

OFFICER EMPLOYMENT PROCEDURE RULES

Approved by Council: May 2013
Last Modified: January 2023

STAFF EMPLOYMENT PROCEDURE RULES

1. Recruitment and appointment

- (a) The Council require all applicants for jobs to state in writing whether they are related to an existing Councillor or officer of the Council; or to their partner.
- (b) The application form will specify such a relationship as being the spouse, parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece.
- (c) Any candidate related to a Councillor or an officer will only be interviewed after the Head of Paid Service or their nominee has given approval.
- (d) A Councillor may give their name as a referee on a candidate's application form and provide a written reference if the Council requests it.
- (e) Apart from paragraph (d) above, the Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council.
- (f) Apart from paragraph (d) above, no Councillor will seek support for any person for any appointment with the Council.
- (g) The declaration of relationships and prohibition of canvassing of support will be set out clearly in Council job application forms.

2. Recruitment of Head of Paid Service and Chief Officers

Where the Council proposes to appoint the Head of Paid Service or a Chief Officer 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
- (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 (Chief Executive)

The Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a panel of the Strategy and Resources Committee.

4. Appointment of chief officers

A panel of the Strategy and Resources Committee will appoint Chief Officers. The Chief Executive will Chair.

5. Other appointments

Appointment of officers below chief officer is the responsibility of the Head of Paid Service or their nominee and may not be made by Councillors.

6. Disciplinary action

All disciplinary actions will be carried out in accordance with the Council's disciplinary and related procedures. Councillors will not be involved in the disciplinary action against any officer below chief officer except where there is a right of appeal to Members.

In the case of the Head of Paid Service, Monitoring Officer and Chief Financial Officer and other Chief Officers, they may be suspended whilst an investigation takes place into alleged misconduct. The suspension will be on full pay and last no longer than two months. No other disciplinary action may be taken in respect of any of these officers, except in accordance with a recommendation in a report made by an Independent Panel.