

**COUNCIL MEETING – 21ST APRIL, 2016**

**AGENDA ITEM NO. 6 (1)**

**OFFICER EMPLOYMENT PROCEDURE RULES**

A report from the meeting of the Licensing and General Purposes Committee held on 21st March, 2016.

**1. INTRODUCTION**

- 1.1 The Government has recently made legislative changes which require the Council to amend its Standing Orders relating to the processes for disciplinary action applying to the Council's head of paid service, monitoring officer and the chief finance officer. At Rushmoor, the statutory requirements and regulations for staff employment and dismissal are contained within the Officer Employment Procedure Rules in Part 4 of the Council's Constitution.
- 1.2 In updating the new provisions contained in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, the opportunity has been taken to review and refresh the Officer Employment Procedure Rules as a whole to ensure clarity around arrangements for appointments. A copy of the proposed revised Procedure Rules is attached at **Appendix 1**.
- 1.3 Some elements of the previous Procedure Rules related to general responsibilities of the Head of Paid Service have been deleted from these rules as these general staffing responsibilities will be covered in future within the Council's Scheme of Delegation.

**2. NEW REQUIREMENTS**

- 2.1 The new statutory provisions mean that any decision to dismiss a statutory chief officer must have the approval of the full Council by way of a vote. Before taking that decision, the Council must invite at least two Independent Persons to be members of a Panel, and the Council must take into account any recommendation of that Panel before taking a final decision to dismiss.

**3. RECOMMENDATION**

- 3.1 That the revised Officer Employment Procedure Rules, attached at Appendix 1, be approved for adoption as part of the Council's Constitution.

A.M. FERRIER  
CHAIRMAN  
LICENSING AND GENERAL PURPOSES COMMITTEE