

STAFF EMPLOYMENT PROCEDURE RULES

1. RECRUITMENT AND APPOINTMENT

- (a) Declarations
 - (i) 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.
 - (ii) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Chief Officer or an officer nominated by him/her.
- (b) Seeking support for appointment.
 - (i) Subject to paragraph (iii), 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.
 - (ii) Subject to paragraph (iii), no Councillor will seek support for any person for any appointment with the Council.
 - (iii) Nothing in paragraphs (i) and (ii) above will preclude a member from giving a written reference for a candidate for submission with an application for appointment.

2. RECRUITMENT OF CHIEF [OFFICERS], MONITORING OFFICER AND SECTION 151 OFFICER

Where the Council proposes to appoint any of the above posts 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

This process will be subject to proposed mandatory standing orders regulations (see paragraph 6 later).

The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Council's Joint Appointments Committee

4. APPOINTMENT OF DIRECTORS (INCLUDING THE MONITORING OFFICER AND THE CHIEF FINANCIAL OFFICER)

The Joint Appointments Committee will appoint any Directors and Deputy Chief Executive. Designation of any officers as Monitoring Officer and the Chief Finance Officer (Section 151 Officer) will be made by full Council on the recommendation of the Head of Paid Service.

5. OTHER APPOINTMENTS

(a) **Officers below Director level.** Appointment of officers below Director level (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.

(b) **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6. DISCIPLINARY ACTION

(a) **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Financial Officer may be suspended whilst an investigation takes place into any alleged misconduct by a resolution of the Council at an extraordinary or ordinary meeting. The suspension will be on full pay and last no longer than two months. The Monitoring Officer and Chief Financial Officer will not be suspended during the period during which they are undertaking a formal investigation under their statutory powers.

(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 Director level 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 Councillors in respect of disciplinary action.

7. DISMISSAL

Councillors will not be involved in the dismissal of any officer below Service Manager level 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 Councillors in respect of dismissals.