

## **OFFICER EMPLOYMENT PROCEDURE RULES**

### **1. RECRUITMENT AND APPOINTMENT**

#### **(a) Declarations**

- The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, aunt, nephew or niece of an existing Member or officer of the Council; or of the partner of such persons.
- No candidate so related to a Member or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by him/her.

#### **(b) Seeking support for appointment**

- Subject to paragraph (iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any Member for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- Subject to paragraph (iii), no Member will seek support for any person for any appointment with the Council.
- Nothing in paragraphs (i) and (ii) preclude a Member from giving a written reference for a candidate for submission with an application for appointment.

### **2. RECRUITMENT OF HEAD OF PAID SERVICE AND CHIEF OFFICERS**

**2.1** Where the Council proposes to appoint a chief officer (within the meaning of the Local Authorities (Standing Orders) Regulations 1993) and it is not proposed that the appointment be made exclusively from among their existing officers, the Council will:

#### **(a) Draw up a statement specifying:**

- the duties of the officer concerned; and
- any qualifications or qualities to be sought in the person to be appointed.

**(b)** Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

**(c)** Make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

### **3. APPOINTMENT OF HEAD OF PAID SERVICE (CHIEF EXECUTIVE)**

**(a)** The Council will approve the appointment of the head of paid service following the recommendation of such an appointment by a committee

or sub-committee of the Council. That committee or sub-committee must include at least one member of the Cabinet.

- (b) The Council may only make or approve the appointment of the head of paid service where no material or well-founded objection has been made by any member of the Cabinet.

#### **4. APPOINTMENT OF CHIEF OFFICERS AND OTHER SENIOR OFFICERS**

- (a) A committee or sub-committee of the Council will appoint Chief Officers and Senior Officers to any posts above salary level Group Head. That committee or sub-committee must include at least one member of the Cabinet. All other senior officers will be appointed by officers in accordance with the Delegations to Officers in Part 3 of the Constitution.
- (b) An offer of employment as a chief officer, non-statutory chief officer or deputy chief officer shall only be made where no well-founded objection from any member of the Cabinet has been received.

#### **5. OTHER APPOINTMENTS**

- (a) **Officers below deputy chief officer.** Appointment of officers below deputy chief officers (other than any assistants to political groups) is the responsibility of the head of paid service and his/her nominee, and may not be made by Members.
- (b) **Assistants to political groups.** Any appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

#### **6. DISCIPLINARY ACTION**

(a) **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

(b) **Independent person.** No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.

(c) Members will not be involved in the disciplinary action against any officer below deputy chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

#### **7. DISMISSAL**

Members will not be involved in the dismissal of any officer below deputy chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related

procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.

## **8. EQUAL OPPORTUNITIES**

The Council will publish and follow Equal Opportunities policies in relation to the recruitment of all staff.

## **9. INTERPRETATION**

For the purpose of these Rules unless otherwise indicated chief officer, nonstatutory chief officer and deputy chief officer means a statutory chief officer, non-statutory chief officer or deputy chief officer within the meaning of the Local Authorities (Standing Orders) Regulations 1993), as amended by the Local Authorities (Standing Orders) (England) Regulations 2001. and in relation to Rule 6 “disciplinary action” and “designated independent person” shall have the same meaning as in Schedule 3 of those Regulations.