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10 March 2006

To: Chairman – Councillor SGM Kindersley  
Vice-Chairman – Councillor  
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 **THE COUNCIL CHAMBER** at South Cambridgeshire Hall on **MONDAY, 20 MARCH 2006 at 2.00 p.m.**

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

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## AGENDA

	<b>PAGES</b>
<b>1. MINUTES</b> To confirm the Minutes of the meeting held on 6 March as a correct record.	<b>1 - 2</b>
<b>2. EXCLUSION OF PUBLIC</b> 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 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.	
<b>3. ADVERTISEMENT FOR CHIEF EXECUTIVE POST</b> To finalise the advertisement of the new Chief Executive post.	<b>3 - 4</b>
<b>4. ASSIMILATION EXERCISE</b> To receive a report on the outcome of the assimilation exercise.	
<b>5. LETTER FROM THE FINANCE AND RESOURCES DIRECTOR</b> For consideration.	
<b>6. DATE OF NEXT MEETING</b>	

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Transformation Committee held on  
Monday, 6 March 2006 at 12.00 p.m.

**PRESENT:** Councillor SGM Kindersley – Chairman

Councillors: Dr DR Bard JD Batchelor  
NN Cathcart RT Summerfield

Officers: Susan Gardner Craig Human Resources Manager

Councillors Mrs CAED Murfitt, SJ Agnew, RF Bryant, SM Edwards, Mrs A Elsby, R Hall, Mrs EM Heazell, MJ Mason, Mrs DP Roberts, J Shepperson, Mrs HM Smith and Mrs DSK Spink MBE were in attendance, by invitation.

**1. MINUTES**

The Minutes of the meeting held on 20 February 2006 were confirmed as a correct record, subject to the amendment of the final sentence in Minute 4 (Job Descriptions and competencies for Service Heads), to read:

“Councillor Cathcart recorded his continuing fundamental concerns about the premise on which the project was based.”

**2. EXCLUSION OF PUBLIC**

The Committee **RESOLVED** that the public be excluded from the remainder of the meeting on the grounds that discussion is likely to involve the disclose of exempt information as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

**3. DECLARATIONS OF INTEREST**

Councillor MJ Mason declared a personal interest by reason of a complaint against him registered by the Standards Board for England, no. 14128/06.

**4. RECRUITMENT PROCESS**

It was noted that the timetable considered at the last meeting for internal recruitment was still achievable.

Two possible advertisements for the new Chief Executive post were circulated for discussion. The second, shorter version was preferred provided that references to capping were removed, there was further emphasis on rural life, further thought was given to the reference to a “One Council” approach, and other textual amendments were made.

A draft advertisement for the Executive Director was circulated but not discussed since the intention was that the new Chief Executive would be involved in the recruitment of the other post.

The Committee

**AGREED** that the second, shorter, draft advertisement for the new Chief Executive post be used as the basis for a re-drafted advertisement taking into account comments made, and circulated to all Members.

The Committee was advised of the kinds of tests that could be employed in recruitment and asked that the focus should be on tests of strategic thinking ability.

Five tenders for the external recruitment process had been received, all with similar costs (£5,000 - £9,000 depending on the work required) and relevant experience. The choice was left to professional judgement.

It was, however, felt that Members, besides being involved in long and short listing and interviews, could also meet the candidates at a social event and receive a presentation to full Council by the preferred candidate.

**5. DATE OF NEXT MEETING**

Monday 20 March 2006 at 2.00 p.m.

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**The Meeting ended at 12.25 p.m.**

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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