

PART 4a – OFFICER EMPLOYMENT PROCEDURE RULES
Effective from 20-9 May 2023 2015 Approved by Council on X 202330-March-2015

1 RECRUITMENT AND APPOINTMENT**1.1 Declarations**

- (i) The Council will require 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; 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~~director ~~(or, if the appointment is of a director, the Chief Executive)~~ or an officer nominated by him or her.

1.2 Seeking support for appointment.

- (i) 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) No Councillor will seek support for any person for any appointment with the Council.

2 APPOINTMENT, DISMISSAL AND DISCIPLINE OF CHIEF OFFICERS

The Chief Officers Employment Committee deals with the appointment, dismissal and discipline of ~~Chief Designated~~ Officers with terms of reference as described in the rules (the Local Authorities, (Standing Orders) (England) Regulations 2001) and is a politically balanced panel.

3 APPOINTMENT OF CHIEF EXECUTIVE

The appointment of a Chief Executive may be made by the Chief Officers Employment Committee on the Council's behalf, and the full Council must approve the appointment before any offer of appointment is made to the person concerned.

4 APPOINTMENT OF ~~OTHER CHIEF~~DESIGNATED OFFICERS

The Chief Officers Employment Committee may appoint any ~~officer d~~esignated ~~as a~~ ~~Chief Officer~~director ~~or any statutory Chief Officers~~ on the Council's behalf.

5 OTHER APPOINTMENTS**5.1 Officers below ~~chief-Designated~~ Officer**

- (i) The function of the appointment of officers below ~~chief-Designated~~ Officer (other than assistants to political groups) must be discharged on behalf of the Council by the Chief Executive (as Head of Paid Service), or by an officer nominated by him or her.

5.2 Assistants to political groups.

Any appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6 DISCIPLINARY ACTION – STATUTORY OFFICERS

6.1 Application

This Rule applies to the Chief Executive (the Head of Paid Service), the [Deputy Chief Executive](#) ~~Director of Resources~~ (the Monitoring Officer) and the Chief Financial Officer (Section 151 Officer).

6.2 Independent person

Except as permitted by 6.3, no disciplinary action may be taken in respect of any of those officers other than in accordance with a recommendation in a report made by a designated independent person under Regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001.

6.3 Suspension

Any of the officers may be suspended for the purpose of investigating alleged misconduct. Any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

7 THE CHIEF EXECUTIVE (THE HEAD OF PAID SERVICE)

The Chief Executive (or other officer designated as the Head of the Paid Service) can only be dismissed by the Chief Officers Employment Committee if the full Council has approved the dismissal before any notice of dismissal has been given to him.

8 DISCIPLINARY ACTION – CHIEF OFFICERS

The function of taking disciplinary action in respect of ~~Chief Officers other than~~ the Chief Executive or a Designated Officer may be exercised on the Council's behalf by the Chief Officers Employment Committee appointed by the Council for that purpose.

9 DISCIPLINARY ACTION – OTHER OFFICERS

9.1 The function of the dismissal of, and taking disciplinary action against, officers ~~below chief officer (other than assistants to political groups)~~ other than Designated Officers must be discharged on behalf of the Council by the Chief Executive (as Head of Paid Service) or by an officer nominated by him or her.

9.2 Councillors may, however, serve as members of a Committee or Sub-committee established by the Council to consider an appeal by a member of staff of the Council against a decision relating to the dismissal of, or taking disciplinary action against, that member of staff.

10 INTERESTS OF OFFICERS IN CONTRACTS

The Chief Executive and eEach ~~Head of Service~~DirectorDesignated Officer shall record in [the electronic register](#)~~a book to be~~ kept for the purpose particulars of any notice given by any officer in his/[her service directorate](#) under Section 117 of the Local Government Act 1972 of a pecuniary interest in a contract. The book [register](#) must be available for inspection by any member of the Council during office hours.

11 INTERPRETATION

In these Rules:

- (a) “~~Chief Designated~~ Officer” means [the Deputy Chief Executive and](#) any member of staff who is ~~designated as a head of servicea statutory or non-statutory chief officer or a deputy chief officer within the meaning of Section 2 of the Local Government and Housing Act 1989;~~
- (b) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would , according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the Council has undertaken to renew such a contract; and
- (c) “member of staff” means a person appointed to or holding a paid office or employment.