

## **Recruitment and Selection - Managers Guidance**

### **Recruitment to Politically Restricted Posts**

Certain posts are specified by legislation as being politically restricted. These include the Head of Paid Service, the Monitoring Officer and certain other posts defined by the Local Government and Housing Act 1989.

Other posts are restricted because they are politically sensitive due to the post holder being required to:

- Give advice on a regular basis to the Council, to any Committee or Sub-Committee of the Council, to any joint committee on which the Council is represented, to the Cabinet, to any Committee of the Cabinet or to any Cabinet Member or;
- Speak on behalf of the Council on a regular basis to journalists or broadcasters.

Officers who fall within this definition have the political restrictions clause written into their contracts of employment and are disqualified from undertaking a range of political activities, including becoming or remaining a member of a local authority, acting as an election agent, acting as an official of a political party, canvassing, publishing material or addressing the public in support of a political party.

Where posts are advertised, recruiting managers are asked if the post is politically restricted as this needs to be made clear in the advert and to the Shared Services Centre when the successful candidate is confirmed so that the correct clause is included in their contract. This is held against the position in SAP and will, therefore, be pre-populated in Recruit but you should check this and amend this if the post is now politically restricted or is no longer politically restricted.

Employees whose duties are solely secretarial or clerical or are otherwise in the nature of support services are not considered to hold politically restricted posts. If you are in any doubt about whether a certain post is politically restricted or not, please contact your departmental HR Team.