

(CFO/88/07)

SCHEME OF DELEGATED POWERS TO OFFICERS – DISCIPLINE AND
GRIEVANCE PROCEDURES

1. Officers for the time being employed by Merseyside Fire & Civil Defence Authority (“the Authority”) at the ranks or roles specified in the first column below (or for the time being employed at a higher rank or role) shall be empowered to take the action specified in the corresponding part of second column below in respect of the Disciplinary Procedure set out in the National Joint Council for Local Authority Fire & Rescue Services Scheme of Conditions of Service (6th edition) 2004 as amended from time to time (“the Grey Book”).

First Column
(Rank/Role)

2nd Column
(Authorised action under Discipline
Procedures)

Informal Stage

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| <ol style="list-style-type: none">2. Leading Firefighter, Crew Manager (or line manager if higher rank/role than employee the subject of the procedures). | <ol style="list-style-type: none">2. Informal discussion under informal stage. |
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First Formal Stage

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| <ol style="list-style-type: none">3.<ul style="list-style-type: none">• Line Manager of employee the subject of the procedures at the rank of sub officer or role watch manager or equivalent level.• HR Manager.4.<ul style="list-style-type: none">• Sub.O., Stn.O. or watch manager.5.<ul style="list-style-type: none">• ADO, station manager or equivalent.• HR Manager. | <ol style="list-style-type: none">3.<ol style="list-style-type: none">a) Initiation of discipline process.b) Investigation of disciplinary case.4.<ul style="list-style-type: none">• Conduct discipline meeting and decide outcome re cases of unsatisfactory performance or absence and inform employee that a failure to improve could lead to disciplinary action.• Issue written warning.5.<ul style="list-style-type: none">• Conduct discipline meeting and decide outcome.• Issue written warning |
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Second Formal Stage

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| 6. <ul style="list-style-type: none">• ADO, station manager or equivalent.• HR Manager• Group Manager or equivalent, HR Manager | 6. <ul style="list-style-type: none">• Initiation of disciplinary process.• Investigation of disciplinary case.• Conduct disciplinary meeting and decide outcome.• Issue further written warning or final written warning. |
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Third Formal Stage

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| 7. <ul style="list-style-type: none">• DO, Group Manager or equivalent.• HR Manager | 7. <ul style="list-style-type: none">a) Initiation of discipline process.b) Investigation of disciplinary case. |
| 8. 8.1. <ul style="list-style-type: none">• SDO, Area Manager or equivalent.• Director of HR | 8. 8.1 <ul style="list-style-type: none">a) Conduct disciplinary meeting and decide outcome.b) Issue further written warning, or final written warning, and/or demotion and/or disciplinary transfer and/or loss of pay up to a maximum of 13 days pay. |
| 8.2
ACFO, DCFO, CFO or Brigade Manager | 8.2
Dismiss employee (including dismissal for gross misconduct). |

Gross Misconduct

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| 9. ACFO, DCFO, CFO or Brigade Manager. | 9. <ul style="list-style-type: none">a) Establish facts and determine an outcome.b) Summary dismissal. |
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Appeals Against Disciplinary Sanctions

(other than dismissal)

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| 10. Officers at the rank/role or equivalent level who are at a rank/role/level higher than the rank/role/level of the officer that determined the disciplinary case the subject of the appeal. | 10. <ul style="list-style-type: none">• Conduct appeal hearing.• Determine whether appeal is by way of review or rehearing.• Determine whether appeal is allowed or dismissed. |
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