

| Employment Status →   | Head of Paid Service   | Directors  | Monitoring Officer and Chief Finance Officer | Assistant Directors   | Service Delivery Manager   | Below SDM             |
|---|--|--|--|-----------------------|--|-----------------------|
| Employment Process ↓  |  |  |  |                       |  |                       |
| <b>Recruitment</b>  |  |  |  |                       |  |                       |
| Appointment   | Council on recommendation of Personnel Committee   | Personnel Board  | Personnel Board                              | HPS                   | AD   | AD                    |
| Cabinet Notification  |  |  |  |                       | X  | X                     |
| Relevant Policies   | Recruitment & Selection Policy; JNC Conditions of Service for Local Authority Chief Executives   | Recruitment and Selection Policy; JNC Conditions of Service for Chief Officers   |  |                       | Recruitment and Selection Policy   |                       |
|   |  |  |  |                       |  |                       |
| <b>Grievance</b>  |  |  |  |                       |  |                       |
| 1st stage   | Leader   | HPS  | CD   | CD                    | AD   | SDM                   |
| 2nd stage   | Appeals Committee  | Officer Appeals Board  | HPS  | HPS                   | CD   | AD                    |
| Appeals   | Council  | Appeals Committee  | Officer Appeals Board                        | Officer Appeals Board | Officer Appeals Board  | Officer Appeals Board |
| Relevant Policies   | Grievance Policy & JNC Conditions of Service for Local Authority Chief Executives  | Grievance Policy and JNC Conditions of Service for Chief Officers  |  |                       | Grievance Policy   |                       |
|   |  |  |  |                       |  |                       |
| <b>Disciplinary action**, Redundancy, Capability and Sickness dismissals.</b> |  |  |  |                       |  |                       |
| Suspension  | Personnel Committee*   | HPS  | Personnel Committee                          | CD                    | AD   | AD                    |
| Use of Panel  | Personnel Committee  | X  | Personnel Committee                          | X                     | X  | X                     |
| Decision maker  | Full Council   | HPS  | Full Council                                 | CD                    | AD   | SDM                   |
| Cabinet Notification  |  |  |  |                       | X  | X                     |
| Appeal  | N/A  | Appeals Committee  | N/A  | HPS                   | CD   | AD                    |
| Relevant Policies   | Disciplinary Issues at Work, Sickness, Redundancy and Capability Management Procedures; JNC Conditions of Service for Local Authority Chief Executives | Disciplinary Issues at Work, Sickness, Redundancy and Capability Management Procedures; JNC Conditions of Service for Chief Officers |  |                       | Disciplinary Issues at Work, Sickness, Redundancy and Capability Management Procedures |                       |

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