

H Officer Employment Procedures

H.1. **Appointment and dismissal of the Chief Executive, Chief Officers and certain Deputy Chief Officers**

- (a) Subject to paragraph (d), the Appointments Panel will appoint, may take disciplinary action against and may dismiss the Chief Executive and all Chief Officers, and such Deputy Chief Officers as the Chief Executive shall from time to time designate for Member appointment. The Appointments Panel will include at least one member of the Cabinet.
- (b) Full Council must approve the appointment of the Head of Paid Service before an offer of employment is given. Full Council must approve the dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance Officer before notice of dismissal is given.
- (c) An offer of employment or notice of dismissal of the Head of Paid Service or a Chief Officer or Deputy Chief Officer may not be given until:
 - (i) the Chair of the Appointments Panel (or the Chief Officer) has notified the Chief Executive of the name of the person and any other relevant particulars; and
 - (ii) the Chief Executive has forwarded that information to every member of the Cabinet, together with the date by when the Leader may object to the appointment or dismissal; and
 - (iii) either:
 - (1) the Leader has notified the Chair of the Appointments Panel or Chief Officer by that date that no member of the Cabinet has any objection to the appointment or dismissal; or
 - (2) the Chief Executive has notified the Chair of the Appointments Panel or Chief Officer that no objection was received by that date from the Leader; or
 - (3) the Appointments Panel or Chief Officer is satisfied that any objection received from the Leader is not material or not well founded.
- (d) The Head of Paid Service, the Monitoring Officer and the Chief Finance Officer may not be dismissed unless the procedure set out in the following paragraphs is complied with.

- (i) The Council must invite the Independent Person, and at least one other independent person who has been appointed by another authority, to be considered for appointment to a panel.
- (ii) At least 20 working days before the Council meeting which is to consider whether to approve a proposal to dismiss, the Council must appoint to the panel such independent persons who have accepted an invitation in accordance with the following priority order:
 - (a) the Independent Person;
 - (b) an independent person who has been appointed by another authority or authorities.
- (iii) The Council must appoint at least two people to the disciplinary panel.
- (iii) Before voting at the Council meeting which is to consider whether to approve a proposal to dismiss, the Council must take into account, in particular
 - (a) any advice, views or recommendations of the panel;
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.
- (e) Any remuneration, allowances or fees paid by the Council to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as an independent person

H.2 Appointments of Political Assistants

- (a) The Council may appoint up to three posts to provide assistance to the members of any political group to which members of the Council belong, to discharge any of their functions as members of the Council.
- (b) Each post shall first be allocated to a political group in accordance with Section 9 of the Local Government and Housing Act 1989, and will then fall to be filled from time to time in accordance with the wishes of that group. No post shall be allocated to a political group that does not qualify for one.

- (c) No appointment shall be made to any such post until the Council has allocated a post to each political group that qualifies for one. No more than one post shall be allocated to any one political group.

H.3. **Appointments and dismissal of all other staff**

- (a) The relevant Chief Officer or his/her nominee will appoint, may take disciplinary action against and may dismiss all Deputy Chief Officers not designated for Member appointment by the Chief Executive and all other staff.

- H.4 The Chief Executive is authorised to (a) establish, in consultation with the Party Group Leaders, individual Appointment Panels based on the requirements of the post; and (b) appoint, in consultation with the Leader and Party Whips, Members to Appointment Panel.

