

## **SECTION 2 – OFFICER EMPLOYMENT STANDING ORDERS**

### **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 them.

#### **(b) 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. RECRUITMENT OF HEAD OF PAID SERVICE, EXECUTIVE DIRECTORS, CHIEF OFFICERS AND DIRECTORS**

Where the Council proposes to appoint the Head of Paid Service, Executive Director, Chief Officer or Director and it is not proposed that the appointment be made exclusively from among their existing officers, the Council will:

- i. draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought;
- ii. 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
- iii. make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

Except in the case of the Head of Paid Service, a longlist of qualified applicants will be prepared for a panel of appropriate officers. The officer panel will interview the longlist candidates and draw up a shortlist of candidates for interviews by an appropriate member body. Where no qualified person has applied, the Council will make arrangements for the post to be re-advertised.

The selection of an appropriate officer panel to interview candidates will be made by:

- The Head of Paid Service (or Monitoring Officer if the former is unavailable) in relation to the appointment of Executive Directors or chief officers.
- The appropriate Executive Director for the group or chief officer in relation to the

appointment of Directors.

### **Appointments Sub-Committee**

Composition:

At least three elected members drawn from a pool of members agreed by the Staff and Pensions Committee to sit as and when required. The Chief Executive will make arrangements for the sub-committee with membership being proportionate to the representation of the political groups and individual members on the Council and nominated by the leaders of the political groups.

Role:

1. To deal with the appointment of Executive Directors and chief officers, Directors and other statutory officers appointed by the Council.
2. To make recommendations to Council regarding the appointment of the Head of Paid Service.
- 3. APPOINTMENT OF HEAD OF PAID SERVICE, MONITORING OFFICER AND CHIEF FINANCE OFFICER**
  1. An appointments sub-committee of the Council will carry out the function of interviewing qualified applicants and making recommendations to Council. The sub-committee must include at least one Cabinet member.
  2. The Full Council must approve the appointment of the Head of Paid Service before an offer of employment is made.
  3. The Full Council may only make or approve the appointment of the Head of Paid Service, Monitoring Officer and Chief Finance Officer where no well-founded objection has been made by any Cabinet member.
- 4. APPOINTMENT OF DIRECTORS AND EXECUTIVE DIRECTORS**
  1. A longlist of qualified applicants will be interviewed by an officer panel in accordance with 2 above and a shortlist of candidates produced for interview by an appropriate member body.
  2. An appointments sub-committee of the Council will carry out the function of interviewing qualified applicants from the shortlist and appointing Directors or Executive Directors. The appointments sub-committee must be politically balanced and must include at least one Cabinet member.
  3. An offer of employment as a Director or Executive Director shall only be made where no well-founded objection from any Cabinet member has been received.
- 5. OTHER APPOINTMENTS**

Appointment of officers below Director or Executive Director (other than political assistants to the groups) is the responsibility of the Head of Paid Service or their nominee and may not be made by councillors.

## **6. DISCIPLINARY ACTION**

- a. With the statutory exceptions set out below, disciplinary action in relation to officers is governed by the Council's agreed procedures.
- b. In relation to the Head of Paid Service, Monitoring Officer and Chief Finance Officer ("statutory officers") the following restrictions apply: -
  - *Statutory officers can be suspended on full pay whilst an investigation into alleged misconduct takes place, such suspension to be reviewed after two months and every month thereafter.*
  - *In an emergency, the Head of Paid Service or the Monitoring Officer may suspend a statutory officer. In other cases, only the Disciplinary Sub-Committee may suspend a statutory officer.*
  - *No other disciplinary action may be taken in respect of statutory officers except in accordance with a recommendation in a report made by a designated independent investigator.*
- c. Councillors will not be involved in disciplinary action against any officer below Executive Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct, or where the Council's disciplinary, capability and related procedures, as adopted from time to time, allow a right of appeal to members in respect of disciplinary action.

## **7. DISMISSAL OF STATUTORY OFFICERS**

Where the Disciplinary Sub-Committee is carrying out the function of dismissing the statutory officer, it must include at least one Cabinet member.

Notice of dismissal of the statutory officer shall only be given where no well-founded objection has been received from any Cabinet member.

No notice of dismissal of a statutory officer may be given by the Council before the proposal has been considered by an independent panel of at least two members appointed under section 28(7) Localism Act 2011.

No notice of dismissal may be given without the prior approval of the Council.

## **8. DISMISSAL OF EXECUTIVE DIRECTORS**

Where a committee or sub-committee of the Council is carrying out the function of dismissing an Executive Director it must include at least one Cabinet member.

Notice of dismissal of an Executive Director shall only be given where no well-founded objection has been received from any Cabinet member.

## **9. OTHER DISMISSALS**

Councillors will not be involved in the dismissal of any officer below Executive Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct, or where the Council's disciplinary, capability and related procedures, as adopted from time to time, allow a right of appeal to members in respect of dismissals.