

## Recruitment and Selection - Managers Guidance

### DCC Officer Appointments – Role of Elected Members

There are certain posts for which the appointments are required by the Local Authorities (Standing Orders) Regulations 1993 and 2001 to be made by Elected Members, rather than Derbyshire County Council employees and there are other posts where the appointment may be made by Elected Members but can be delegated to officers.

The following table gives further details:

#### Local Authorities (Standing Orders) Regulations 1993 and 2001

Officer (Derbyshire)	Statutory Designation	Further Definition	Appointed By
Designated Strategic Director	Head of Paid Service		Elected Members only
Strategic Directors of Children's Services and Adult Care; Director of Finance and ICT; Director of Public Health	Statutory Chief Officer		Elected Members only
All Other Strategic Directors	Non-Statutory Chief Officer	Required to report directly or is directly accountable to the Council.	Elected Members only
Those officers reporting directly to Strategic Directors or to the Director of Finance & ICT or to the Director of Public Health	Deputy Chief Officer	Required to report directly or is directly accountable to a Statutory or Non-Statutory Chief Officer (not including clerical or support staff)	<u>May</u> be Elected Members but can be delegated to officers
All other officers			Officers only

#### Further Guidance

Where Elected Members form the appointment panel, the panel must include at least one Cabinet Member and one member of the Minority Group. Non-Cabinet Members cannot substitute for a Cabinet Member on an appointment panel. They can however be on the appointment panel in addition to the Cabinet Member. The appointment

panel would normally consist of three Elected Members (one Cabinet Member, one additional Majority Group member and one Minority Group member).

Where Elected Member involvement is optional, the Cabinet Member with the appropriate portfolio should be consulted on that involvement. The decision made should be confirmed in writing (e.g. via email exchange to confirm delegation to officers if that is the decision).

When Elected Members are involved in an appointment panel, officers may only attend the panel as advisers and do not have a vote. The panel can still go ahead if the Minority Group member or the additional Majority Group member drops out – the chair of the panel has the casting vote.

The appointment of the Head of Paid Service and any other officer paid £100,000 or above must be approved by Full Council.

The Officer Employment Procedure Rules under the Council Constitution can be found at page 151 of the Constitution document which can be found on our website under Your Council, How the council works, Constitution.

If you require any further help with this, please contact your departmental HR team for more information.