

**THE HIGHLAND COUNCIL DISCIPLINARY PROCEDURE**  
**LIST OF POSTS DESIGNATED WITH AUTHORITY**  
**TO TAKE DISCIPLINARY ACTION**  
**Last Update: Oct 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
	<b>Chief Executive</b>	✓	✓	✓	✓
<b>CORPORATE CLUSTER</b>	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 Service Education	✓	✓	✓	✓
	Interim Strategic Lead (Resources)	✓	✓	✓	✓
	Strategic Lead (Child Health, Care and Support, Early Intervention)	✓	✓	✓	✓

**PEOPLE  
CLUSTER**

Strategic Lead (Operations)	✓	✓	✓	✓
Strategic Lead (GIRFEC)	✓	✓	✓	✓
AREA Quality Improvement Manager	✓	✓	✓	
Children's Services Managers	✓	✓	✓	
Quality Improvement Manager	✓	✓	✓	
Service Information and Support Manager	✓	✓	✓	
Workforce Planning and Staffing Manager	✓	✓	✓	
Principal Officer (Criminal Justice, Mental Health Officer, AHPs, Nursing & Social Care)	✓	✓	✓	
Senior Manager Early Years	✓	✓	✓	
Principal Adult and Youth Work Manager	✓	✓	✓	
Adult Learning Manager	✓	✓	✓	
Youth Work Manager	✓	✓	✓	
Area Youth Services Officer	✓	✓	✓	
Head Teachers	✓	✓		
Depute Head Teacher	✓	✓		
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	✓	✓	✓	
Development Plans Manager	✓	✓	✓	
Programme Manager	✓	✓	✓	

**PLACE  
CLUSTER**

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	✓	✓		