

# Summons to attend meeting of Full Council



**Date:** Tuesday, 10 April 2018

**Time:** 2.00 pm

**Venue:** Council Chamber, City Hall

**To: All Members of Council**

Members of the public attending meetings or taking part in Public forum are advised that all Full Council are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for two years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.

**Issued by:** Ian Hird, Democratic Services

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**Date:** Wednesday 28<sup>th</sup> March 2018



# Agenda

## 1. Welcome and safety information

Please note: if the alarm sounds during the meeting, everyone should please exit the building via the way they came in, via the main entrance lobby area, and then the front ramp. Please then assemble on the paved area between the side entrance of the cathedral and the roundabout at the Deanery Road end of the building.

(Page 4)

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Council Chamber. These exit to the rear of the building. The lifts are not to be used. Then please make your way to the assembly point at the front of the building. Please do not return to the building until instructed to do so by the fire warden(s).

## 2. Apologies for absence

## 3. Declarations of interest

To note any declarations of interest from the Mayor and councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Any declaration of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.

## 4. Public forum

**Please note: as this is an Extraordinary Full Council meeting, any public forum business must specifically relate to the business for which this extraordinary meeting has been arranged (i.e. the report included on the agenda that is specifically about the appointment of the Council's new Head of Paid Service). Any public forum items that do not specifically relate to this report will not be permitted.**

Any public forum items relating specifically to the business of this Extraordinary Full Council meeting should be e-mailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

Please note that the following deadlines apply to this meeting:

a. Public petitions and statements: Petitions and written statements



must be received by 12 noon on Monday 9 April 2018 at latest.  
One written statement per member of the public is permitted.

b. Public questions: Written public questions must be received by  
5.00 pm on Wednesday 4 April 2018 at latest. A maximum of 2  
questions per member of the public is permitted.

## 5. Appointment of Head of Paid Service

(Pages 5 - 8)

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Signed



Proper Officer  
Wednesday, 28<sup>th</sup> March 2018



## **FULL COUNCIL MEETINGS – PUBLIC GALLERY**

**Please note:**

**Under our security arrangements, all members of the public (and bags) will be searched. This applies to all members of the public attending the meeting in the interests of helping to ensure a safe meeting environment for all attending.**

**Visitors' bags are liable to be searched prior to entry, and entry is conditional upon visitors consenting to be searched. Searches are carried out to ensure that no items which may interrupt proceedings are brought into the building. This includes weapons, loud hailers, banners, and placards. Small notices may be acceptable if they are not obstructive or offensive (no more than A4 size).**

**All large bags are to be left at reception.**

**Visitors refusing to allow a search may be refused entry.**

**The public gallery in the Council Chamber is available for members of the public to observe the Full Council meeting.**

**The Lord Mayor has determined:**

- **Attendees should please be quiet and not interrupt proceedings.**
- **All loud hailers, banners, and placards must be left at the main entrance and will not be permitted to be brought into the building.**
- **The Council reserves the right to remove any person who disrupts the proceedings. In appropriate circumstances, the police may be called.**

**Thank you for your co-operation.**



# Full Council

10<sup>th</sup> April 2018

**Report of:** Selection Committee

**Title:** Appointment of Head of Paid Service

**Ward:** Not applicable

**Councillor Presenting Report:** Councillor Craig Cheney (Chair of Selection Committee)

**Contact Telephone Number:** (0117) 92 22000

## Recommendation

That Mike Jackson be appointed to the roles of Executive Director: Resources and Head of Paid Service with effect from no later than 10<sup>th</sup> July 2018.

## Summary

The report seeks the agreement of the full Council to appoint the candidate nominated by the Selection Committee.

## The significant issues in the report are:

- The Council's Constitution requires that the full Council approves the appointment of the Head of Paid Service before an offer is made to the nominated candidate.
- The pay for the role is set by the full Council as part of the Pay Policy Statement.
- The terms and conditions for the role are set by the Human Resources Committee.



## Policy

1. The Selection Committee is responsible for recommending the appointment of the Head of Paid Service to the full Council.
2. The pay of all Executive Directors and Directors is set by the full Council through the Pay Policy Statement.
3. The terms and conditions of Executive Directors and Directors are set by the Human Resources Committee.

## Consultation

4. **Internal**  
The “Executive Objections Procedure” (Annex 1 to the Officer Employment Rules within the Council’s Constitution) has been followed.
5. **External**  
Not applicable.

## Context

6. The Selection Committee met and interviewed shortlisted candidates on 20<sup>th</sup> March 2018. A rigorous selection process was followed.
7. The HR Committee also met on 20<sup>th</sup> March 2018 and approved the starting salary of £165,000.

## Proposal

8. That Mike Jackson be appointed to the roles of Executive Director: Resources and Head of Paid Service with effect from no later than 10<sup>th</sup> July 2018.

## Other Options Considered

9. None.

## Risk Assessment

10. None.

## Public Sector Equality Duties

- 11a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 11b) An equality impact assessment has not been undertaken in relation to this proposal because it concerns an individual.

### **Legal and Resource Implications**

#### **Legal**

*“In accordance with Part II of the Local Authorities (Standing Orders)(England) Regulations 2001, the Council’s Constitution requires that the appointment of the Head of Paid Service must be agreed by Full Council before an offer of appointment is made.”*

Advice provided by Husinara Jones (Lawyer), 27<sup>th</sup> March 2018

#### **Financial**

(a) Revenue

*“Remuneration has been approved through the HR committee so no further financial comment.”*

(b) Capital

*“None.”*

Advice provided by Kevin Lock (Finance Manager), 27<sup>th</sup> March 2018

#### **Land**

Not applicable.

**Personnel**

*“The Head of Paid Service vacancy attracted a wide and strong field of candidates. Members received recruitment and selection training and were involved throughout the selection process. Advice and quality assurance was received from the Local Government Association. The seven-member Selection Committee decided unanimously to recommend the selected candidate for appointment as the Council’s Head of Paid Service on the terms and conditions agreed by the Human Resources Committee.”*

Advice provided by John Walsh (Interim Director: HR, ICT & Change), 26<sup>th</sup> March 2018

**Appendices:**

None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

None.