

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB3 6EA

t: 08450 450 500  
f: 01954 713149  
dx: 5848 Cambridge  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



15 February 2006

To: Chairman – Councillor Dr JA Heap  
Members of the Employment Committee – Councillors RE Barrett,  
Mrs SJO Doggett, SM Edwards, Mrs SA Hatton, MP Howell, Mrs GJ Smith,  
Mrs VM Trueman and RT Summerfield

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **COUNCIL CHAMBER** at South Cambridgeshire Hall on **THURSDAY, 23 FEBRUARY 2006** at **1.50 p.m.**

Yours faithfully  
**GJ HARLOCK**  
Finance and Resources Director

---

#### AGENDA

1. **DECLARATIONS OF INTEREST**

2. **ELECTION OF CHAIRMAN**

3. **APPOINTMENT OF VICE-CHAIRMAN**

4. **MINUTES OF PREVIOUS MEETINGS**

To authorise the Chairman to sign the Minutes of the meetings held on 22 January 2004 and 4 March 2005 as correct records.

**PAGES**

**1 - 4**

This page is intentionally left blank

**EMPLOYMENT COMMITTEE**

At a meeting of the Committee held on  
22<sup>nd</sup> January 2004 at 1.30 pm.

PRESENT:

Councillors:	Mrs JM Healey	RT Summerfield
	Dr JA Heap	Mrs VM Trueman
	Mrs GJ Smith	Mrs BE Waters

Councillor SGM Kindersley was in attendance, by invitation.

**1. APOLOGIES**

Apologies for absence were received from Councillors MP Howell, DL Porter and JA Quinlan.

**2. DECLARATIONS OF INTEREST**

None.

**3. ELECTION OF CHAIRMAN**

On the nomination of Councillor Mrs JM Healey, seconded by Councillor Mrs GJ Smith, it was

**RESOLVED** that Councillor Dr JA Heap be elected Chairman of the Employment Committee.

**4. APPOINTMENT OF VICE-CHAIRMAN**

On the nomination of Councillor Mrs GJ Smith, seconded by Councillor RT Summerfield, it was

**RESOLVED** that Councillor Mrs VM Trueman be appointed Vice-Chairman of the Employment Committee.

**5. MINUTES**

The Chairman was authorised to sign the minutes of the meeting held on 6<sup>th</sup> September 2002 as a correct record.

**6. ASSISTANT DIRECTOR OF FINANCE AND RESOURCES (ICT)**

The Finance and Resources Director explained that the immediate challenge was to identify a qualified replacement for the Assistant Director of Finance and Resources (ICT), who was retiring shortly. A consultancy firm would nominate a shortlist of candidates to be interviewed by the Employment Committee's appointments panel in March. The Constitution required the Chairman of the Employment Committee to make appointments to this panel, which must include the Resources and Staffing Portfolio Holder and one other relevant Portfolio Holder, in this instance the Information and Customer Services Portfolio Holder. The Finance and Resources Director indicated that, in his view, he and the consultant should also be present to assist the panel as non-voting members. Although the constitutional requirement was

for a panel of five Members, the Committee recognised that it would be intimidating for candidates to be faced with a panel of nine, and therefore agreed, in this instance, that the Chairman should appoint three Members.

Members discussed the interview process and made the following points:

- Member involvement would be kept to a single day;
- The consultants would be asked to prepare a short list of five candidates, with six candidates being the absolute maximum;
- Candidates would make a short presentation to the interview panel; and
- The Finance and Resources Director would arrange for candidates to meet staff in the ICT section. This could be on a separate date rather than part of the interviews.

The Chairman of the Employment Committee

**AGREED** that the panel for the appointment of the new Assistant Director of Finance and Resources (ICT) would be comprised of the Chairman of the Employment Committee, the Resources and Staffing Portfolio Holder and the Information and Customer Services Portfolio Holder, with the Vice-Chairman of the Employment Committee as substitute. The Finance and Resources Director and the consultant would be non-voting members of the interview panel.

---

**The meeting ended at 1.55**

---

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Employment Committee held on  
Friday, 4 March 2005 at 9.40 a.m.

Councillors: SM Edwards  
RB Martlew

Dr JA Heap

Councillors RT Summerfield was in attendance, by invitation.

Apologies for absence were received from Councillor RE Barrett, Mrs SJO Doggett, MP Howell, Mrs GJ Smith, Mrs VM Trueman and DALG Wherrell.

**1. ELECTION OF CHAIRMAN**

Upon the proposal of Councillor SM Edwards, seconded by Councillor R Martlew, it was

**RESOLVED** That Councillor Dr JA Heap continue as Chairman of the Employment Committee, subject to confirmation at the next meeting.

---

**The Meeting ended at 9.45 a.m.**

---

This page is intentionally left blank