

Part Four, Section K

Officer Employment Procedure Rules

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, the mayor or officer of the Council; or of the partner of such persons.
- (ii) Any candidate who fails to disclose such a relationship will be disqualified from appointment. The content of this paragraph will be included in any recruitment information.
- (iii) No candidate so related to a councillor, the mayor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by him/her.
- (iv) Every Member and senior officer of the authority who knows of a relationship to a candidate for appointment must report the details to the chief officer of the relevant service.

(b) Seeking support for appointment.

- (i) The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor or the mayor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) No councillor or the mayor will seek support for any person for any appointment with the Council. This rule does not prevent a Member from offering or providing a written reference about a candidate but the Member shall not take part in the appointment process involving that candidate.

PART FOUR - RULES OF PROCEDURE

Section K- Officer Employment Procedure Rules

2. Recruitment of Head of Paid Service, Chief Officers and Deputy Chief Officers.

Where the Council proposes to appoint a Head of Paid Service, chief officer or deputy chief officer 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.
- (d) all applicants for the post shall be interviewed, or a short list of the more suitable applicants shall be drawn up and those applicants shall be interviewed.

3. Appointment of Head of Paid Service

- (a) The 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. The membership of that committee or sub-committee will be determined by the Leader and the Chair of the Corporate Committee (or by their nominees). That committee or sub-committee must include at least one member of the Cabinet.
- (b) The Council may only make or approve the appointment of the Head of Paid Service where:
 - (i) no objection has been made by any member of the Cabinet, or
 - (ii) if any objection is made, the committee or sub-committee recommending the appointment has declared itself satisfied that the objection is not material or well-founded
- (c) The procedures in (a) and (b) above will apply to the dismissal of the Head of Paid Service.

4. Appointment of Chief Officers and Deputy Chief Officers

- (a) A committee or sub-committee of the Council will appoint chief officers and deputy chief officers. The membership of that committee or sub-committee will be determined by the Leader and the Chair of the Corporate Committee (or by their nominees). That committee or sub-committee must include at least one member of the Cabinet.
- (b) The procedures in (a) above will not apply to the appointment, dismissal or discipline of the Chief Officer of the Alexandra Palace and Park charity. Instead, the Chief Executive acting in his/her charity capacity will take the decisions to appoint, dismiss or discipline that Chief Officer in consultation with the Alexandra Palace and Park Board or its appointed Panel.
- (c) An offer of employment as a chief officer or a deputy chief officer shall only be made where:
 - (i) no objection has been made by any Cabinet Member, or
 - (ii) if any objection is made, the appointing committee, sub-committee or chief executive is satisfied that the objection is not material or well founded.
- (d) The procedures in (a) and (c) above will apply to the dismissal of chief officers and deputy chief officers except that (b) and (c) will apply to the dismissal of the Chief Officer of the Alexandra Palace and Park charity.

5. Member Training

All Members taking part in appointments or disciplinary proceedings shall undertake appropriate training provided by the Head of Human Resources in consultation with the Head of Local Democracy & Member Services.

6. Other appointments

- (a) Officers below deputy chief officer. Appointment of officers below deputy chief officer (other than assistants to political groups and an assistant to the mayor) will be made by the Head of paid service or his/her nominee.
- (b) Assistants to political groups. Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.
- (c) Assistant to the mayor. An assistant to the mayor may only be appointed by the mayor.

7. Disciplinary action

- (a) Suspension. The head of paid service, monitoring officer and chief finance officer 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) Independent person. No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.
- (c) Councillors will not be involved in the disciplinary action against any officer below deputy chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Members in respect of disciplinary action.

8. Dismissal

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

9. Definitions

In these Rules:

- (a) "chief officer" means a statutory chief officer or a non-statutory chief officer who, as respects all or most of the duties of his/her post, reports directly to the Head of Paid Service.
- (b) "deputy chief officer" means an officer who, as respects all or most of the duties of his/her post, reports directly to a chief officer.
- (c) an officer whose duties are solely secretarial, clerical or administrative in nature shall not be regarded as chief officer or deputy chief officer.