



**To: MEMBERS OF THE SELECTION COMMITTEE**

**Councillor Estella Tincknell (Labour)**  
**Councillor Richard Eddy (Conservative)**  
**Councillor Charlie Bolton (Green)**  
**Councillor Glenise Morgan (Liberal Democrat)**

**Advisory**

Nicola Yates, City Director  
Max Wide, Strategic Director Business Change  
Alex Holly, People Business Partner

Dear Panel Member

**Selection Committee (Shortlisting) - Service Director Legal Services**

You are invited to attend a meeting of the above Committee to be held on **Friday 26<sup>th</sup> February at 12.00** at 100 Temple Street, Bristol, BS1 6AG in Room 4N7.

The agenda is set out below and the shortlisting information is attached. Hard copies of the shortlisting information will be delivered to your Group Offices as soon as available.

Yours sincerely

Ruth Quantock  
Democratic Services Officer  
Tel: 0117 92 22828

# **AGENDA**

## **1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

## **2. MEMBERSHIP OF THE COMMITTEE**

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

## **3. DECLARATIONS OF INTEREST**

## **4. ELECTION OF CHAIR**

- to elect a Chair for the purpose of the Shortlisting 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 Legal Services**

**(Exempt paragraph 1 - information relating to any individual)**

The Shortlisting information is attached.

## **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).