



To: MEMBERS OF THE SELECTION COMMITTEE

Councillor Mark Bradshaw (Assistant Mayor for Place (transport planning, new homes, property and regeneration/economic development))

Councillor Helen Holland (Leader of Labour)

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

Councillor Lesley Alexander (Conservative)

Councillor Clare Campion-Smith (Lib Dem)

Councillor Daniella Radice (Leader of Green Party)

Advisory

Max Wide, Strategic Director Business Change

Alex Holly, People Business Partner

Dear Panel Member

Selection Committee (Interviews) - Service Director Citizen Services

You are invited to attend a meeting of the above Committee to be held on **Friday 10th October 2014 at 9.30 am** at City Hall, College Green, Bristol BS1 5TR.

The agenda is attached and the interview files have been sent under separate cover.

Yours sincerely

Ruth Quantock
Democratic Services Officer
Tel: 0117 922 828

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. 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 Citizen Services

(Exempt paragraph 1 - information relating to any individual)

The interview packs have been 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).

Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble behind the Central Library beyond the Norman Archway.**
Lifts must not be used under any circumstances.

Please note: The alarm is tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information) Act 1985

All committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual decision records, reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at:
www.bristol.gov.uk

Other Formats and Languages

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Register of Interest

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.