

Appendix 1

Investigations and appeals

Disciplinary Investigation/ Action Concerning	Investigate the allegations	Hearing panel (Except where there is an allegation of Gross Misconduct, or the Employee has a live final written warning)	Appeal panel (Except where the Employee was dismissed)	Hearing panel (where the allegation is one of Gross Misconduct, or the Employee has a live final written warning)	Appeal panel, (where the Employee has been dismissed)
Head of Service	Senior Manager, authorised by the Strategic Director	The Strategic Director, Senior Manager and Senior HR	2 Strategic Directors not previously involved in the case and Senior HR	2 Strategic Directors not previously involved in the case, and Senior HR	Panel of three members, advised by HR and Legal Services
All employees except those listed above	An officer authorised by the Head of Service	The Line Manager, or where not appropriate another Officer at the level of the Line Manager, or above, authorised by the Head of Service, another senior officer and HR	A Manager authorised by the Strategic Director. Wherever possible the manager hearing the appeal will be senior to the officer who chaired the Disciplinary Hearing, with no previous involvement in the case, another senior officer and HR	A Head of Service, another senior officer (at least third tier) and HR	A Head of Service not previously involved in the case, a Strategic Director, and HR