

Officer 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) The Council will disqualify any applicant who directly or indirectly seeks the support of any person 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. 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 staff, 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 (1) to be sent to any person on request.

3. Appointment of Head of Paid Service

(a) The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a Committee or Sub-Committee of the Council. That Committee or Sub-Committee must include at least one Member of the Executive.

(b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by any Member of the Executive.

4. Appointment of chief officers and deputy chief officers (i.e. those posts listed in the Annex to this Rule)

(a) A Committee or Sub-Committee of the Council will appoint chief officers and deputy chief officers. That Committee or Sub-Committee must include at least one Member of the Executive.

(b) An offer of employment as a chief officer or deputy chief officer shall only be made where no well-founded objection from any Member of the Executive has been received.

5. Other appointments

(a) **Officers below deputy chief officer.** Appointment of officers below deputy chief officer (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 Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

(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 deputy chief officer.

7. Dismissal

Councillors will not be involved in the dismissal of any officer below deputy chief officer.

Annex to Officer Employment Procedure Rule 4

Chief Officers and Deputy Chief Officers

Chief Executive
Corporate Head of Human Resources
Head of Policy
Head of Democratic Services
Director of Finance and Corporate Services
Assistant Director of Finance (Revenues, Benefits and E Government)
Head of Information and Communication Technology
Head of Legal and Electoral Services
Director of Children's Services and Culture
Assistant Director Specialist Children's Services
Head of Libraries and Culture
Head of Sport and Fitness
Head of Arts
Director of Adult and Community Services
Assistant Director Adults
Assistant Director Strategy and Resources (Adult Social Services and Housing)
Assistant Director Housing
Director of Environment
Assistant Director Traffic and Transport
Assistant Director Development and Street Scene
Assistant Director Parks, Property and Procurement
Head of Development and Enforcement
Head of Trading Standards and Chief Inspector of Weights and Measures
Head of Licensing
Head of Commercial Environmental Health
Chief Building Surveyor
Residential Services Manager