



Cambridge City Council Employment (Senior Officer) Committee

Date: Friday, 14 July 2023

Time: 9.15 am

Venue: The Guildhall

Contact: democratic.services@cambridge.gov.uk, tel:01223 457000

Agenda

1 Minutes of meeting held 25 April 2023 (Pages 5 - 6)
To approve the minutes of 25 April (attached).

2 Apologies for absence and Declarations of Interest

3 Exclusion of the Public

The meeting will contain information during which the public is likely to be excluded from the meeting subject to determination by the Committee following consideration of a public interest test. The exclusion would be made under paragraphs 1, 2 and 3 of part 1 of schedule 12A of the Local Government Act 1972.

4 Interviews and selection for the Director of Communities

To undertake interviews and a selection process for the post of Director of Communities.

Committee agreed an interview panel of three Councillors for such interviews and Councillors Bick, Davey and Healy will interview candidates for this position.

5 Date for Next Meeting

Although there is currently no scheduled next meeting to note if another meeting is required this will be arranged through correspondence.

Committee Terms of Reference are:

Appointed by:	From time to time in accordance with the wishes of the political groups.
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Membership:	6 members allocated between political groups in accordance with the rules on political balance set out in the Local Government and Housing Act 1989
Chair/Vice Chair:	To be appointed by the members of the Committee.
Decision making:	By the majority of members present and voting. The Chair has a casting vote if required.
Terms of Reference:	<ol style="list-style-type: none"> 1. To deal with the recruitment to the post of Chief Executive and to recommend a selected applicant to Council for appointment. 2. To recruit, appoint, take disciplinary action against and dismiss Directors 3. To suspend and keep under review the Chief Executive, Directors, the Monitoring Officer or section 151 Chief Finance Officer whilst an investigation takes place into alleged misconduct. 4. To take disciplinary action short of dismissal against the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer. 5. To consider and if necessary recommend to Council to dismiss or terminate the employment of the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer. 6. To make recommendations to Council with regard to proposals for salary or severance packages of £100,000 or more

5.1.1 Note: The committee will be governed by the provisions contained within Part 4I of the Constitution (Officer Employment Procedure Rules)

Employment (Senior Officer) Committee Members: Bick, Carling, Davey, Healy, Moore and Porrer

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EMPLOYMENT (SENIOR OFFICER) COMMITTEE

25 April 2023

Present: Councillors Bick, Collis, Davey and Porrer

Councillor A. Smith in attendance on-line (non-voting)

Officers:

Robert Pollock, Chief Executive

Deborah Simpson, Head of Human Resources

Victoria Jameson, Recruitment Manager (on line)

FOR THE INFORMATION OF THE COUNCIL

23/20/ESOC Minutes of meeting held 1 and 28 March 2023

The minutes of the meetings held on 28 March, attached to the agenda, were agreed and signed by the Chair.

23/21/ESOC Apologies for absence and Declarations of Interest

Apologies were received from Councillor Moore. No Declarations of Interest were received.

23/22/ESOC Exclusion of the Public

The Committee agreed to exclude the public 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 3 of part 1 of schedule 12A of the Local Government Act 1972.

23/23/ESOC Redundancy of Director Post

The Committee considered a confidential report from the Chief Executive regarding redundancy of a Director, following the implementation of the Senior Management Review agreed at Full Council on 2 March.

The Committee agreed that the Director be given formal notice of redundancy, subject to Executive Notification.

The Chief Executive would undertake Executive Notification.

23/24/ESOC Interim Arrangements for the Director of Communities

The Committee agreed proposals for the Chief Executive to engage an Interim Director of Communities whilst recruitment takes place for a permanent Director.

Executive Notification would be undertaken.

23/25/ESOC Recruitment to Director of Communities

The Chief Executive outlined stages for the proposed recruitment to the Director of Communities post. It was agreed this would include a website, use of executive search, a long listing stage, candidate vlog, presentation to ESOC and a group of Councillors, stakeholder panels and final interview by three Councillors of the Employment (Senior Officer) Committee with the Chief Executive, Chief Operating Officer and Head of Human Resources.

The proposed shortlist would be made available after the long listing stage had been undertaken.

23/26/ESOC Date of Next Meeting

Meeting dates for the Director of Communities recruitment process would be circulated.

The meeting ended at 4.55 pm

CHAIR