

Part 4.8 - Officer Employment Procedure Rules

1. Recruitment and appointment

1.1 Declarations

1.1.1 The Council will require any candidate for appointment as an employee to state in writing whether they have any connections to an existing Member or employee of the Council or of the spouse or partner of such persons.

1.1.2 A candidate who does not disclose such a relationship may be disqualified from consideration, and if appointed, may be liable to dismissal.

1.1.3 Every member and officer of the Council will inform the Head of Service concerned when they become aware of an application by a relative.

1.1.4 No candidate connected to a Member or an officer will be appointed without the authority of the Head of Paid Service or an officer nominated by them.

1.2 Seeking support for appointment

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.

2. Recruitment of Head of Paid Service and Chief Officers

2.1 For the purposes of these rules, the term "Chief Officers" shall mean the Chief Executive and the Directors.

2.2 Where the Council proposes to appoint a chief officer and it is not proposed that the appointment be made exclusively from among 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; and
- 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.

3. Appointment of Chief Executive

Before an offer of appointment is made, Council will be required to approve the appointment of the Head of Paid Service following the recommendation of the Appointments Panel.

4. Appointment of Directors

4.1 The Appointments Panel will appoint Directors.

4.2 An offer of employment as a Director shall only be made where no well-founded objection from any Member of the Executive has been received.

5. Other Appointments

5.1 Officers below Chief Officer. Appointment of officers below Chief Officer (other than assistants to political groups) is the responsibility of the Head of Paid Service or their nominee, and may not be made by Members.

5.2 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

6.1 Disciplinary action for the dismissal of the Head of Paid Service, Chief Financial Officer or Monitoring Officer shall take place in accordance with Schedule 3 of the Local Authorities (Standing Orders) (England) Regulations 2015. The HR Sub-Committee (where applicable) shall be the "Panel" referred to in Schedule 3.

6.2 Suspension: The Head of Paid Service, Directors, Monitoring Officer or Chief Financial 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 unless the Investigator recommends the suspension should continue beyond that point.

6.3 Members will not be involved in disciplinary action against any officer below Chief Officer level, except where such involvement is necessary for any investigation or inquiry into alleged misconduct. Such disciplinary action will be undertaken by the Head of Paid Service or an officer nominated by them.

6.4 The HR Sub-Committee (where applicable) will make recommendations to Council for the dismissal of the Head of Paid Service, Chief Financial Officer or Monitoring Officer and Council must approve that dismissal before notice is given to that person.

6.5 The HR Sub-Committee (where applicable) shall approve any disciplinary action, short of dismissal, against the Head of Paid Service, Chief Financial Officer or Monitoring Officer.

- 6.6 Subject to the provisions of The Local Authorities (Standing Orders) (England) Regulations 2015 all actions will be in accordance with both the JNC Conditions of Service for Chief Executives/Chief Officers and the Council's employment policies.
- 6.7 The HR Sub-Committee (where applicable) will approve the dismissal of a Director.
- 6.8 Notice of the dismissal of the Chief Executive or any Director or assistant to a political group must be given to the Executive in accordance with paragraph 6 of Part II to Schedule I of the Local Authorities (Standing Orders) (England) Regulations 2015.
- 6.9 Directors, Chief Officers and the Head of Paid Service have a right of appeal against dismissal to a HR Sub-Committee (where applicable) specifically appointed for that purpose.