

**Appointment Sub Committee –
Chief Executive**

9 March 2009
7.30pm

Present: Councillors Bick, Herbert, Hart, Nimmo-Smith, Reid, Smart.
Chief Executive, Head of HR, Jon Houlihan and Carol Snell of Tribal
Resourcing were also in attendance.

1. APOLOGIES

Apologies were received from Councillor Cantrill. Councillor Bick was present as the Liberal Democrat Alternate.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC SPEAKERS

There were no public speakers.

4. EXCLUSION OF THE PUBLIC

Before considering the next item on the agenda, the Sub-Committee decided 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 paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

5. AGREEMENT OF THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF CHIEF EXECUTIVE

The Appointment Sub Committee considered the draft job description and person specification produced following consideration at the last meeting of the Committee. It was agreed that the Chief Executive would finalise the document in line with the comments made.

It was agreed that a probationary period would not be included in the terms and conditions of appointment.

6. AGREEMENT OF THE ADVERTISING MEDIA, DESIGN AND OUTLINE MICROSITE CONCEPT AND ARRANGEMENTS TO FINALISE

The outline recruitment advertisement design concepts were considered and guidance was given on the preferred style. It was agreed that the draft advert would be circulated to the Appointment Sub Committee by e-mail for comments and the Chair and Chief Executive would agree the final design. The choice of advertising media was agreed. It was noted that the microsite concept would follow the advertisement and current Cambridge City Council recruitment website styles.

7. ARRANGEMENTS FOR THE LONG LISTING MEETING

The Appointment Sub Committee considered the timetable and arrangements for receipt of the completed applications and discussed the process to be followed at the next meeting of the Committee on the 17th April.

8. DATE OF THE NEXT MEETING

11.30am on 17TH April 2009

The Meeting concluded at 21.15pm

Chair