



<b>Title:</b>	<b>Constitution of the Council (Part 4I: Officer Employment Rules)</b>
<b>Owner:</b>	<b>Linda McDonald</b>
<b>Date of version:</b>	<b>28<sup>th</sup> June 2021</b>
<b>Review due:</b>	<b>May 2022</b>
<b>Approved by Head of Service:</b>	<b>Sal Khan</b>
<b>Date of Equality Impact Assessment:</b>	<b>29<sup>th</sup> October 2013</b>

**Adopted by Full Council on 28<sup>th</sup> June 2021**



# OFFICER EMPLOYMENT RULES

## 1 RECRUITMENT AND APPOINTMENT

### DECLARATIONS

- 1.1 The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are related to an existing Councillor or officer of the Council.

### SEEKING SUPPORT FOR APPOINTMENT

- 1.2 The Council will disqualify any applicant who directly or indirectly seeks the support, other than a bona fide reference, from any Councillor or Officer for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- 1.3 No Councillor will seek support for any person for any appointment with the Council.

## 2 RECRUITMENT OF HEAD OF PAID SERVICE, CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS

- 2.1 Where the Council proposes to appoint the above, the Council will:
  - 2.1.1 draw up a statement specifying:
  - 2.1.2 the duties of the officer concerned; and
  - 2.1.3 any qualifications or qualities to be sought in the person to be appointed;
  - 2.1.4 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
  - 2.1.5 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 formally make the appointment of the Chief Executive (Head of Paid Service) following the recommendation of an appointments panel which will include the Leader of the Council and the Leader of the Opposition, or their nominees, and must include an officer or other advisor who has had equal opportunities training.

### 4 APPOINTMENT OF HEADS OF SERVICE

- 4.1 The Chief Executive will appoint Heads of Service following consideration by an appointments panel. The panel will include the Leader of the Council and the Leader of the Opposition, or their nominees, such other Councillors and officers as the Chief Executive deems appropriate and an officer or other advisor who has had equal opportunities training.

### 5 OTHER APPOINTMENTS

#### OFFICERS BELOW HEAD OF SERVICE LEVEL

- 5.1 The appointment of officers below Head of Service level is the responsibility of the Chief Executive, Heads of Service or officers delegated by them, and may not be made by Councillors.

#### ASSISTANTS TO POLITICAL GROUPS

- 5.2 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 The Disciplinary Procedures for Statutory Officers and the Disciplinary Procedures for Chief Officers shall apply in respect of any action relating to those officers.
- 6.2 Councillors will not be involved in any disciplinary action against any officer below Chief Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, save that 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.

## DISMISSAL

- 6.3 Councillors will not be involved in the dismissal of any officer below Deputy Chief Officer or of assistants to political groups except where such involvement is necessary for any investigation or inquiry into alleged misconduct, save that 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.
- 6.4 All appointments or dismissals of officers shall comply with the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001.