

## **Annex 3.2 Officer Employment Procedure Rules**

### **1. Recruitment and Appointment**

#### **1.1. 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 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 Director or an officer nominated by them.

#### **1.2. Seeking support for appointment**

- i. The council will disqualify any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council. The content of this paragraph will be included in any recruitment information.
- ii. No councillor or officer will seek support for any person for any appointment with the council.

### **2. Recruitment of Chief Executive**

- 2.1. The Full Council will approve the appointment of the Chief Executive following the recommendation of the panel referred to in 2.2 below.
- 2.2. For the recruitment of a Chief Executive (Head of Paid Service), a panel of five councillors, composed of the Chair and Vice Chair of Strategy and Resources Committee and three other councillors, drawn from councillors across the council, appointed by that committee, trained in interview techniques (to include appropriate minority group representation), will make all necessary arrangements for the recruitment and selection of the Chief Executive in accordance with the arrangements set out in 3.1 below.

### **3. Recruitment of Statutory Officers and Directors**

- 3.1. Where the council proposes to appoint a statutory officer or Director, the Chief Executive, in consultation with the Panel referred to in 3.2 below, will draw up a statement specifying:
  - i. The duties of the officer concerned.
  - ii. Any qualifications or qualities to be sought in the person to be appointed.

- iii. 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.
  - iv. Arrangements for a copy of the statement mentioned in paragraph 2.1 to be sent to any person on request.
- 3.2. The Chief Executive and Head of People and Organisational Development will, after consultation with the Panel, interview and select candidates for final interview by that Panel. The Panel will consist of the Chair of Strategy and Resources Committee, three other councillors trained in interview techniques (to include appropriate minority group representation).
- 3.3. The panel referred to in 3.2, will have the power to recommend appointments of statutory officers to Full Council, and appoint Directors directly.
- 4. Officers below Directors**
- 4.1. Appointment of officers below Directors is the responsibility of the Chief Executive or their nominee and may not be made by councillors.
- 5. Disciplinary Action for Alleged Misconduct (including dismissal)**
- 5.1. Involvement of councillors: Councillors will not be involved in any disciplinary action against any officer below Director / statutory officer, except where such involvement is necessary for any investigation or inquiry into alleged misconduct, through the council's disciplinary, capability and related appeals procedures.
- 6. Indemnity to Staff**
- 6.1. Information on the indemnities the council has in place for officers and councillors is available in the [Council Operating Framework](#) (Annex 2.5).