

## Delegation of Authority – Issuing Disciplinary Warnings and Dismissals

Managers are authorised to issue warnings or dismiss an individual subject to a formal disciplinary hearing in accordance with the below.

- The Disciplining Officer needs to be fully trained.
- The Disciplining Officer will have management responsibilities.
- The Disciplining Officer has to be senior, in terms of band, to the individual who is the subject of the disciplinary investigation.
- The disciplinary officer can't:
  - Have had any previous involvement in the issue under investigation;
  - Be related to or have a close personal relationship to those involved.
- All disciplinary hearings have to be held in conjunction with a representative of the People & OD department, in line with the disciplinary policy
- The allocation of a Disciplinary officer will be done in consultation with the People and OD team.
- When appropriate, the Disciplining Officer may also be supported by a senior manager from outside the line management chain of the employee, who is able to provide specialist, professional or technical expertise.
- The below table of delegation of authority should be adhered to in the majority of cases, in consultation with the People & OD Department. If for any reason this is not possible, a suitable Disciplining Officer will be nominated by the Director of People & OD (or the Assistant Director of People, in absence).

<b>Staff Group Involved</b>	<b>All warnings below Dismissal</b>	<b>Dismissal</b>	<b>Appeal</b>
<b>Chief Executive (VSM)</b>	Chairperson of the Board	Chairperson of the Board	Minister for Health
<b>Executive Directors and Directors reporting to the Board (VSM)</b>	Chief Executive	Chief Executive	Chairperson of the Board
<b>Senior Managers (Band 8a to Band 9)</b>	Line Manager	Line Manager	Assistant Director/Divisional Director/Head of Service (or Executive Director/Director reporting to the Board where appropriate)
<b>All other Staff (Band 7 and below)</b>	Line Manager	Line Manager/level above Line Manager/equivalent in another Division	Level above Line Manager/Divisional Director/Assistant Director/Head of Service equivalent in another Division