

## **Employment policies, procedures and arrangements**

In all cases where policies, procedures and guidance refer to 'Management Team' this includes the Chief Executive, and the Deputy Chief Executives.

In all cases where policies, procedures and guidance refer to 'Directors' or 'Strategic Directors' this should be interpreted as being the Chief Executive acting in his line management capacity, and the Deputy Chief Executives.

Employment policies and procedures generally include escalation of responsibility from the immediate manager, through the Group Head to members of Management Team, with responsibility for actions, investigation, hearings and appeals set out.

Appeals should be heard by an independent person at the same or senior level as the person who took the original decision and, if possible, who was not involved in the original hearing or decision. In the case of matters originally considered by the Chief Executive, subsequent stages would be considered by one of the Deputy Chief Executives.

Significant authorisations are listed below:

<b>Policy and responsibility</b>	<b>Authorisation</b>
<b>Management of Absence Policy</b> Responsibility for contractual reviews which may lead to dismissal	Chief Executive, Deputy Chief Executive or Group Head for Neighbourhood Services
<b>Guidelines for Consultation</b> Responsibility for consultation, including with Trades Unions, providing copies of reports to TU representatives, reporting to MAT/Cabinet	Chief Executive, Deputy Chief Executive or Group Heads
<b>Guide to Dismissal</b> Who is authorised to dismiss staff (including during probation and end of fixed term contracts)	Chief Executive, Deputy Chief Executive or Group Head for Neighbourhood Services

Policy and responsibility	Authorisation to be
<b>Disciplinary Procedure</b> <ol style="list-style-type: none"> <li>1. Suspension</li> <li>2. Nominating independent managers to act as Chair of Disciplinary panel</li> <li>3. Dismissal</li> </ol>	<ol style="list-style-type: none"> <li>1. Chief Executive, Deputy Chief Executives and Group Head for Neighbourhood Services</li> <li>2. Chief Executive, Deputy Chief Executives and Group Head for Neighbourhood Services</li> <li>3. Chief Executive, Deputy Chief Executives, Group Head for Neighbourhood Services</li> </ol>
<b>Employment Continuity Policy</b> <ol style="list-style-type: none"> <li>1. Redundancy selection criteria</li> <li>2. Appeals against selection</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate Group Head and/or Chief Executive / Deputy Chief Executive</li> <li>2. Chief Executive or Deputy Chief Executive as appropriate</li> </ol>
<b>Grievance procedure</b> Appeals against response to grievances	Chief Executive, Deputy Chief Executives or Group Head for Neighbourhood Services as appropriate
<b>Dealing with Harassment and Bullying</b> Nominating a manager to investigate complaints and considering reports after investigation to decide on further action	Chief Executive, Deputy Chief Executives or Group Head for Neighbourhood Services as appropriate
<b>Homeworking Policy</b> <ol style="list-style-type: none"> <li>1. Homeworking</li> <li>2. Homeworking as regular part of working week</li> <li>3. Homeworking for Group Head</li> </ol>	<ol style="list-style-type: none"> <li>1. Group Head</li> <li>2. Group Head</li> <li>3. Chief Executive, Deputy Chief Executive as appropriate</li> </ol>

<b>Policy and responsibility</b>	<b>Authorisation</b>
<b>Re-grading Procedure</b> <ol style="list-style-type: none"> <li>1. Management review of grades</li> <li>2. Regrading vacant posts to a lower grade</li> <li>3. Individual requests for regrading</li> <li>4. Appeals</li> </ol>	<ol style="list-style-type: none"> <li>1. Group Heads to discuss with Chief Executive, or Deputy Chief Executive as appropriate, with report to MAT if recommending upgrading</li> <li>2. Chief Executive, or Deputy Chief Executive as appropriate</li> <li>3. Chief Executive, or Deputy Chief Executive as appropriate, with report to MAT if recommending upgrading</li> <li>4. Chief Executive, or Deputy Chief Executive as appropriate</li> </ol>

