITTEE**

**To:** Councillors: Avery, Bick, Blencowe, Hart, Herbert and Price

*Despatched: Friday, 20 May 2016*

**Date:** Friday, 27 May 2016

**Time:** 2.00 pm

**Venue:** Chief Executive's Office, Guildhall

**Contact:** Sarah Steed

**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 - 8)**

To confirm the minutes of the previous meeting held on 22 March 2016 as a correct record.

**5 Public Speakers**

**6 Exclusion of the Public**

Items 7 & 8 relate to information, which are not for publication as they contain exempt information.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 Update on the recruitment arrangements for the Strategic Director role**

The Chief Executive and Head of Human Resources will provide an update on the recruitment arrangements for the Strategic Director role.

**8 To short list applications for the Strategic Director role**

To consider the applications received for the Strategic Director role, determine a list of candidates to be invited for interview and to confirm the arrangements for the long list interview stage.

**9 Agenda and Date for Next Meeting**

The next meeting of the Committee will take place on Wednesday 15 June 2016, for the long list interviews. This will be followed by the Assessment Centre and Interviews on Monday 20 and Tuesday 21 June 2016

## Information for the Public

<b>Location</b>	<p>The meeting is in the Guildhall on the Market Square (CB2 3QJ).</p> <p>Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.</p> <p>After 5 p.m. access is via the Peas Hill entrance.</p> <p>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.</p>
<b>Public Participation</b>	<p>Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.</p>
<b>General Information</b>	<p>Information regarding committees, councilors and the democratic process is available at <a href="http://democracy.cambridge.gov.uk/">http://democracy.cambridge.gov.uk/</a></p>

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## **EMPLOYMENT (SENIOR OFFICER) COMMITTEE**

22 March 2016

4.00 - 6.25 pm

**Present:** Councillors Bick, Blencowe, Herbert, Price and C. Smart

**Chief Executive:** Antoinette Jackson

**Head of Human Resources:** Deborah Simpson

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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### **16/10/ESOC      To Appoint a Chair for the Meeting**

Councillor Lewis Herbert was appointed as Chair for the meeting.

### **16/11/ESOC      Apologies for Absence**

Apologies were received from Councillor Sarris.

### **16/12/ESOC      Declarations of Interest**

None

### **16/13/ESOC      Minutes of the previous meeting**

The minutes of the meeting held on 18 February 2016 were agreed.

### **16/14/ESOC      Public Speakers**

None

### **16/15/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.

### **16/16/ESOC      Interview for Strategic Director post**

A selection interview for the post of Strategic Director was undertaken and a recommendation agreed, subject to Executive Notification.

**16/17/ESOC      To consider the recruitment arrangements for the vacant Strategic Director role**

The Chief Executive and Head of Human Resources updated the Committee on proposed recruitment arrangements for the vacant Strategic Director role. The proposals were considered and agreed.

The Chief Executive would circulate the job description for the Strategic Director role with the revisions as discussed.

**16/18/ESOC      Legal Shared Service Restructuring**

The committee received a report from the Director of Business Transformation relating to the Legal Shared Services restructuring and the redundancy of the post of Head of Legal Services and Monitoring Officer. The report was considered and agreed.

The committee asked that an additional recommendation be made to full Council, to record the Council's thanks to the Head of Legal Service for his 30 years of service to the Council, the wording to be agreed by the Chief Executive.

The committee asked that consideration be given to the report being considered in the open part of the Council agenda.

**16/19/ESOC      Future Management Restructuring**

The committee received a report from the Head of Human Resources relating to the future management structure of the Council and the redundancy of the post of Director of Environment. The report was considered and agreed.

The committee asked that an additional recommendation be made to full Council, to record the Council's thanks to the Director of Environment for his service to the Council, the wording to be agreed by the Chief Executive.

The committee asked that consideration be given to the report being considered in the open part of the Council agenda.

**16/20/ESOC      Agenda and Date for Next Meeting**

Dates would now be canvassed for Employment (Senior Officer) Committee meetings for the selection process for the vacant Strategic Director role.

The meeting ended at 6.25 pm

**CHAIR**

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