

Officer Employment Procedure Rules

1. Recruitment and appointment

(a) Declarations

- (i) 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, uncle, aunt, nephew or niece of an existing councillor or officer of the Council; or of the partner of such persons.
- (ii) No candidate so related to a councillor 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.

- (i) Subject to paragraph (iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject to paragraph (iii), no councillor will seek support for any person for any appointment with the Council.
- (iii) Nothing in paragraphs (i) and (ii) above will preclude a councillor 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 (Standing Order 51)

Where the Council proposes to appoint a Head of Paid Service, or a chief officer, the Council will:

(a) draw up a statement specifying:

- (i) the duties of the officer concerned; and
- (ii) 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 (1) to be sent to any person on request.

3. Appointment of Head of Paid Service (Standing Order 53)

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

4. Appointment of Chief Officers and Officers on JNC Conditions of Service

- (a) Appointment of chief officers (Deputy Chief Executive, Director Corporate Services, Director Finance, Directors and Corporate Managers on JNC conditions of service) shall be made by the Chief Executive as appropriate following a selection process involving the relevant portfolio holder and any other member(s) considered appropriate.
- (b) The procedure set out in Standing Order 52(2) and 52(3) requiring consultation with members of the Executive must be followed.

5. Other Appointments

- (a) The appointment of Officers below those on JNC conditions of service, (other than assistants to political groups) is the responsibility of the head of paid service, which is normally discharged through the Directors/ Director Finance/ Director Corporate Services/Corporate Managers or their nominees, and may not be made by councillors.
- (b) Assistants to political groups. 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 (Section 151) 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 persons – no action to dismiss Head Paid of Service, Monitoring Officer, Section 151 Officer, may be taken unless the procedure is in accordance with the Local Authorities (Standing Orders) (England) Regulations 2015/881, as may be amended from time to time.

An Independent Panel will be formed of two or more Independent Persons.

- (c) Councillors will not be involved in the disciplinary action against any officer below those on JNC conditions of service 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**

Councillors will not be involved in the dismissal of any officer below those on JNC conditions of service 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.