

Appendix 2 – Employment Procedure Rules

PART SIX – GOVERNANCE - PART C – EMPLOYMENT PROCEDURE RULES

DISMISSALS AND DISCIPLINARY ACTION

13. In the case of dismissals, the Senior Staffing Sub-Committee will hear the case against the Senior Employee concerned and the hearing will be conducted in accordance with the Council's Disciplinary Procedure.
14. A final decision in respect of the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer rests with full Council. Full Council will approve such dismissal before the notice of dismissal is issued.
15. The Senior Employee (unless the employee is the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer) will have a right of appeal to the Appeals Sub-Committee in accordance with the appeals process set out in the Personnel Handbook. The Appeals Sub-Committee will be advised by an appropriate HR adviser who has had no previous dealings with the matter.
16. In the case of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer, no disciplinary action may be taken until ~~a recommendation has been made following an investigation by a designated independent person~~ the advice, views or recommendations of an independent panel are considered. The neutral act of suspension for the purpose of investigating the alleged misconduct can be made by:
 - a. the Monitoring Officer in relation to the Head of Paid Service; or
 - b. the Head of Paid Service in relation to the Chief Finance Officer or the Monitoring Officer,in consultation with the Council Leader and Chairman of the Personnel Committee and any suspension will be on full pay and for a period of no longer than two months.