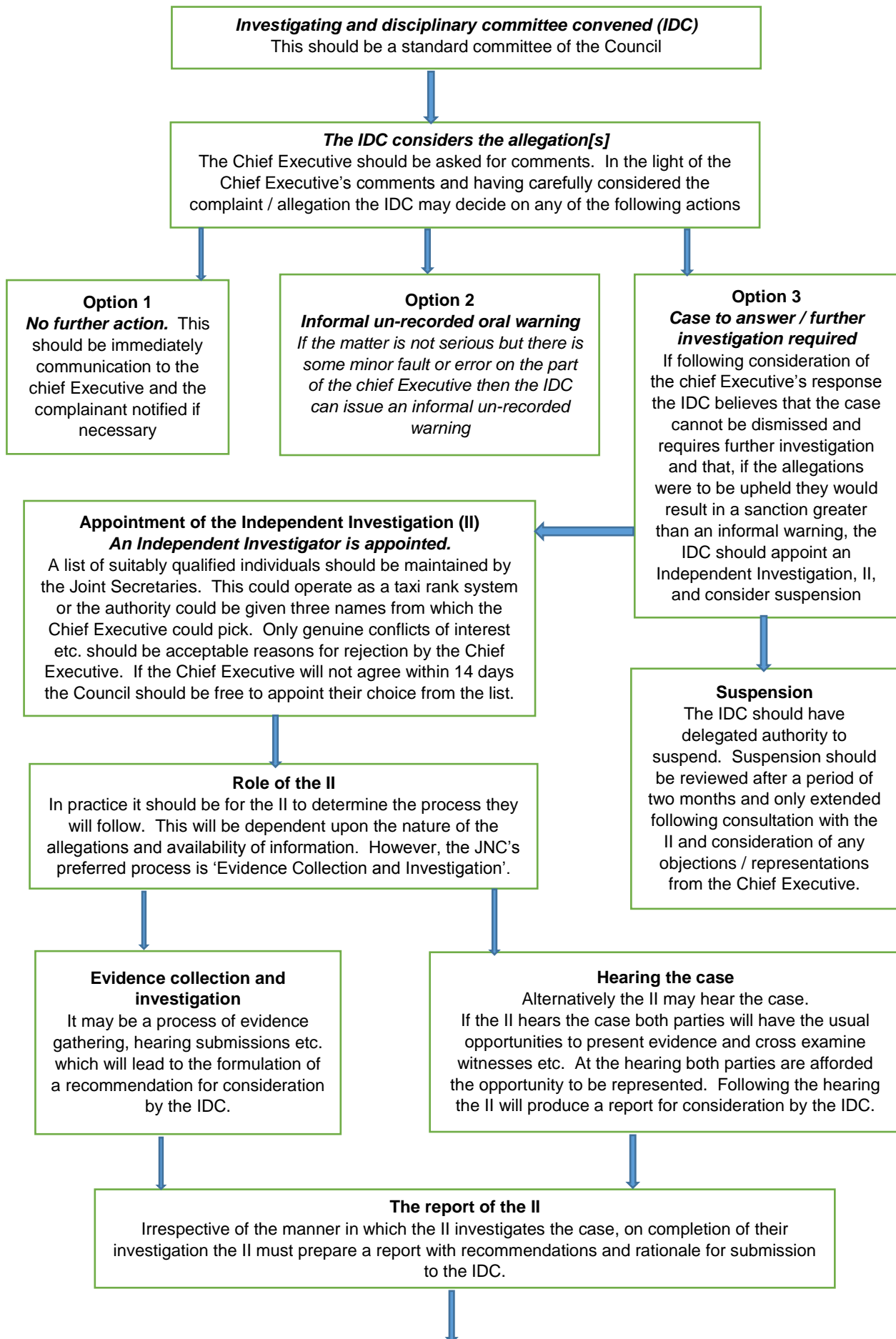


## Appendix 1

### Disciplinary Procedure for Local Authority Chief Executives



### Consideration and decision of the IDC

If the II has held a full hearing the IDC will limit their hearing to a consideration of the II's report. They may decide to call witnesses for clarification. The Chief Executive and II should attend this meeting and both parties afforded the opportunity to summarise their case. The hearing should be conducted in accordance with the ACAS code of practice. If the II did not hear the case then the IDC should now afford the Chief Executive the opportunity for a hearing to allow the post holder to challenge the recommendations of the II, call witnesses etc. The same rule regarding costs of representation would apply in this context.

### Recommendation of the IDC

Following either consideration of the report of the II or a full hearing of the case the IDC will essentially have three options.

1. No case to answer
2. Disciplinary action short of dismissal
3. Dismissal

#### No case to answer

Appropriate communication should be prepared in agreement with the Chief Executive to ensure that as far as possible there is no damage to the post holder's reputation.

#### Action short of dismissal

A decision to take action short of dismissal should be communicated in writing to the chief Executive with rationale for the decision. The Chief Executive has the right to appeal to the appeals committee against this decision.

#### Recommendation to dismiss

If there is a recommendation to dismiss, the reports of the IDC and the II should then be sent to Independent Panel (IP) for its consideration. The Chief Executive may make written representation to the IP.

### Composition, role and process of the IP

The IP should be a committee of the Council, appointed under section 102(4) of the Local Government Act 1972, and should comprise only independent persons (at least two) appointed under S28 (7) of the Localism Act 2011. Appropriate training should be provided to these independent members. Both parties should be present or represented\* at the meeting.

The IP should receive any oral representations from the Chief Executive, in which case it should invite any response of behalf of the IDC to the points made, and may ask questions of either party. The IP should review the decision and prepare a report for Council. This report should contain clear rationale if they disagree with the recommendation to dismiss.

\*The IDC should nominate a person to attend on its behalf.

### Report to full Council

Following consideration by the IP a report should be presented to Council. This report should comprise the recommendation of the IDC, the II's report and any comments on the recommendations for dismissal from the IP. In the light of this information, Council should consider the recommendation to dismiss. The Chief Executive should be provided with the right of appeal against the decision and allowed to attend this meeting and address the Council. The II may also be invited to attend to provide clarification if required. Following this consideration Council should either confirm or reject the recommendation to dismiss. It may at this stage impose a lesser sanction. This stage in the process constitutes the chief Executive's final right of appeal.