

Part XI

Standing Orders for Appointment of Staff

1. CANVASSING AND REFERENCES

- 1.1. Canvassing of members of the Board directly or indirectly for any appointment under Derby Homes shall disqualify the candidate concerned for that appointment. A statement to this effect shall be included either in the advertisement inviting applications for appointment or in any form of application or particulars supplied for use by candidates.
- 1.2. Any member of the Board, in response to a request for an employment reference, shall be entitled to give such person a statement of his/her actual personal knowledge of the person's character and ability, but the statement shall not contain any recommendation or request for the employment of the person nor be directly addressed to any officer of Derby Homes.
- 1.3. No officer of Derby Homes shall act on any recommendation received from any trade union official, unless specific application has been made previously to the trade union official in his/her official capacity in connection with a pending appointment, and there is no other channel open for the engagement of the particular employee then required.

2. RELATIVES OF MEMBERS OR OFFICERS

- 2.1. Candidates for any appointment at Derby Homes shall when making application disclose in writing whether to their knowledge they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Board Member or officer of Derby Homes; or of the partner of such persons.
- 2.2. A candidate who fails so to do shall be disqualified for such appointment and if appointed shall be liable to disciplinary action in accordance with Derby Home's disciplinary procedures. Every Board member and officer of Derby Homes shall disclose to the Director of Finance & Company Secretary any relationship known to him/her to exist between himself/herself and a candidate for an appointment of which he/she is aware.
- 2.3. A statement to this effect shall be included either in the advertisement inviting applications for appointment or in any form of application or particulars supplied for use by candidates.

RECRUITMENT OF MANAGING DIRECTOR AND DIRECTORS

- 2.4. Where the Board proposes to appoint the Managing Director and Directors and it is not proposed that the appointment be made exclusively from among its existing officers, there shall be drawn 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.
- 2.5. The post shall then 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 a copy of the statement drawn up shall be sent to any person on request.

3. APPOINTMENT OF MANAGING DIRECTOR AND DIRECTORS

- 3.1. The appointments panel will appoint Managing Director and Directors. That panel must include at least one Chair or Vice Chair of the Board.

4. OFFICERS BELOW DIRECTOR

- 4.1. Appointment of officers below Director is the responsibility of the Managing Director or his/her nominee, and must not be made by Board Members.

5. DISCIPLINARY ACTION

- 5.1. The Managing Director may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.
- 5.2. No disciplinary action may be taken in respect of any officers except in accordance with Derby Homes' disciplinary procedures.
- 5.3. Board Members will not be involved in the disciplinary action against any officer below Managing Director, except where such involvement is necessary for any investigation or inquiry into alleged misconduct, through Derby Homes' disciplinary, capability and related procedures, as adopted from time to time, which may allow a right of appeal to members in respect of disciplinary action.

6. DISMISSAL

- 6.1. Board Members will not be involved in the dismissal of any officer below Managing Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct, through Derby Homes' disciplinary, capability and related procedures, as adopted from time to time, which may allow a right of appeal to members in respect of dismissals or final written warnings.

7. DUTY TO PROVIDE SUFFICIENT RESOURCES TO THE FINANCE DIRECTOR AND COMPANY SECRETARY

- 7.1. Derby Homes will provide the Finance Director and Company Secretary with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

8. CONDUCT

- 8.1. Officers will comply with the Derby Homes Employee Code of Conduct and the Protocol on Board Member, Executive Team and Staff Relations set out these Governance Arrangements.