



To: MEMBERS OF THE SELECTION COMMITTEE

Councillor Brenda Massey (Assistant Mayor for People, to include Education and Social Services)

Councillor Helen Holland (Leader of Labour Group)

Councillor Mark Bradshaw (Labour Group)

Councillor Lesley Alexander (Chair of the People Scrutiny Committee)

Councillor Deb Joffe (Green Group)

Councillor Glenise Morgan (Lib Dem Group)

Advisory

John Readman, Strategic Director People

Lorna Laing, People Business Partner

Dear Panel Member

Selection Committee (Interviews) - Service Director Care & Support, Children and Families

You are invited to attend a meeting of the above Committee to be held on **Wednesday 18th November at 11.45 am, 4S4 & 4S5 100 Temple Street, Bristol, BS1 6AG.**

The agenda is attached and the interview files will be sent under separate cover.

Yours sincerely

Ruth Quantock

Democratic Services Officer

Tel: 0117 92 22828

Legal & Democratic Services
Bristol City Council, 4th Floor Clifton
Wing, Brunel House, PO Box 3176,
Bristol, BS3 9FS

Website
www.bristol.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2. MEMBERSHIP OF THE COMMITTEE

- to note the membership of the Selection Committee for the interview panel

3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF CHAIR

- to confirm that Cllr Brenda Massey be Chair for the purpose of the interview panel.

5. EXCLUSION OF PRESS AND PUBLIC

Recommendation - that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12a to the Act as amended by the Local Government (Access to Information) (Variation) Order 2006.

BRISTOL CITY COUNCIL IS FULLY COMMITTED TO OPENNESS. THE COUNCIL WILL NOT WITHHOLD INFORMATION UNLESS THERE ARE GOOD REASONS FOR DOING SO.

THE FOLLOWING REPORTS ARE NOT AVAILABLE TO MEMBERS OF THE PUBLIC BECAUSE THEY CONTAIN INFORMATION WHICH IS ABOUT INDIVIDUALS.

6. Interviews - Service Director Care & Support, Children and Families

(Exempt paragraph 1 - information relating to any individual)

The interview packs will be sent under separate cover.

SELECTION COMMITTEE

Terms of Reference

Overview

In accordance with the Officer Employment Rules (OER) -

- (a) Interviewing applicants for chief officer and deputy chief officer posts;
- (b) The appointment of chief officers and deputy chief officers, except those officers designated as follows:-
 - Head of Paid Service
 - Chief Finance Officer
 - Monitoring Officer
 - Returning Officer for local government elections
 - Electoral Registration Officer;
- (c) In the case of appointments designated in (b) above, recommendation to full Council in accordance with OER4.

Functions

Full Council has delegated the following functions to the Selection Committee to the extent specified above:

1. Duty to designate officer as the monitoring officer (s.5(1) Local Government and Housing Act 1989);
2. Duty to appoint an electoral registration officer (s.8(2) Representation of the People Act 1983);
3. Duty to appoint a returning officer for local government elections (s.35 Representation of the People Act 1983);
4. Duty to designate officer as the head of the authority's paid service (s.4(1) Local Government and Housing Act 1989).
5. Duty to appoint a Coroner for the Avon Coroner's District pursuant to The Coroners Act 1988 and The Avon (Coroners) Order 1996
6. The power to appoint staff, (Section 112 of the Local Government Act 1972).