



To: MEMBERS OF THE SELECTION COMMITTEE

The Mayor – George Ferguson
Councillor Helen Holland (Leader of Labour Group)
Councillor Gary Hopkins (Leader of Liberal Democrat Group)
Councillor Ani Stafford-Townsend (Leader of Green Group)
Councillor Lesley Alexander (Conservative Group)

Advisory

Max Wide – Strategic Director Business Change and Resources
HR Representative – to be advised

Dear Panel Member

Selection Committee - Interim Service Director Finance and Section 151 Officer

You are invited to attend a meeting of the above Committee to be held on **Tuesday 5th January @ 5.15pm in Brunel House.**

The agenda is attached. Candidate information will be provided at the meeting.

Yours sincerely

Shana Johnson
Democratic Services Manager

AGENDA

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2. MEMBERSHIP OF THE COMMITTEE

- to note the membership of the Selection Committee for this meeting.

3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF CHAIR

To confirm the Chair for the purpose of this meeting.

5. REASON FOR URGENCY

The meeting has been convened with less than 5 clear days statutory notice in order to ensure that Full Council in January can confirm the appointment of a Section 151 Officer to assist in the budget process 2016/17

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. Interim Service Director Finance and Section 151 Officer – Agreement of candidate to recommend to Full Council

(Exempt paragraph 1 - information relating to any individual)

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).