

4.8- May 2012

Officer Employment Procedure Rules

1. Recruitment and appointment

The Council will follow its approved recruitment and selection procedures, including the preparation of job descriptions, person specifications and advertisements, when seeking to make officer appointments.

As part of the recruitment procedure the Council will make arrangements for a copy of the following declaration to be included in the recruitment information sent to all applicants:

'Under the Local Government Act 2000 you must declare in writing whether you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Member or officer of Burnley Borough Council; or the partner of such persons. No candidate so related to a Member or officer will be appointed without the authority of the relevant chief officer or an officer nominated by him or her'.

Applicants will also be advised that the Council will disqualify any applicant who seeks the support of any Member for any appointment with the Council. No Member will seek support for any person for any appointment with the Council.

2. Recruitment of Chief Executive/ Head of Paid Service and other officers on JNC Terms and Conditions.

Where the Council proposes to appoint the Chief Executive/Head of Paid Service or any other officer to be employed on Joint Negotiating Committee for Local Authority Chief Executives or Chief Officers of Local Authorities terms (JNC Terms and Conditions) it will prepare a job description, person specification and advert.

Except where the position is to be advertised internally first the Council will make arrangements for the post to be advertised in such a way as to bring it to the attention of persons who are qualified to apply for it.

That the Head of People, Law & Regulation, or in their absence, the People & Development Manager or Principal Personnel Officer will be appointed the Proper Officer for the appointment.

3. Appointment of Chief Executive/ Head of Paid Service

The full council will approve the appointment of the Chief Executive/ Head of Paid Service following the recommendation of the appointment by a committee of the Council (constituted as an Appointments Committee). That committee must include at least one member of the Executive.

Advised by the Head of People, Law & Regulation or the People & Development Manager or Principal Personnel Officer, an Appointments Committee will comprise:

Leader or Deputy Leader
Executive Member for Resources
Any two Scrutiny Chairs

4. Appointment of a Director

Advised by the Head of People Law & Regulation or the People & Development Manager or Principal Personnel Officer, an Appointments Committee will comprise:

Leader or Deputy Leader
Executive Member for Resources
Chair or Vice Chair of the relevant Scrutiny Committee
Chair or Vice Chair of one other Scrutiny Committee
Chief Executive

5. Appointment of officers on JNC Terms and Conditions (other than the Chief Executive/Head of the Paid Service or Director).

Advised by the Head of People, Law & Regulation or the People & Development Manager or Principal Personnel Officer, an Appointments Committee will comprise:

Leader or Deputy Leader
Relevant Executive Member
Relevant Scrutiny Chair or Vice Chair

Chief Executive or a nominated Director
Relevant Director

Where the Lead Executive Member is the Leader or Deputy another Member of the Executive should make up the three.

6. General

If, by the application of these Rules the membership of the Committee does not include at least one Member of an opposition group, then the Leader of the largest opposition group (or their nominee) will be substituted for the, or one of the Scrutiny places on the Committee.

7. Other appointments

Appointment of assistants to political groups shall be made in accordance with the wishes of the political group.