

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL CONSTITUTION

Council. The content of this paragraph will be included in any recruitment information.

2.2.2 No councillor will seek support for any person for any appointment with the Council.

2.2.3 No councillor shall give a reference (oral or written) for a candidate for employment by the Council.

3. RECRUITMENT OF HEAD OF PAID SERVICE AND CHIEF OFFICERS

3.1 Where the Council proposes to appoint a chief officer (including the Head of Paid Service) and it is not proposed that the appointment be made exclusively from among their existing officers or by way of interim appointment, the Council will:

3.1.1 draw up a statement specifying:

- (a) the duties of the officer concerned; and
- (b) any qualifications or qualities to be sought in the person to be appointed.

3.1.2 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

3.1.3 make arrangements for a copy of the statement mentioned in sub paragraph 3.1.1 to be sent to any person on request.

4. APPOINTMENT OF HEAD OF PAID SERVICE

4.1 The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by an Appointments Committee established in accordance with Rule 5.1 below. That Committee must include at least one member of the Cabinet.

4.2 The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by any member of the Cabinet.

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

5.1 All permanent (as opposed to interim) appointments to chief officer ~~and deputy chief officer~~ posts shall be made on a resolution of the Appointments Committee, which shall be established by the Council. The Appointments Committee must include at least one member of the Cabinet.

5.2 An offer of permanent or interim employment as a chief officer ~~or deputy chief officer~~ shall only be made where no well-founded objection from any member of the Cabinet has been received.

5.3 Subject to paragraph 5.5 below, in these Rules, chief officers are defined as:

5.3.1 the Chief Executive (as Head of Paid Service)

5.3.2 the statutory chief officers (Chief Finance Officer and the Monitoring Officer)

5.3.3 the non-statutory chief officers which are:

(a) officers for which the Chief Executive is responsible

(b) officers in the Chief Executive's Department who report to or who are directly accountable to the Chief Executive by virtue of the nature of their duties; and

(c) 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 APPOINTMENT OF DEPUTY CHIEF OFFICERS

5.4 Subject to paragraph 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 All permanent (as opposed to interim) appointments to deputy chief officer shall be made by the Head of Paid Service provided that no well-founded objection from any member of the Cabinet has been received.

5.5 Rules 5.3 and 5.4 do not apply to officers whose duties are solely secretarial and clerical or are in the nature of support services or to officers below Head of Service level.

6. PROCEDURE FOR THE PERMANENT APPOINTMENT OF CHIEF OFFICERS ~~AND DEPUTY CHIEF OFFICERS~~

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

6.1.1 If the Committee agrees on a candidate suitable for the post, it will indicate its 'provisional intention to make an offer' to the Chief Executive.