

EMPLOYMENT OF RELATIVES

1. INTRODUCTION

1.1 In the interest of fairness, equality of opportunity at work and efficiency, employees who are 'close relatives' should not work together in such a way that:

- the employee is involved in the recruitment, selection, discipline, grievance, capability and promotion process of the other party.
- an employee works in a position in which they provide a service directly to a service user (e.g. social worker) to whom they are closely related.

1.2 The definition of 'close relative' for the purpose of this policy includes; spouse, partner, close family members e.g. mother, father, sister, brother and other persons with whom there is a close personal relationship. Management discretion should be applied when considering extended family, and also situations where one party would have a vested interest in the appointment of the other.

2. RECRUITMENT, SELECTION AND PROMOTION

2.1 In the interests of the council's service provision and for reasons of public confidence, the council shall not allow an officer to be involved in the recruitment, selection, or promotion of appointments in the circumstances set out below where both parties are related as defined above:

- a) Employment situations where one party could be regarded as normally in a position to influence the work of the other or;
- b) Employment situations where the area of work of one party could be regarded as normally under the management authority of the other.
- c) No appointing panel will include a member who is the 'close relative' of a candidate. Failure by the appointing officer or panel member to declare the relationship will be considered a serious disciplinary offence. The next in line manager, or where this is not appropriate other independent managers should be given responsibility for shortlisting, interviewing, and selection.
- d) No employee who is the 'close relative' of a directly managed member of staff shall be responsible for making final decisions in the following areas:
 - i. assessments (carried out at 1, 5, 10 and 18 weeks);
 - ii. career grade assessments interview outcome (either remaining at current grade, or if held at grade for any of the following reasons):
 - employee does not have appropriate skills to progress at present,
 - work is not available at a higher level,
 - budgetary constraints,
 - iii. potential re-gradings;
 - iv. any situation where an employee's post may be under review due to a restructuring.

3. DISCIPLINE AND GRIEVANCE

No employee who is the 'close relative' of a directly managed member of staff shall be involved in any disciplinary or grievance procedures relating to that person. The next in line manager, or where this is not appropriate other independent manager should be given this responsibility.

4. SERVICE PROVISION

An employee should not be deployed in a role where they are a 'close relative' of a service user to whom they would be required to provide a direct service (e.g. social work and personal care) as part of the job.

Any difficulties experienced in applying this policy should be discussed with HR.