



Cambridge City Council

EMPLOYMENT (SENIOR OFFICER) COMMITTEE

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

Despatched: Thursday, 1 September 2016

Date: Wednesday, 7 September 2016

Time: 4.30 pm

Venue: Chief Executive's Office

Contact: Sarah Steed

Direct Dial: 01223 457013

AGENDA

Procedural Notice

The Committee will first be asked if it is content to proceed with its meeting, despite having been summoned less than five clear days before the meeting. The agenda has been published at the earliest opportunity, today, 6 September 2016. Officers are also recommending that the reports are excluded from publication.

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 Practice before the meeting.

4 Minutes of the Previous Meeting (Pages 5 - 6)

To note the attached minutes of the meeting held on 21 June 2016.

5 Public Speakers

6 Exclusion of the Public

Items 7, 8 & 9 relate to information, which are not for publication as they contain exempt information.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 To consider the Job Description and Person Specification for the Strategic Director role (Pages 7 - 10)

To review and agree the attached job description and person specification for the Strategic Director role.

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

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

9 To consider the use of interim arrangements for the Strategic Director role

To consider the use of interim arrangements whilst recruitment is undertaken to the Strategic Director role.

10 Date for Next Meeting

To be confirmed

Information for the Public

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