

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

t: 08450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



10 February 2006

To: Chairman – Councillor SGM Kindersley
Members of the Transformation Committee – Councillors Dr DR Bard,
JD Batchelor, NN Cathcart and RT Summerfield

Dear Councillor

You are invited to attend the next meeting of the **TRANSFORMATION COMMITTEE**, which will be held in **SWANSLEY ROOM** at South Cambridgeshire Hall on **MONDAY, 20 FEBRUARY 2006** at **2.00 p.m.**

Yours faithfully
GJ HARLOCK
Finance and Resources Director

AGENDA

	PAGES
1. MINUTES To confirm the Minutes of the meeting of 19 January 2006 as a correct record.	1 - 8
2. EXCLUSION OF PUBLIC To consider the exclusion of the public from the remainder of the meeting on the grounds that consideration is likely to involve the disclosure of exempt information as defined in paragraphs 1, 9 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972.	
3. BRIEFING NOTE ON EMPLOYMENT LAW The attached briefing note is a copy of that discussed at the Resources and Staffing Portfolio Holder's meeting on 14 February 2006.	9 - 10
4. JOB DESCRIPTIONS AND COMPETENCIES FOR SERVICE HEADS Proposals from Mouchel Parkman attached: a. Summary of current job descriptions and person specifications b. Draft job description c. Draft competencies d. Draft person specification	11 - 26
5. FUNCTIONS AND SERVICES - ALLOCATION TO TOP TIER POSTS A report from Mouchel Parkman on the implications of alternatives is attached.	27 - 30
6. FEEDBACK FROM SECOND TIER WORKSHOP Notes attached.	31 - 32
7. FIRST AT RISK CONSULTATION INTERVIEWS To note the results	

8. **CHIEF EXECUTIVE'S POST**
9. **REVIEW OF MOUCHEL PARKMAN'S OUTPUTS**
Report to follow.
10. **CONSULTATION AND POTENTIAL RECRUITMENT TIMETABLE** **33 - 38**
Draft redundancy and recruitment timetables attached.
11. **STAFF AND MEDIA COMMUNICATION AND CONSULTATION**
To discuss the appropriate approach.
12. **NEXT STEPS**
13. **DATE OF NEXT MEETING**