

## OFFICER EMPLOYMENT PROCEDURE RULES

1.	Recruitment and Appointment	
1.1	Declarations	
	(a)	A candidate for any Council appointment will, when making application, inform the Chief Executive of any relation they know to be a Member or senior officer of the Council. A candidate who knowingly fails to disclose a relationship will be disqualified for the appointment and if appointed be liable to dismissal without notice. Every Member or senior officer of the Council will inform the Chief Executive of any relationship known to them with any person they know is a candidate for an appointment. The Chief Executive will report any such disclosure to the Council or appropriate Member or officer making the appointment.
	(b)	This rule will be included in appropriate recruitment literature.
	(c)	For the purpose of this rule only “senior officer” means any Council officer graded SO or above. Persons will be deemed to be related if they are – parent, grandparent, spouse, partner, child, grandchild, brother, sister, uncle, aunt, nephew or niece of a member/candidate/senior officer.
	(d)	Where a candidate has declared such a relationship, any offer of employment shall be subject to approval by the appropriate Director, except where the Director is the officer to whom the candidate has declared a relationship, in which case the Chief Executive or Director of Central Services will approve any proposed offer of employment.
1.2	Seeking support for an appointment	
	(a)	Canvassing of Members or senior officers directly or indirectly for any appointment will disqualify the candidate. Recruitment literature will include a note to this effect.
	(b)	A Member shall not solicit for any person any Council appointment but may give a written testimonial of a candidate’s ability, experience or character for an application for appointment with the Council.
2.	Recruitment of Head of Paid Service and Chief Officers	
Where the Council proposes to appoint a Chief Officer and it is not proposed that the appointment be made exclusively from among their existing officers, the Council will:		

2.1	Draw up a statement specifying:	
	(a)	The duties of the officer concerned; and
	(b)	Any qualifications or qualities to be sought in the person to be appointed;
2.2	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	
2.3	Make arrangements for a copy of the statement mentioned in paragraph 2.1 to be sent to any person on request.	
<b>3.</b>	<b>Appointment of Chief Executive</b>	
3.1	The Full Council will approve the appointment of the Chief Executive following the recommendation of such an appointment by a Panel of Members appointed by the Council for that purpose. This Panel will include at least one member of the Executive.	
3.2	The Full Council may only approve the appointment of the Chief Executive where no well-founded objection has been made by any member of the Executive.	
<b>4.</b>	<b>Appointment of Chief Officers other than the Chief Executive</b>	
4.1	The appointment of Chief Officers other than the Chief Executive will be made by a Panel of Members appointed by the Council for that purpose. This panel will include at least one member of the Executive.	
4.2	An offer of employment shall only be made where no well-founded objection from any member of the Executive has been received.	
<b>5.</b>	<b>Other Appointments</b>	
5.1	<b>Officers below Chief Officer</b>  Appointment of officers below Chief Officer is the responsibility of the Chief Executive or their nominee, and may not be made by councillors.	
5.2	<b>Political assistants</b>  Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.	

<b>6.</b>	<b>Disciplinary Action against certain Post Holders</b>
6.1	A relevant officer* may not be dismissed by the Council unless the procedure set out in Schedule 3 to the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) is complied with.
<i>*relevant officer means the Chief Finance Officer, Head of the Council's Paid Service or the Monitoring Officer as the case may be.</i>	
6.2	Council Members will not be involved in the disciplinary action against any officer below Chief 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 action taken under those procedures.
<b>7.</b>	<b>Dismissal</b>
Councillors will not be involved in the dismissal of any officer below Chief 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.	
<b>8.</b>	<b>Local Authorities (Standing Orders) (England) Regulations 2001</b>
The rules set out in the Annex shall have effect in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).	