

PART 4I – OFFICER EMPLOYMENT PROCEDURE RULES

This section includes changes approved by Council on 18th June 2015.

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 the City Mayor, 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 the City Mayor or any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- ii) Neither the City Mayor nor any Councillor will seek support for any person for any appointment with the Council.

2. RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS

Where the Council proposes to appoint a director 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 (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 Cabinet.
- (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 Cabinet.

4. **APPOINTMENT OF STRATEGIC DIRECTORS AND DIVISIONAL DIRECTORS**

- (a) A committee or sub-committee of the Council will appoint Strategic Directors and Divisional Directors. That committee or sub-committee must include at least one member of the Cabinet.
- (b) An offer of employment as a Strategic Director or a Divisional Director shall only be made where no well-founded objection from the City Mayor or any other member of the Cabinet has been received.

5. **OTHER APPOINTMENTS**

- (a) Appointment of officers below Divisional Director is the responsibility of the Head of Paid Service or his/ her nominee, and may not be made by Councillors.

6. **DISCIPLINARY ACTION**

- (a) Suspension. The Head of Paid Service, Monitoring Officer and Director of Finance 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) Dismissal. No dismissal of the Head of Paid Service, the Monitoring Officer or the Director of Finance shall take place other than in accordance with a procedure that is compliant with the Local Authorities (Standing Orders)(England) Regulations 2001 as amended by the Local Authorities (Standing

Orders)(England)(Amendment) Regulations 2015.

- (c) The City Mayor or Councillors will not be involved in the disciplinary action (meaning (i) dismissal; or (ii) other disciplinary action short of dismissal) against any officer below Divisional 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 allow a right of appeal to Members.