

SCHEDULE 3

Provisions to be incorporated in standing orders in respect of disciplinary action

1. In the following paragraphs—

(a) “the 2011 Act” means the Localism Act 2011;

(b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;

(c) “independent person” means a person appointed under section 28(7) of the 2011 Act;

(d) “local government elector” means a person registered as a local government elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;

(e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;

(f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and

(g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.

2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—

(a) a relevant independent person who has been appointed by the authority and who is a local government elector;

(b) any other relevant independent person who has been appointed by the authority;

(c) a relevant independent person who has been appointed by another authority or authorities.

6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.

7. The authority must appoint any Panel at least 20 working days before the relevant meeting.

8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—

(a)any advice, views or recommendations of the Panel;

(b)the conclusions of any investigation into the proposed dismissal; and

(c)any representations from the relevant officer.

9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."

APPENDIX 2

Level of Employee Being Disciplined	Authority to Suspend	STAGE 1 ORAL WARNING	STAGE 2 WRITTEN WARNING	STAGE 3 FINAL WRITTEN WARNING	STAGE 4 DISMISSAL
Chief Executive	Leader	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Final Decision Full Council (following appointment of Independent person to investigate and report to Full Council plus views of GP&L Panel)</p>
Executive Directors/Monitoring Officer	Chief Executive	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Recommendation Chief Executive</p> <p>Final Decision Full Council (following appointment of Independent person to investigate and report to Full Council plus views of GP&L Panel)</p>