

Employment Status →	Head of Paid Service	Director	Statutory Officers (Not HPS)	Assistant Directors	Service Delivery Manager	Below SDM
Employment Process ↓						
Recruitment						
Appointment	Council on recommendation of Personnel Committee	HPS	HPS	HPS	AD	AD
Cabinet Notification	✓				✗	✗
Relevant Policies	Recruitment & Selection Policy; JNC Conditions of Service for Local Authority Chief Executives	Recruitment and Selection Policy; Conditions of Service for Chief Officers		Recruitment and Selection Policy		
Grievance						
1st stage	Leader	Officer Appeals Board	CD	CD	AD	SDM
2nd stage	Appeals Committee	HPS	Officer Appeals Board	Officer Appeals Board	CD	AD
Appeals	Council	Appeals Committee	Appeals Committee	Appeals Committee	Appeals Committee	Appeals Committee
Relevant Policies	Grievance Policy & JNC Conditions of Service for Local Authority Chief Executives	Grievance Policy and JNC Conditions for Chief Officers		Grievance Policy		
Disciplinary action**, Redundancy, Capability and Sickness dismissals.						
Suspension	Personnel Committee*	HPS	HPS*	CD	AD	AD
Appointment of DIP	✓ Personnel Committee	✗	✓ HPS	✗	✗	✗
Decision maker	Personnel Committee (in accordance with recommendations in a report made by a DIP)	HPS	HPS (in accordance with recommendations in a report made by a DIP)	CD	AD	SDM
Cabinet Notification	✓	✓	✓	✓	✗	✗
Appeal	Full Council	Appeals Committee	Appeals Committee	Appeals Committee	Appeals Committee	Appeals Committee
Relevant Policies						

NOTES

Personnel Committee a politically balanced committee of 3 members including the Leader or a cabinet member appointed by the Leader
Appeals Committee a politically balanced committee of 3 members

Cabinet Notification If applicable an offer of appointment, or a decision to dismiss cannot be made until:-
the Personnel Committee or Head of Paid Services (as appropriate) has notified the Proper Officer*** of the name of the proposed appointee or proposed dismissee (as appropriate) along with other relevant particulars. Once received the Proper Officer must provide this information to every member of cabinet and identify the period within which any objection to the proposed appointment or dismissal, which must be made by the Leader, may be made to the Proper Officer; **and**
either the Leader has, within the specified period notified the Personnel Committee or Head of Paid Services (as appropriate) that he/she nor any member of the Cabinet has any objection to the proposed appointment or proposed dismissal, **or** the Proper Officer notifies the Personnel Committee or Head of Paid Services (as appropriate) that no objection has been received **or** the Personnel Committee or Head of Paid Services (as appropriate) is satisfied that the objection received from the Leader is not well founded

* suspension of the officer must be for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect

** "disciplinary action" in relation to a member of staff of a local authority means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the authority, be recorded on the member of staff's personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew such a contract;

*** The Proper Officer shall be the HPS except where the proposal relates to the appointment or dismissal of the HPS in which case the Proper Office shall be the Monitoring Officer