

## APPENDIX U HR Regulations

Except for the powers reserved to General Functions Committee the offer, appointment, varying and ending of contracts of employment is a matter for the Head of Paid Service. These Regulations set out the delegation of these responsibilities. Where a matter sits outside these Regulations then it must be referred to the Head of Paid Service for decision.

Where the following issues arise from an organisational restructure, the restructure will be considered to have major implications and a report must be submitted to General Functions Committee for approval:

- The anticipated outcome of statutory consultation will mean that 20 or more employees are put at risk of redundancy/TUPE transferred
- Terms and conditions of employment are to be introduced (this excludes compliance with statutory requirements) or replaced (this means a new term or condition).

### 1. The Council Establishment

Directors, Assistant Directors and, Lead Commissioners are responsible for the provision of timely and accurate information about Establishment changes so that accurate lists are maintained and that ensure establishment costs are within budget

### 2. Offer, Appointment, Varying and Ending Contracts of Employment

#### 2.1 Officer Employment Procedure Rules.

The Local Government Act 2000 and the Local Authorities (Standing Orders) Regulations 2001 requires the Council to have rules relating to the recruitment, appointment and dismissal of officers, these are set out below in Section 2.1.

#### 2.1.1 *Recruitment and appointment*

##### (a) Declarations

<b>Rule</b>	<b>Action</b>
(i) The council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the council; or of the partner of such persons.	All candidates must complete a code of conduct declaration of interests form as part of the appointment process
(ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by him/her.	The application will be passed to the Relevant Chief Officer for decision

##### (b) Seeking support for appointment

(i) The council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the council. The content of this paragraph will be included in any recruitment information.	This forms part of the application process
(ii) No councillor will seek support for any person for any appointment with the council.	Forms part of the application process

### 2.1.2 **Recruitment of head of paid service and chief officers**

Where the council proposes to appoint a chief officer and it is not proposed that the appointment be made exclusively from among their existing officers, the council will:

(a) draw up a statement specifying: <ul style="list-style-type: none"> <li>(i) the duties of the officer concerned; and</li> <li>(ii) any qualifications or qualities to be sought in the person to be appointed;</li> </ul> (b) 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 (c) make arrangements for a copy of the statement mentioned in paragraphs (1) and 2(a) to be sent to any person on request	Appointment of Chief Officers is a functions reserved to the Remuneration Committee and an external appointment process will encompass this process
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### 2.1.3. **Appointment of head of paid service**

(a) The full council will approve the appointment of the head of paid service following the recommendation of such an appointment by a committee or sub-committee of the council. That committee or sub-committee must include at least one member of the executive.	Appointment of Chief Officers is a functions reserved to the Remuneration Committee which includes at least one member of the executive.
(b) 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 executive.	Appointment of Chief Officers is a functions reserved to the Remuneration Committee which includes at least one member of the executive. Well founded objections from any member of the executive which are substantiated will be communicated to Remuneration Committee so that action can be taken.

### 2.1.4. **Appointment of chief officers**

(a) A committee or sub-committee of the council will appoint chief	Appointment of Chief Officers is a functions reserved to the
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officers. That committee or sub-committee must include at least one member of the executive.	Remuneration Committee which includes at least one member of the executive.
(b) An offer of employment as a chief officer shall only be made where no well-founded objection from any member of the executive has been received.	Appointment of Chief Officers is a functions reserved to the Remuneration Committee. Well founded objections from any member of the executive which are substantiated will be communicated to Remuneration Committee so that action can be taken.

### 2.1.5. *Other appointments*

#### (a) Officers below chief officer.

Appointment of officers below chief officer (other than assistants to political groups) is the responsibility of the head of paid service or his/her nominee and may not be made by councillors.	HR will ensure that all appointments shall be made in accordance with the Council's contractual terms and conditions
The head of paid service will consult the Chair of the Chief Officers Appointments Panel before making an appointment of deputy Chief Officers.	Appointment of deputy Chief Officers will be reported to Remuneration Committee

#### (b) Appointment of political assistants

<p>(i) The council may appoint up to three posts to provide assistance to the members of any political group to which members of the council belong to discharge any of their functions as members of the council.</p> <p>(ii) Each post shall first be allocated to a political group in accordance with Section 9 of the Local Government and Housing Act 1989, and will then fall to be filled from time to time in accordance with the wishes of that group. No post shall be allocated to a political group that does not qualify for one</p> <p>(iii) No appointment shall be made to any such post until the council has allocated a post to each political group that qualifies for one. No more than one post shall be allocated to any one political group.</p>	<p>The Monitoring Officer will be responsible for the allocation of posts.</p> <p>HR will ensure that all appointments shall be made in accordance with the Council's contractual terms and conditions</p>
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### 2.1.6. *Disciplinary action*

(a) <b>Suspension.</b> The head of paid service, monitoring officer and chief finance officer may be suspended whilst an	Human Resources will be responsible to ensure that the correct processes are followed
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investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.	
(b) <b>Independent person.</b> No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.	Human Resources will be responsible to ensure that the correct processes are followed
(c) Councillors will not be involved in the disciplinary action against any officer below chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.	Human Resources will be responsible to ensure that the correct processes within the Council's contractual Terms and Conditions are followed

#### 2.1.7. *Dismissal*

Councillors will not be involved in the dismissal of any officer below chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.	Human Resources will be responsible to ensure that the correct processes as allowed for within the Council's contractual Terms and Conditions are followed.
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## 2.2 Varying Terms and Conditions of employment

Directors, Assistant Directors and Lead Commissioners are responsible for the provision of timely and accurate information about changes to individual's Terms and Conditions of employment e.g. work place adjustments and flexible working request.

HR will ensure that contractual variations are properly authorized and allowed for within the Council's contractual Terms and Conditions and are made on an accurate and timely basis

## 2.3 Leavers

Assistant Director HR will ensure that Leavers are managed in accordance with the Council's contractual Terms and Conditions and changes are made on an accurate and timely basis.

## 3 Employee Records

Directors, Assistant Directors and, Lead Commissioners are responsible for the provision of timely and accurate information about changes to employee Records e.g. absence information and input of Performance Reviews.

#### 4. Salaries & allowances payable to Council employees and Pensioners

As Is	To Be	Comment
13.2 The Head of HR Shared Services will ensure that arrangements are made to calculate and pay all remuneration, pensions, compensation and other payments to current and former employees and for maintaining salary payroll for Schools that purchase the Traded Service.	HR will ensure that properly authorised payments for Salaries and Allowances shall be made in accordance with the Council's contractual terms and conditions and these will be made on an accurate and timely basis	Tighter wording

#### 5. Members Allowances

As Is	To Be	Comment
13.9 The Chief Finance Officer shall make payments of allowances to Members of the Council, co-opted members and members of the public who attend other Council bodies who are entitled to make such claims on submission of the approved form.	The Chief Finance Officer shall make payments of allowances to Members of the Council, co-opted members and members of the public who attend other Council bodies who are entitled to make such claims on submission of the approved form.  HR will ensure that these payments are made on an accurate and timely basis	Tighter wording
13.10 The Director of Corporate Governance is responsible for notifying the Heads of HR of any changes to Members' Allowances	The Monitoring Officer will be responsible for notifying HR of any changes to Members' Allowances	Tighter wording

## Pensions Administration

As Is	To Be	Comment
13.4 On an annual basis, the Head of HR shall require that each pensioner residing overseas provides a life certificate.	HR will ensure that on an annual basis that each pensioner residing overseas provides a life certificate.	Tighter wording
	HR will ensure that on an annual basis that the Council's discretions under Regulation 66 of LGPS (administration) regulations 2008 and LGPS (Miscellaneous) Regulations 2012 are provided to the Chief Finance Officer for agreement.	New
13.2 The Head of HR Shared Services will ensure that arrangements are made to calculate and pay all remuneration, pensions, compensation and other payments to current and former employees and for maintaining salary payroll for Schools that purchase the Traded Service.	HR will ensure that properly authorised payments for Pensions shall be made in accordance with the Council's contractual terms and conditions and these will be made on an accurate and timely basis	Tighter wording

## Section 6

### Unused

As Is	To Be	Comment
13.1 All appointments shall be made in accordance with the Council's contractual terms and conditions (i.e. pay, grading, allowances etc).	replace	Section 4 para 2.1.3, 2.1.4, 2.1.5
13.3 Corporate Directors and Heads of Service must provide to the Head of HR Shared Services:-		
<ul style="list-style-type: none"> <li>the names and specimen signatures of all officers authorised to sign HR records; delete</li> </ul>	delete	Authorisation process codified through HR Connect workflows, which includes electronic authorisation via Barnet e-mail account. Managers 'tagged' on SAP
<ul style="list-style-type: none"> <li>relevant details of appointments, leavers and any other change of circumstances that may affect payment</li> </ul>	replace	Section 4 para 2.2, 2.3
<ul style="list-style-type: none"> <li>details of all work related absences due to sickness, accidents on or off duty;</li> </ul>	replace	Section 4 para 3
<ul style="list-style-type: none"> <li>details of special leave without pay or other paid/unpaid leave or absence; delete</li> </ul>	replace	Section 4 para 3
when required, overtime and	delete	Authorisation process codified through HR Connect workflows, which includes

certified time-sheets for staff paid at hourly or weekly rates, at intervals and in the format determined by the Head of HR Shared Services. Delete		electronic authorisation via Barnet e-mail account. Managers 'tagged' on SAP
<ul style="list-style-type: none"> <li>School Governing Bodies of non community schools shall be responsible for assessing teachers' remuneration and the Head of HR Shared Services shall maintain teachers' salary and pensions for Schools that purchase the Traded Service.</li> </ul>	Delete	Traded Service
13.5 Salaries and wages will be paid direct to the employee's bank account. Pensions and gratuities shall be at the discretion of the Head of HR Strategy. All payments shall be made direct to the person concerned unless that person authorises otherwise.	Delete	Pay direct to nominated bank account is a term of employment.
13.6 Payment will be paid on contractual dates. The Head of HR Shared Services has the discretion to change payment date.	delete	Pay Date is contractual
13.7 All cost centre managers should use SAP to periodically verify correct payments to staff.	Replace	Section 4 para 3
13.8 All claims for payment	delete	Either delivered through ESS/MSS or



<p>of car allowances shall be approved through SAP self service or through a paper format approved by the Head of HR Strategy. The names of certifying officers and specimens of their signatures shall be forwarded by Corporate Directors and Heads of Service to the Head of HR Shared Services. The certifying officer must be satisfied that all expenses claims are valid and that the allowances should be paid by the Council before authorising the payment.</p>		<p>where manual Authorisation process codified through HR Connect workflows. Managers 'tagged' on SAP</p>
<p>13.11 Employees are responsible for providing HR Shared Services with accurate personal details including bank account details.</p>	<p>delete</p>	<p>Pay direct to nominated bank account is a term of employment</p>
<p>13.12 In accordance with procedures agreed by Audit, the Pension Manager can write off debts resulting from overpayment of pension to a maximum of £500 per debtor and a total of £5,000 per year.</p>	<p>Delete</p>	<p>Dealt with in Officer Delegations</p>