

Officer Employment Procedure Rules

1. Recruitment and Appointment

(a) Declarations

- (i) The Council requires any candidate for appointment as an Officer to provide details if they are related to any Member or Officer of the Council.
- (ii) No candidate so related to a Councillor or an Officer will be appointed without the authority of the relevant Service Director.

(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 within 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 Chief Executive (Head of Paid Service)

Where the Council proposes to appoint a Chief Executive 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

3. Appointment of the Chief Executive (Head of Paid Service)

The Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Senior Officer Appointments Committee which is subject to the political balance rules. That Committee must include at least one Member of the Cabinet.

4. Other Appointments

(a) Appointment of Service Directors

Appointment of Service Directors is the responsibility of the Senior Officer Appointments Committee appointed by the Council.

(b) Officers below Service Director Level

Appointment of officers below Director level is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

5. Disciplinary Action

(a) Suspension

The Head of Paid Service, Monitoring Officer and the Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay, last no longer than two months and shall be in accordance with the relevant statutory and employment provisions.

(b) Independent Person

No other disciplinary action may be taken in respect of any of those Officers except in accordance with a recommendation in a report made by a designated independent person.

(c) Councillors will not be involved in the disciplinary action against any Officer below Service Director level except where such involvement is in respect of allowing a right of appeal to Members in respect of disciplinary action.

6. Dismissal

Councillors will not be involved in the dismissal of any Officer below Chief Executive level except where such involvement is in respect of allowing a right of appeal to Members in respect of dismissals.