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:

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

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Policy and responsibility	Authorisation to be
Disciplinary Procedure 1. Suspension 2. Nominating independent managers to act as Chair of Disciplinary panel 3. Dismissal	1. Chief Executive, Deputy Chief Executives and Group Heads 2. Chief Executive, Deputy Chief Executives, Group Heads and Service Manager for services without a Group Head 3. Chief Executive, Deputy Chief Executives and Group Heads
Employment Continuity Policy 1. Redundancy selection criteria 2. Appeals against selection	1. Appropriate Group Head and/or Chief Executive / Deputy Chief Executive 2. Chief Executive or Deputy Chief Executive as appropriate
Grievance procedure Appeals against response to grievances	Chief Executive, Deputy Chief Executives or Group Head as appropriate
Dealing with Harassment and Bullying Nominating a manager to investigate complaints and considering reports after investigation to decide on further action	Chief Executive, Deputy Chief Executives or Group Head as appropriate
Homeworking Policy 1. Homeworking 2. Homeworking as regular part of working week 3. Homeworking for Group Head	1. Group Head or Service Manager for services without a Group Head 2. Group Head or Service Manager for services without a Group Head 3. Chief Executive, Deputy Chief Executive as appropriate

Policy and responsibility	Authorisation
Re-grading Procedure 1. Management review of grades	1. Group Heads or Service Manager to discuss with Chief Executive, or Deputy Chief Executive as appropriate, with report to Management Team if recommending upgrading
2. Regrading vacant posts to a lower grade	2. Chief Executive, or Deputy Chief Executive as appropriate

3. Individual requests for regrading	3. Chief Executive, or Deputy Chief Executive as appropriate, with report to Management Team if recommending upgrading
4. Appeals	4. Chief Executive, or Deputy Chief Executive as appropriate

Part 3 section (d) Appendix A
Employment policies, procedures
and arrangements.