

Officer employment procedure rules

RECRUITMENT AND APPOINTMENT

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 strategic director or an officer nominated by him/her.

2. Seeking support for 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) Subject to paragraph (c), no councillor will seek support for any person for any appointment with the council.
- (c) Nothing in paragraphs (a) and (b) above will preclude a councillor from giving a written reference for a candidate for submission with an application.

Recruitment of head of paid service and strategic directors

3. Where the council proposes to appoint the head of paid service or a strategic director 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) (a) to be sent to any person on request.

Appointment and dismissal of head of paid service and strategic directors

4. The full Council will approve the appointment or dismissal of the head of paid service and strategic directors following the recommendation of such an appointment or dismissal by the joint staff committee. The joint staff committee must include at least one member of the cabinet. No offer of appointment may be made, or notice of dismissal given, until the council has approved any recommendation to that effect.
5. The full Council (the appointor) may not make or approve the appointment of the head of paid service or a strategic director until:
 - (a) the appointor has notified the head of HR, IT and customer services (head of HR) of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;
 - (b) the head of HR has notified every member of the cabinet of:
 - (i) the name of the person to whom the appointor wishes to make the offer;
 - (ii) any other particulars relevant to the appointment which the appointor has notified to the head of HR and
 - (iii) the period within which any objection to the making of the offer is to be made by the leader of the council on behalf of the cabinet to the head of HR and
 - (c) either:
 - (i) the leader of the council has, within the period specified in the notice under paragraph (5)(b) above notified the appointor that neither he/she nor any other member of the cabinet has any objection to the making of the offer;
 - (ii) the head of HR has notified the appointor that no objection was received by him/her within that period from the leader of the council; or
 - (iii) the appointor is satisfied that any objection received from the leader of the council within that period is not material or is not well founded.
6. The full Council (the dismissor) may not give notice of the dismissal of the head of paid service or a strategic director until:
 - (a) the dismissor has notified the head of HR of the name of the person whom the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;

- (b) the head of HR has notified every member of the cabinet of:
 - (i) the name of the person who the dismissor wishes to dismiss;
 - (ii) any other particulars relevant to the dismissal which the dismissor has notified to the head of HR and
 - (iii) the period within which any objection to the dismissal is to be made by the leader of the council on behalf of the cabinet to the head of HR; and
- (c) either:
 - (i) the leader of the council has, within the period specified in the notice under paragraph (6)(b) above notified the dismissor that neither he/she nor any other member of the cabinet has any objection to the dismissal;
 - (ii) the head of HR has notified the dismissor that no objection was received by him/her within that period from the leader of the council; or
 - (iii) the dismissor is satisfied that any objection received from the leader of the council within that period is not material or is not well founded.

Disciplinary action

7. No disciplinary action in respect of the head of paid service, the monitoring officer, or the Chief Finance (Section 151) Officer, except action described in paragraph 8 may be taken by the council, other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 (investigation of alleged misconduct.)
8. The action mentioned in paragraph 7 is the suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

APPOINTMENT AND DISMISSAL OF, AND DISCIPLINARY ACTION AGAINST, OFFICERS BELOW STRATEGIC DIRECTOR

9. **Officers below strategic director.** The appointment and dismissal of, and disciplinary action against, officers below strategic director (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.
10. **Assistants to political groups.** The appointment of an assistant to a political group, as defined in the Local Government and Housing Act 1989, shall be made in accordance with the wishes of that political group.

11. Councillors will not be involved in disciplinary action against any officer below strategic director.

Dismissal

12. Councillors will not be involved in the dismissal of any officer below strategic director.