

## ***Schedule of Human Resources Delegations***

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HR Topic/Procedure	Delegations and Controls
Appointment of all employees below director level excluding persons appointed as assistants for political groups	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
Dismissal of all employees below director level. excluding Head of Paid Service, Monitoring Officer and Section 151	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
Retirement on the grounds of efficient exercise	<p>Chief Executive, Deputy Chief Executive, Director or their nominee.</p> <p>In consultation with the Deputy Director of People &amp; Change and Section 151 Officer or their nominees</p>
Redundancies (compulsory and voluntary redundancies)	<p>Deputy Chief Executive/Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
Approval of voluntary redundancies in excess of the current scheme criteria	<p>Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People &amp; Change and Section 151 Officer or their nominees.</p>
Other dismissals and disciplinary action	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p> <p>Appeals against dismissal are heard by the Human Resources Panel.</p>
Grievances from employees excluding Head of Paid Service, Monitoring Officer and Section 151 Officer	<p>Chief Executive, Deputy Chief Executive, Director or their nominee.</p> <p>In accordance with Council HR policies, procedures and processes.</p> <p>Appeals against grievances are heard by the Human Resources Panel.</p>

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<p>Restructures and reviews to services with staffing implications</p>	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
<p>Establishment of new posts and extensions to fixed term contracts</p>	<p>Chief Executive, Deputy Chief Executive Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
<p>Regrading of posts holders</p>	<p>Chief Executive , Deputy Chief Executive , Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p> <p>Regrading's are endorsed by the Pay Strategy Board</p>
<p>Extension of full sick pay beyond the entitlement under the national agreement</p>	<p>Chief Executive , Deputy Chief Executive , Director or their nominee</p> <p>In consultation with the Deputy Director for People &amp; Change and Section 151 Officer or their nominees</p>
<p>Approval of accelerated salary increments</p>	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes, collective agreement and senior manager's terms and conditions.</p>
<p>Approval of attendance on all training courses</p>	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In accordance with Council HR policies, procedures and processes.</p>
<p>Submission of HR1 Redundancy Notifications to Secretary of State</p>	<p>Deputy Director of People &amp; Change</p> <p>In consultation with Section 151 Officer or their nominee</p>
<p>Lead Counter signatory for Disclosure Barring Service (DBS) checks</p>	<p>Service Lead - HR Deputy Director of People &amp; Change (or their nominee)</p>

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<p>Role of Proper Officer in respect of appointment and dismissal of JNC (Senior Management) Officers, excluding the dismissal of the Head of Paid Service, Monitoring Officer and Section 151 Officer</p>	<p>Deputy Director of People &amp; Change</p>
<p>Terms and Conditions authorisations:</p> <ul style="list-style-type: none"> <li>• Carry over of annual leave beyond 5 days</li> <li>• Recognition of previous public sector service for annual leave entitlement</li> <li>• Time off for dependants beyond 5 days in 1 year</li> </ul>	<p>Head of Service/Manager</p> <p>In accordance with Council HR policies, procedures and processes.</p>
<p>Flexible retirement approvals where the strain on the pension fund is 2 years and under</p>	<p>Chief Executive, Deputy Chief Executive, Director or their nominee</p> <p>In consultation with the Deputy Director of People &amp; Change and Section 151 Officer or their nominees</p>
<p>Flexible retirement approvals where the strain on the pension fund is in excess of 2 years</p>	<p>Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People &amp; Change and Section 151 Officer or their nominees.</p>
<p>Approval of Human Resources Policies and Procedures</p>	<p>Individual Executive Decision Notice</p>