

Part 4 (7)

Officer Employment Procedure Rules

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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, spouse or 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 spouse or partner of such persons;
- (ii) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Senior Officer or an officer nominated by him/her.

(b) Seeking support for appointment.

- (i) 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) No Councillor will seek support for any person for any appointment with the Council.

2. Recruitment of Head of Paid Service and Directors

Where the Council proposes to appoint a Chief Officer 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:

- (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 (a) to be sent to any person on request.

3. Appointment of Head of Paid Service

The Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a Member Panel.

4. **Appointment of Chief Officers**

The Head of Paid Service will appoint Chief Officers with input from the relevant Chairman and Vice Chairman.

5. **Other Appointments**

(a) Officers below Chief Officers: Appointments, dismissals of and taking disciplinary action against officers below Chief Officers and Section 151 Officer (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, 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) No dismissal of the Council's statutory officers, namely Head of Paid Service, Section 151 Officer and Monitoring Officer is permitted except in accordance with the procedures set out in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (SI 881/2015)

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

(c) Councillors will not be involved in the disciplinary action against any officer below Chief Officer or Statutory Officer save as in accordance with 6 above and 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 Chief Officer or Statutory Officer save as in accordance with 6 above and 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.

Local Government Act 1972

Local Government and Housing Act 1989

Local government Act 2000

Local Authorities (Standing Orders) Regulations 2001 (SI 2001/3384)