

Joint Negotiating Committee for Chief Officers of Local Authorities

**To: Chief Executives in England and Wales (N Ireland for information)
(copies for Monitoring Officers, s151 Officers and HR Director)
Regional Directors
Members of the Joint Negotiating Committee**

8 August 2017

Dear Chief Executive,

CHIEF OFFICERS' HANDBOOK: UPDATED EDITION

We are pleased to inform you that the '*Conditions of Service Handbook for local authority Chief Officers*' has now been updated from the existing 2004 version. Please bring it to the attention of your colleagues.

The updated handbook now includes:

- Updated information on setting remuneration levels
- Updated information on discipline, capability and redundancy relating to Monitoring Officers, s151 Officers and, in Wales, Heads of Democratic Services
- New joint guidance on *Appraisal of the Chief Officer*

The handbook will be available online only. All employees with an email address ending ".gov.uk" can freely access and download the document on the [LGA's website](#) (you may need to [register](#) your details in the first instance).

By making the handbook available online we can ensure that all future updates can be made quickly so that you will have the confidence of knowing that you have the most up to date version.

Yours faithfully,

Simon Pannell Rehana Azam

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Joint Secretaries

cc Mike Short, UNISON

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