EMPLOYMENT RULES

1. All Employees

1.1 The Council has a recruitment and selection policy and operational requirements which all Members and Managers who undertake recruitment, selection and appointment must apply.

1.2 The Council requires that any candidate for appointment as an employee must state, in writing, whether, to his/her knowledge; they are related in any way to a Councillor, an employee of the Council or their partner. This includes any step relationships, or relationships through adoption or fostering.

1.2.1 Recruitment literature includes a statement to this effect and application forms provide a section to enable the applicant to make any such declarations.

1.2.2 No candidate so related will be appointed without the authority of the relevant Chief Officer or an employee nominated by him/her.

1.3 The Council, in its policy and associated recruitment literature, states that all appointments will be made on the basis of job related criteria. The Council will, therefore, disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. Equally, a Councillor may not seek support for any person for any appointment with the Council.

2. Appointments

2.1 The appointment of the Chief Executive (Head of Paid Service), Monitoring Officer, Chief Financial Officer (Section 151 Officer), Chief Officers and JNC Officers (Deputy Chief Officers) should be made by Members, conducted in accordance with the Council’s Scheme of Delegation (Part C of the Constitution).

(The term “Deputy Chief Officer” is defined in the Local Government and Housing Act 1989)

2.2 The appointment of employees below Deputy Chief Officer may not be made by Members, and should be conducted in accordance with the Council’s Scheme of Delegation (Part C of the Constitution).

2.3 The appointment of an assistant to any political group, where such posts exist in accordance with Section 9 of the Local Government and Housing Act 1989 as approved by the Chief Executive, shall be made in accordance with the wishes of the political group concerned. The following legislation prohibitions shall apply:
(a) the making of an appointment to any post allocated to a political group until the Authority has allocated a post to each of the groups which qualify for one;

(b) the allocation of a political assistant to a political group which does not qualify for one; and

(c) the allocation of more than one post to any political group up to a maximum of three.

A political group must have at least six councillor seats to qualify. Where more than three political groups qualify, those with the highest number of councillors will have priority.

(Contact Officer: Divisional Director of Human Resources and Organisational Development Tel: 020 8227 2130)