

**SCHEME OF DELEGATION**

**Perth & Kinross Health & Social Care Partnership**

**NHS Tayside and Perth & Kinross Council ('the Partners')**

The attached Scheme of Delegation sets out the delegated authority levels for managers to take any appropriate informal and formal action in relation to employment matters (HR procedures) for employees working within Perth & Kinross Health & Social Care Partnership who are managing an individual who is not employed by the same employer as them.

The levels of delegated authority for taking any employment action in relation to employees of the same employer will be as per the existing employer's practices and processes.

It is the duty of all managers who have responsibility for employees of the other Partner to ensure that they have access to, and are familiar with, the relevant policies and procedures that apply to the employees of the other Partner organisation. In particular, managers need to be familiar with the people management policies and procedures of both organisations and act upon advice from HR advisers, occupational health, and other specialist advisers from the employing organisation.

The authority levels set out in this Scheme of Delegation for those managing employees of the Partner organisation are as detailed but **will not include dismissal**. All decisions to dismiss will be taken by a manager with appropriate authority to do so from the employing organisation.

**Perth & Kinross Council Health & Social Care Partnership – Authority Levels for managers managing employees from the Partner Organisation**

<b>Officer/Level</b>	<b>Maximising Attendance - (PKC) Promoting Attendance at Work - (NHST)</b>	<b>Achieving &amp; Maintaining Standards (Conduct) - (PKC) Employee Conduct Policy - (NHST)</b>	<b>Achieving &amp; Maintaining Standards (Performance) – (PKC) Management of Capability Policy – (NHST)</b>	<b>Fairness At Work – (PKC) Grievance Policy – (NHST)</b>
<b>Appeal Sub-Committee - PKC</b>	Appeal against dismissal	Appeal against dismissal	Appeal against dismissal	N/A
<b>Chief Executive - NHST</b>  <b>(No change – individual will follow existing employer policy)</b>	Appeal against dismissal lodged with Chief Executive but may delegate to Chief Officer	Appeal against dismissal lodged with Chief Executive but may delegate to Chief Officer	Appeal against dismissal lodged with Chief Executive but may delegate to Chief Officer	Second and Final Formal Stage lodged with Chief Executive but may delegate to Chief Officer
<b>Executive Director (E.D) / Chief Officer</b>	Appeal lodged with Chief Officer but may delegate to Head of Service/ Head of Health or Service Manager/Locality Manager for all stages excluding dismissal	Appeal Lodged with E.D. or Chief Officer but may delegate to Head of Service/Head of Health or Service Manager/Locality Manager	Appeal Lodged with E.D. but may delegate to Head of Service/Head of Health or Service Manager/Locality Manager	<b>PKC procedures:</b> Appeal Lodged with E.D. but may delegate to Head of Service/Head of Health or Service Manager/Locality Manager  <b>NHST procedures:</b> All Stages (excluding Second and Final Formal Stage unless delegated) Informal Grievance First Formal Grievance Hearing
<b>Head of Service/Depute Director / Head of Health (HOH)</b>	All Stages (excluding dismissal) Appeals (up to Final Improvement Period for PKC procedure and all appeals excluding against dismissal for NHST procedure)	All stages excluding dismissal Suspension Disciplinary Hearing Appeal (All Stages excluding dismissal)	All stages (excluding dismissal) Performance and/or Capability Hearing Performance Transfer Appeal (All Stages excluding dismissal)	<b>PKC procedures:</b> All stages Initial Assessment Formal Complaint Hearing Appeal (All Stages)

				<b>NHST procedures:</b> All stages (excluding Second Final Formal Stage) Informal Grievance First Formal Grievance Hearing
<b>Locality Manager/Service Manager</b>	<b>All stages excluding dismissals</b> <b>Capability Hearing</b> <b>Appeals (up to Final Improvement Period for PKC procedures and all appeals excluding against dismissal for NHST procedure)</b>	<b>All stages excluding dismissal</b> <b>Investigation</b> <b>Suspension</b> <b>Disciplinary Hearing</b> <b>Appeals (All Stages excluding dismissal)</b>	<b>All stages excluding dismissal</b> <b>Performance and/or Capability Hearings</b> <b>Appeals (up to Final Improvement Period for PKC procedures and all stages excluding dismissal for NHST procedures)</b>	<b>PKC procedures:</b> <b>All stages</b> <b>Initial Assessment</b> <b>Formal Complaint</b> <b>Fairness At Work Hearing</b> <b>Appeals (up to Formal Complaint)</b>  <b>NHST procedures:</b> <b>All stages (excluding Second and Final Formal Stage)</b> <b>Informal Grievance</b> <b>First Formal Grievance Hearing</b>
<b>Team Leader / Clinical &amp; Professional Team Manager</b>	<b>PKC procedures:</b> <b>Keep in touch during absence</b> <b>Welcome Back Meetings</b> <b>Attendance Meetings/Outcome Letters</b> <b>Improvement Period or Final Improvement Period</b> <b>Early Intervention (including stress)</b> <b>Occupational Health Referrals</b> <b>Capability Transfer</b> <b>Ill Health Retirement/Transfers</b> <b>Appeals (Improvement Period)</b>  <b>NHST procedures:</b> <b>All stages excluding dismissal (but can include ill-health retiral if delegated authority consent is evidenced)</b>	<b>All stages excluding dismissal</b> <b>Initial Assessment</b> <b>Investigation</b> <b>Disciplinary Hearing</b>	<b>PKC procedures:</b> <b>Informal performance plan</b> <b>Performance Hearing</b> <b>Performance Review</b> <b>Hearing (up to Final Improvement Period)</b>  <b>NHST procedures:</b> <b>All stages excluding dismissal</b> <b>Initial approach/Informal Supported Improvement Plan</b> <b>Capability Hearing</b>	<b>PKC procedures:</b> <b>Initial Assessment</b> <b>Informal Complaint</b> <b>Formal Complaint</b>  <b>NHST procedures:</b> <b>All stages (excluding Second and Final Formal Stage)</b> <b>Informal Grievance</b> <b>First Formal Grievance Hearing</b>

HR is available for advice and guidance at any stage in the process from either NHST or PKC dependant on the employer policy being applied.