

9. Officer Procedures

(a) Officer Employment Procedure Rules

1.1 Definitions: The Head of Paid Services is the Council’s Senior Officer

(a) Chief Officers are employed under the Conditions of Service of the Joint Negotiating Committee for Chief Officers of local authorities. They are directly responsible to the Head of Paid Service. Their responsibilities include the management of a group of major services.

(c) The “Proper Officer” under these rules is the Service Manager for Human Resources.

(d) An “Independent Person” is a person appointed by the Council pursuant to the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

1.2 Recruitment and Appointment

(a) Declarations

The Council requires any candidate for employment to state in writing whether they are the parent, grandparent, spouse, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of any existing Councillor or officer of the Council; or of the partner of such persons.

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 them.

(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 Councillor from giving a written reference for a candidate for submission with an application for appointment.

1.3 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:

- (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.

1.4 Appointment of Head of Paid Service/ Chief Officers/ 151 Officer/ Monitoring Officer

- (a)** The appointment panel will be the Appointments & Remuneration Committee appointed by the Proper Officer - the Service Manager – Human Resources.
- (b)** The Proper Officer communicates the Committee's recommendations to each Member of the Executive giving a deadline for responses.
- (c)** If no Member of the Executive objects, the recommendation then goes forward before the Council for approval.
- (d)** If any Member of the Executive objects they must notify the Leader. The Leader is then required to consult the Executive. If the Executive wishes to pursue the objection the Leader notifies the Proper Officer. The Proper Officer then reconvenes the appointment panel to consider whether the objection is material and well founded. Following this process the appointment panel either reconsiders its recommendation or affirms its recommendation. Any revised recommendation is subject to paragraph 3.4 (c), (d) and (e).
- (e)** The appointment panel's recommendation is placed before the Council for approval prior to any offer being made.

1.5 Other Appointments

All other officer appointments shall be made by the relevant Chief Officer or their nominee.

1.6 Disciplinary Action

(a) No dismissal or disciplinary action against the Council's statutory officers, namely Head of Paid Service, Section 151 Officer and Monitoring Officer is permitted except in accordance with the procedures set out in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

(b) Councillors 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 disciplinary action.

(c) Further details of disciplinary procedures are contained in the Officers' Disciplinary Procedure and Code of Conduct Rules.

1.7 Appeals

See the Staff Disciplinary and Grievance Procedures and Code of Conduct Rules for further details.

1.8 Training

Officers and Members taking part in any interview process must have had in-house training regarding the recruitment process.

1.9 Appraisal of the Managing Director

There shall be an annual appraisal of the Managing Director unless circumstances require appraisal to be on a more frequent basis. The Appraisal Panel shall consist of the Leader, Deputy Leader and Chair of Overview and Scrutiny.