

THE HIGHLAND COUNCIL DISCIPLINARY PROCEDURE
LIST OF POSTS DESIGNATED WITH AUTHORITY
TO TAKE DISCIPLINARY ACTION
Last Update: March 2025

During the current Structure changes, this list will regularly be reviewed and updated with the appropriate accountabilities and responsibility for all those who have the authority to dismiss.

This list is not exhaustive and where equivalent accountability and responsibility exist, authority is extended to those roles HC14 and above

Authorisation Codes - 1= Oral Warning, 2= Written Warning, 3= Final Written Warning, 4= Punitive Disciplinary Action up to and including dismissal.

CLUSTER	POST TITLE	Level of Authorisation			
		1	2	3	4
	Chief Executive	✓	✓	✓	✓
CORPORATE CLUSTER	Assistant Chief Executive Corporate	✓	✓	✓	✓
	Chief Officer (Business Solutions, Legal & Corporate governance, HR & Communications, Corporate Finance, Revenues & Commercialisation)	✓	✓	✓	✓
	Strategic Lead Corporate Cluster (All)	✓	✓	✓	✓
	Head of People	✓	✓	✓	✓
	HR Manager (HR)	✓	✓	✓	
	Payroll and Business Transactions Manager	✓	✓		
	HR Manager (People Development, Occ Health, Safety & Wellbeing)	✓	✓		
	Business Manager	✓	✓		
	ICT Manager	✓	✓		
	Corporate Communications Manager	✓	✓		
	Finance Manager	✓	✓		
	Legal Managers	✓	✓		
	Trading Standards Manager	✓	✓		
	Democratic Services Manager	✓	✓		
	Policy Manager	✓	✓		
	Elections Manager	✓	✓		
	Business Support Operations Manager	✓	✓		
	Chief Registrar	✓	✓		
Customer Resolution and Improvement Manager	✓	✓			
	Assistant Chief Executive	✓	✓	✓	✓
	Chief Officer (Education, Early Years and Primary, Education Secondary, Health and Social Care, Integrated Services)	✓	✓	✓	✓
	Senior Lead (ASL)	✓	✓	✓	✓
	Transition Head of Children and Justice	✓	✓	✓	✓
	Head of Life Long Learning & Gaelic Svs	✓	✓	✓	✓
	Interim Strategic Lead (Resources)	✓	✓	✓	✓
	Area Education Manager	✓	✓	✓	✓

**PEOPLE
CLUSTER**

Strategic Lead (Child Health, Care and Support, Early Intervention)	✓	✓	✓	✓
Additional Support Needs (Managers and Officers)	✓	✓	✓	
Children's Services Managers	✓	✓	✓	
Collaborative Lead Officers	✓	✓	✓	
Principal Education Officer	✓	✓	✓	
Education Quality Improvement Manager	✓	✓	✓	
Quality Improvement Manager	✓	✓	✓	
Service Information and Support Manager	✓	✓	✓	
Workforce Planning and Staffing Manager	✓	✓	✓	
Principal Officer (Criminal Justice, Mental Health Officer, AHPs, Nursing & Social Care)	✓	✓	✓	
Estate Strategy Manager	✓	✓	✓	
Senior Manager Early Years	✓	✓	✓	
Principal Adult and Youth Work Manager	✓	✓	✓	
Adult Learning Manager	✓	✓	✓	
Youth Work Manager	✓	✓	✓	
Area Youth Services Officer	✓	✓	✓	
Head Teachers	✓	✓		
Education Support Officers	✓	✓		
District Managers	✓	✓		
Principal Education Psychologist	✓	✓		
Development Officer (Disability, ASN, Promoting Positive Relationships)	✓	✓		
ASL Coordinator	✓	✓		
Resource Manager (Looked after Children and Child Protection, Fostering and Adoption, Residential Care)	✓	✓		
Team Manager Criminal Justice	✓	✓		
Principal Child Protection Adviser	✓	✓		
Practice Leads (Early Years, Schools, Care, Youth, Disability & Health)	✓	✓		
MHO Team (Manager and Officers)	✓	✓		
Senior Emergency Services Coordinator	✓	✓		
Assistance Chief Executive Place	✓	✓	✓	✓
Chief Officer Place	✓	✓	✓	✓
Strategic Leads (Waste, Environmental Health & Bereavement Services, Housing & Building Maintenance, Community Operations & Logistics)	✓	✓	✓	✓
Service Leads (All)	✓	✓	✓	✓
Cleaning and FM Manager	✓	✓	✓	✓
Catering Services Manager	✓	✓	✓	✓
Area Planning Managers	✓	✓	✓	✓
Snr Lead Manager ASL	✓	✓	✓	✓
Snr Community development Manager	✓	✓	✓	✓
Waste Operations Manager	✓	✓	✓	✓
Building Standards Manager	✓	✓	✓	
Economy & Regeneration Manager	✓	✓	✓	

**PLACE
CLUSTER**

Development Plans Manager	✓	✓	✓	
Programme Manager	✓	✓	✓	
Property Manager 2	✓	✓	✓	
Harbours Manager	✓	✓	✓	
Lighting and Communications Manager	✓	✓	✓	
Amenity Services Manager	✓	✓		
Area Lighting Engineers	✓	✓		
Bereavement Services Manager	✓	✓		
Countryside Manager	✓	✓		
Customer Services Delivery Manager	✓	✓		
Energy Manager	✓	✓		
Estates Team Leader	✓	✓		
Fleet and Maintenance Manager 2	✓	✓		
Housing Policy and Systems Manager	✓	✓		
Operations Manager	✓	✓		
Planning team Leader	✓	✓		
Principal Architect	✓	✓		
Principal Engineer	✓	✓		
Principal Housing Officer	✓	✓		
Principal Quantity Surveyor	✓	✓		
Principal Traffic Officer	✓	✓		
Property Manager	✓	✓		
Repairs Manager	✓	✓		
Roads Operations Manager	✓	✓		
Snr Environmental Health Officer	✓	✓		
Stores and Purchasing Manager	✓	✓		