

Delegated Authorities Overseas

Roles and Authorities

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Disciplinary Procedures

Overview

This section outlines the delegated roles and authorities for managing disciplinary procedures for staff overseas.

Audience

This section applies to all staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Members of SMT
- Regional Directors
- Country Directors
- Head of Department (HoD)
- Line managers

Guidance

Posts with the authority to advise on Disciplinary Procedures

- Head HR Overseas
- Head HR Services London
- Head HR Services Manchester
- HR consultants, HR Services London
- HR consultants, HR Services Manchester
- HR consultants HR Overseas team
- Head HR Pay and Employment Relations (HR PER)
- HR consultants in HR PER

Posts with the Authority to Dismiss Staff

- Director HR has the authority to dismiss UK appointed senior managers at PB 9 and 10.
- Director HR or Head HR PER have the authority to dismiss UK appointed staff at pay bands 4 to 8.
- Country Directors have the authority to dismiss country-appointed staff, including teaching and exams staff. This may be formally delegated to another manager, provided an HR manager at band 8 or above in the UK or grade F and above overseas has been fully consulted and legal advice taken.
- HR PER must be informed in reasonable time if a dismissal of a British Council employee is being considered.

Suspension

Managers must obtain authority from Head HR PER and HR UK prior to suspending UK appointed staff. The senior manager in the office has the authority to suspend country appointed staff, including teaching and exams staff.

Final Warnings

Senior Managers at pay band 9 and above have the authority to issue 'first and final' and final warnings to UK appointed staff. Country Directors and Teaching Centre Managers overseas have the authority to issue 'first and final' or final warnings to country appointed staff and teaching and exams staff. Managers must consult an HR manager prior to issuing a 'first and final' or final warning.

Disciplinary Procedures

The RD has overall accountability for specifying regional policy adhering to global policy where applicable, and ensuring compliance at a regional level. The CD has overall

accountability for ensuring compliance at a country level. Line managers have the authority to implement and escalate as per policy.

Industrial Relations

Overview

This section outlines the delegated authorities for managing employee relations for staff overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Development and Governance

Delegated Authorities

UK appointed, DEVS contract, Teaching network, Country appointed staff

The RD has overall accountability for ensuring consistency of application of global policy at a regional level. The CD has overall accountability for ensuring application of policy at a country level.

Employment Terms and Conditions

Overview

This section outlines the delegated authorities for the provision of TACOS for country appointed staff overseas.

Audience

This section applies to all British Council country appointed staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance

Terms and Conditions of Service (TACOS) for country appointed staff

- The RD has overall accountability for specifying regional policy in accordance with global policy, and ensuring compliance at a regional level.
- The CD has overall accountability for maintaining local TACOS within local law, corporate standards and regional policy.

Leave

The CD has overall accountability for ensuring compliance with TACOS.

Probation

The RD has overall accountability for ensuring consistency across the region within the constraints permitted by local employment law. The CD has the responsibility for ensuring compliance with regional policy and local law. The Line manager must ensure compliance with TACOS

Salary Advances / Staff Loans

- The RD has the authority to establish a regional policy in compliance with global policy and taking account of local law.
- The CD has the authority to approve country appointed staff requests where permitted in compliance with local policy.

Travel and Expenses

The RD has overall accountability for specifying regional policy in compliance with global policy, and ensuring consistency at a regional level where possible. The CD has overall accountability for ensuring compliance at a country level.

Sick Absence

The RD has overall accountability for specifying regional policy in compliance with global policy, and ensuring consistency at a regional level where possible. The CD has overall accountability for ensuring compliance at a country level.

Pensions and Terminal Benefits

The RD has overall accountability for specifying regional policy in compliance with global policy, and ensuring consistency at a regional level where possible. The CD has overall accountability for ensuring compliance at a country level.

Flexible Working Policies

Overview

This section outlines the delegated authorities for managing flexible working arrangements for staff overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance**Flexible Working**

The CD has the authority to approve applications in consultation with RD for posts which have regional responsibility. The CD has the authority to approve applications for posts at a country level. Authority is delegated to line managers within policy as applicable.

Remote Working

The Director HR and Head HR PER have the authority to approve applications.

Career Breaks

Career breaks can only be approved if they meet the criteria of the published policy.

Country Appointed Staff

The CD has the authority to approve applications in consultation with the RD for posts with regional responsibility. The CD has the authority to approve applications for country appointed staff.

UK Appointed Staff

The GD has the authority to approve applications from UK appointed staff for applications of more than 12 months. The CD has the authority to approve applications from UK appointed staff for applications of up to 12 months.

Grievance Procedures

Overview

This section outlines the delegated roles and authorities for managing grievances procedures for staff working overseas.

Audience

This section applies to all British Council staff working in the UK.

Responsibilities

This section summarises the responsibilities of:

- Regional Director (RD)
- Country Director (CD)
- Line managers

Guidance**Grievance Procedures**

- The RD has overall accountability for ensuring that regional policy and processes adhere to global policy, and ensuring compliance at a regional level.
- The CD has overall accountability for ensuring compliance at a country level.
- Line managers have the authority to implement and escalate as per policy

Job Design

Overview

This section outlines the delegated authorities for the approval of job descriptions (JD) for posts overseas. All job descriptions must meet the standards published in *Essential HR Job Evaluation and Grading*.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Governance and Development

Guidance

UK Appointed staff

- The RD has the authority to approve job descriptions for UK appointed payband (PB) 8 posts and above including harmonised PB 8 posts and PB 7 posts with regional responsibility.

- The CD has the authority to approve PB 7 JD which do not have regional responsibilities.
- Director E&E must be consulted on posts which have E&E responsibilities
- Director Contracts and Projects must be consulted on posts with DEVS responsibilities

DEVS Contract Staff (on overseas appointed terms)

- Director Contracts and Projects has the authority to approve JD for DEVS contract staff.
- RD and CD are required to be consulted on DEVS posts on Overseas Appointment Services (OAS) terms.

Teaching Network Staff

- The RD has the authority to approve JD for Teaching Centre Managers (TCM) / Country Exam Managers (CEM) and equivalent level posts with regional responsibility.
- The CD has the authority to approve JD for TCM / CEM and equivalent level posts which do not have regional responsibility.
- TCM/CEM, in consultation with CD, has the authority to approve all JD below TCM level which do not have regional responsibilities.
- Director E&E must be consulted on posts which have E&E responsibilities which require RD or CD approval.

Country Appointed Staff

- The RD has the authority to approve JD for senior local posts (PB F, equivalent and above) with regional responsibility.
- The CD has the authority to approve JD for local staff posts which do not have regional responsibilities.
- Director E&E must be consulted on posts which have E&E responsibilities which require RD or CD approval.

Leaving British Council

Overview

This section outlines the delegated authorities for managing the exit of overseas staff from the British Council.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance**Resignation**

The RD has overall accountability for specifying regional policy adhering to global policy where applicable, and ensuring compliance at a regional level. The CD has overall accountability for ensuring compliance at a country level.

Retirement

The RD has overall accountability for specifying regional policy adhering to global policy where applicable, and ensuring compliance at a regional level. The CD has overall accountability for ensuring compliance at a country level.

Early Retirement and Redundancy

- The GD has authority to approve business cases including funding.
- The RD has authority to agree business case for restructuring and redundancy before submitting to GD.
- The CD submits business case to RD.

Pay Policy and Review

Overview

This section outlines the delegated authorities for implementation of pay policies and conducting pay reviews for staff overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance**UK Appointed Staff**

No delegated authority to line managers.

DEVS Contract Staff

No delegated authority to line managers.

Teaching Network Staff

- Country Directors have responsibility for reviewing pay policies for teaching staff on local contracts in line with corporate policy in consultation with E & E
- Regional Directors have responsibility for approving pay policies for teaching staff in countries within their region in line with agreed policy and in consultation with E&E
- No delegated authority to line managers.

Country Appointed Staff

- Country Directors have responsibility for reviewing pay policies for their country in line with corporate policy in consultation with PER
- Regional Directors have responsibility for approving pay policies for countries within their region in line with corporate policy
- No delegated authority to line managers.

Performance Management

Overview

This section outlines the delegated authorities for the implementation of performance management for staff overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance

Performance Management Process

- The RD has overall accountability for specifying regional practices in line with global policy, and ensuring compliance at a regional level.
- The CD has overall accountability for ensuring compliance at a country level.
- Line managers have authority to implement according to policy.

Recruitment

Overview

This section outlines the delegated authorities for the recruitment of staff to posts overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance

- The RD has the responsibility for ensuring compliance with global policy at regional level.
- The CD has the responsibility for ensuring compliance with global and regional policy at country level.

UK Appointed Staff

- Senior Management Team (SMT) approves appointments at senior management level (Band 9 and above).
- The RD approves appointment of Band 8 Country Director posts and other Band 7 & 8 posts with regional responsibility through a batch recruitment exercise, in consultation with CDs.
- The CD has the authority to recruit other UK appointed posts in consultation with RDs and business managers where appropriate.

DEVS Contract Staff Recruited in the UK

- Director Contracts and Projects approves appointments in consultation with CD, and with RD for any posts with regional responsibilities.
- The CD and Contracts & Project manager have the authority to approve local consultants.

Teaching Network Staff

- Recruitment to TCM and equivalent posts on contracts issued in the UK is approved by Director E&E in consultation with CD, and with RD for any posts with regional responsibilities.

- TCM / CEM has authority to approve E&E appointments at middle management and below in consultation with CD.

Country Appointed Staff

- The RD has authority to approve appointments to senior country appointed posts (Grade F equivalent and above) with regional responsibility.
- The CD has authority to approve country appointed staff posts which do not have regional responsibility.

Decisions on Local, Regional or Global recruitment

- The RD has the authority to agree that posts should be advertised (internally or externally) beyond the country of employment.
- The CD has the authority to recruit from a country (internal or external) job market, within corporate guidelines and regional policy.

Relocation Benefits

- The RD has overall accountability for specifying regional policy on relocation benefits in compliance with global policy, and ensuring compliance at a regional level.
- The CD has overall accountability for ensuring compliance at a country level.

Staff Planning

Overview

This section outlines the delegated authorities for the creation and suppression of posts overseas.

Audience

This section applies to all British Council staff working overseas.

Responsibilities

This section summarises the responsibilities of:

- Geographical Directors (GD)
- Regional Directors (RD)
- Country Directors (CD)
- Director English & Exams (E&E)
- Director Contracts and Projects

Guidance**Step 1**

- Each Regional Director must agree appropriate staffing levels for each country with the relevant Country Director, taking into account regional and country staffing needs.
- This must be done in consultation with the Geographical Director for UK appointed posts, with Director E&E for teaching and exams posts, and Director Contracts and Projects for DEVS funded posts.

Step 2

- The GD has the authority to approve the creation and suppression of UK-appointed posts.
- The RD has the authority to approve the creation and suppression of teaching and country appointed posts with regional responsibilities.
- The CD has the authority to approve the creation and suppression of teaching and country appointed posts within agreed country staff plans where these do not have regional responsibilities.