

APPENDIX B

PART 4

Officer Employment Procedure Rules

References:

Chapters 8 and 9, DETR Guidance

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 relative of an existing councillor or officer of the Council;
 - (ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant Corporate Head of Department 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 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 and Chief Officers

Where the Council proposes to appoint a Corporate Head of Department 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 (2)(a) 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 of the Council comprising the Leader of the Council, Leader of the Minority Group, one other councillor nominated by the Leader of the Minority Group, a Cabinet Member and one other councillor nominated by the Leader of the Council. Any councillor who cannot attend may appoint a substitute.
- (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 Chief Officers and Corporate Heads of Department

- (a) A committee of the Council (the “Appointments Committee”) will appoint any Chief Officer or Corporate Head of Department. The composition of that Committee will vary depending on the appointment under consideration. The remit of the Appointments Committee is contained in Part 11 of the Constitution.
- (b) An offer of employment as a Chief Officer or Corporate Head of Department shall only be made where no well-founded objection from any member of the executive has been received.

PART 11

Section 6

Remit of the Appointments Committee

1 Membership

1.1 The Appointments Committee shall consist of five members selected as and when the need for a Committee meeting arises. The quorum shall be three.

1.2 The Committee shall be constituted in accordance with the political balance provisions.

1.3 The membership must include at least one member of the Executive.

1.4 The Committee shall be chaired by a member of the Group with the largest member of seats in the Council.

2 Powers and Duties

2.1 To recommend to Council the appointment of the Chief Executive and the designation of the Monitoring Officer and Chief Finance Officer.

2.2 To make appointments to the posts of Directors and/or Chief Officers, and to determine the terms on which they are made.