

## ***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	Chief Executive, Deputy Chief Executive, Director or their nominee  In accordance with Council HR policies, procedures and processes.
Dismissal of all employees below director level. excluding Head of Paid Service, Monitoring Officer and Section 151	Chief Executive, Deputy Chief Executive, Director or their nominee  In accordance with Council HR policies, procedures and processes.
Retirement on the grounds of efficient exercise	Chief Executive, Deputy Chief Executive, Director or their nominee.  In consultation with the Deputy Director of People & Change and Section 151 Officer or their nominees
Redundancies (compulsory and voluntary redundancies)	Deputy Chief Executive/Director or their nominee  In accordance with Council HR policies, procedures and processes.
Approval of voluntary redundancies in excess of the current scheme criteria	Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People & Change and Section 151 Officer or their nominees.
Other dismissals and disciplinary action	Chief Executive, Deputy Chief Executive, Director or their nominee  In accordance with Council HR policies, procedures and processes.  Appeals against dismissal are heard by the Human Resources Panel.
Grievances from employees excluding Head of Paid Service, Monitoring Officer and Section 151 Officer	Chief Executive, Deputy Chief Executive, Director or their nominee.  In accordance with Council HR policies, procedures and processes.  Appeals against grievances are heard by the Human Resources Panel.

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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>