

**5. APPOINTMENT OF CHIEF OFFICERS AND ~~DEPUTY CHIEF OFFICERS~~**

- 5.1** The Chief Executive will establish Appointments Sub Committees upon criteria approved by the Human Resources Committee comprising relevant Members to make appointment to Chief Officer and ~~Deputy Chief Officer~~ posts. Any Appointments Sub Committee established in accordance with this rule must include at least one Member of the Executive.
- 5.2** Engagement of Chief Officers, to permanent positions or interim positions of over three months, will be through the normal recruitment process overseen by the HR Committee.
- 5.3** An offer of employment as a chief officer ~~or deputy chief officer~~ shall only be made where no well-founded objection from any Member of the Executive has been received. Subject to Rule 5.5 below, in these Rules, chief officers are defined as:
- (a) the Chief Executive (as Head of Paid Service)
  - (b) the statutory Chief Officers, (including the Chief Financial Officer, Corporate Director, Children's Services, Corporate Director, Adults' Services, and the Monitoring Officer)
  - (c) the non-statutory chief officers which are:
    - (i) Officers for whom the Chief Executive is responsible (other directors);
    - (ii) Officers who report to or who are directly accountable to the Chief Executive by virtue of the nature of their duties; and
    - (iii) Officers who report to or who are directly accountable to the Council itself or any committee of the Council by virtue of the nature of their duties.
- 5.4** Subject to Rule 5.5 below, in these Rules, deputy chief officers are defined as officers in departments who, by virtue of the nature of their duties, either report to or are directly accountable to the statutory or non-statutory chief officer responsible for that department.
- 5.5** Rules 5.3 and 5.4 do not apply to:
- (a) officers whose duties are solely secretarial and clerical or are in the nature of support services; or
  - (b) Head Teacher and Deputy Head Teacher posts in schools with delegated budgets.
- 5.6** The procedure in this section for appointing chief officers and ~~deputy chief officers~~ shall only apply to the following post within the Law, Probity and Governance Directorate:

- Corporate Director of Law, Probity and Governance

**5.7** The appointment of a statutory chief officer may not occur unless the prior written agreement of the DCLG Commissioners has been obtained for such an action.

**5.8** Appointments to all other posts shall be the responsibility of the Head of the Paid Service or a person nominated by her/him.

## **6. PROCEDURE FOR THE APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS**

**6.1 Appointments Sub-Committee Membership.** The Chief Executive, will set up an Appointments Sub Committee upon criteria approved by the General Purposes Committee comprising relevant Members to make appointments to chief officer ~~and deputy chief officer~~ posts.

**6.2 Appointment Process.** The following process will apply after an Appointments Sub Committee has interviewed all shortlisted candidates:

- (a) If the Sub Committee agree on a candidate suitable for the post, they will indicate their 'provisional intention to make an offer' to the Chief Executive.
- (b) The Sub Committee will inform the Chief Executive of the name of the candidate to whom they wish to make an offer together with any other particulars which the Sub Committee considers relevant in making the appointment.
- (c) The Chief Executive will notify the Mayor and each other Member of the Executive within twenty-four (24) hours of:
  - (i) The name of the person the Sub-Committee wish to make an offer to.
  - (ii) Any other particulars relevant to the appointment notified by the Sub-Committee.
  - (iii) The period within which any objection to the making of the offer is to be made by the Mayor on behalf of the Executive to the Chief Executive.
  - (iv) The period of objection will normally be two (2) working days. If the period of objection is to be shortened, then notification will be by telephone and e-mail.
  - (v) If:
    - (1) The Mayor, within the period of objection, notifies the Sub-Committee that neither s/he or any other Member of the Executive has any objection to the making of the offer; or
    - (2) The Chief Executive notifies the Sub-Committee that no objection has been received by him/her within the objection period from the Mayor,

the 'provisional intention to make an offer' will become a firm offer and the offer of appointment may be made without the need for the Sub-Committee to re-convene.

- (vi) If an objection is received within the objection period from the Mayor on behalf of the Executive, the Sub-Committee will reconvene to consider the objection. If the Sub-Committee is satisfied that any objection received from the Mayor is not material or is not well founded, they may confirm their decision and a formal offer will be made.

## **7. OTHER APPOINTMENTS**

- 7.1** Officers below ~~Deputy~~ Chief Officer. Appointment of officers below ~~deputy~~-chief officer (other than any assistants to the political groups and any Mayor's assistant as defined at (e) and (f) respectively of Rule 1.2 above) is the responsibility of the Head of Paid Service or her/his nominee, and may not be made by the Mayor or Councillors.
- 7.2** Assistants to Political Groups. Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.
- 7.3** Mayor's Assistant. Appointment of a Mayor's Assistant shall be made in accordance with the wishes of the Mayor.