

4H. Officer Employment Procedure Rules

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1. **Recruitment and Appointment**

1.1 **Declarations**

- (a) 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.
- (b) 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.

1.2 **Seeking support for an appointment**

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

2. **Recruitment of Head of Paid Service and Chief Officers**

Where the Council proposes to appoint a Chief Officer or one of the statutory 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**

- 3.1 The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Chief Officers' Panel. That Panel must include at least 1 Member of the Executive.
- 3.2 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 Statutory Officers**

- 4.1 The Chief Officers' Panel will appoint Chief Officers and the statutory officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001. The Panel must include at least one Member of the Executive.
- 4.2 An offer of employment as a Chief Officer or statutory officer 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 Deputy Chief Officer:** Appointment of deputy chief officers and below with the exception of the statutory officers shall be the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.
- 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 and in accordance with the Council's prevailing policies and procedures on recruitment..

6. **Disciplinary Action**

- 6.1 **Independent person:** No disciplinary action may be taken in respect of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer, except in accordance with a recommendation in a report made by a designated independent person which shall be submitted to and considered by the Chief Officers' Panel..
- 6.2 Councillors will not be involved in the disciplinary action against any chief officer or one of the statutory officers, 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 and statutory 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.

