

Delegated Authorities in the UK

Roles and Authorities

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Disciplinary Procedures

Overview

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

Audience

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

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Members of SMT
- 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 senior managers at PB 9 and 10.
- Director HR or Head HR PER have the authority to dismiss staff at pay bands 4 to 8.
- 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.

Final Warnings

Senior Managers at pay band 9 and above have the authority to give 'first and final' and final warnings. Managers must consult an HR manager prior to issuing a 'first and final' or final warning.

Industrial Relations

Overview

This section outlines the delegated roles and authorities for managing employee relations for staff in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Members of SMT

- Head of Department (HoD)
- Line managers

Guidance**UK staff**

Under review

Employee Terms and Conditions**Overview**

This section outlines the delegated roles and authorities for the provision of employment terms and conditions for staff in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance**Employment Terms and Conditions for UK appointed staff**

- SMT has overall accountability for approving employment terms and conditions for UK appointed staff.
- HoD is responsible for the implementation of employment terms and conditions which are devolved to line management.

Leave

HoD is responsible for the implementation of leave policies and processes for staff in their line of management.

Sick Absence

HoD is responsible for the implementation of sickness policy for staff in their line of management, which is delegated down the line as applicable.

Probation

HoD is responsible for managing probation periods which is delegated through the line of management as applicable. Head of HR PER has the authority to approve extensions to probation periods.

Salary Advances / Staff Loans

No delegated authority to line managers.

Travel and Expenses

HoD is responsible for implementation of policies within their line of management. Pensions and terminal benefits. No delegated authority to line managers.

Flexible Working Policies**Overview**

This section outlines the delegated roles and authorities for managing flexible working arrangements for staff in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance**Flexible Working**

HoD has responsibility for implementation of policies and processes within their line of management.

Remote Working

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

Career Breaks

Career breaks can only be approved if they meet the criteria of the published policy. HoD has the authority to consider and approve applications for career breaks of up to 12 months. Head of Recruitment and Resourcing and SMT have authority to consider and approve applications for career breaks of more than 12 months.

Grievance Procedures

Overview

This section outlines the delegated roles and authorities for managing grievances procedures for staff in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance**Grievance Procedures**

- HoD has responsibility for implementation of policies and processes within their line of management.
- Line managers receiving grievance have responsibility for investigating in line with published procedures and timetables.
- Individual members of staff have responsibility for raising grievances and making appeals in line with published procedures and timetables.

Grievance Procedure Step 1: Informal Resolution

Member of staff with grievance initiates the informal process.

Grievance Procedure Step 2: First Formal Stage

Member of staff sends a copy of the grievance form to PER and line manager of the decision maker or person causing complaint. Line manager receiving the grievance consults HR Services and agrees how to investigate grievance.

Grievance Procedure Step 3: Appeal against the outcome of a grievance

Member of staff raising the grievance sends appeal to PER and line manager of the manager to whom the initial grievance was addressed.

Job Design

Overview

This section outlines the delegated authorities for the approval of job descriptions (JDs) for posts in the UK. All job descriptions must meet the standards published in Essential HR. The grading of JD is determined by the job evaluation process.

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance

- Members of SMT have the authority to approve the purpose, duties, standards and competencies for posts which they line manage.
- Head of Departments have the authority to approve the purpose, duties, standards and competencies for job descriptions in their line of management.
- Grading of posts is established through a job evaluation process undertaken by trained Job Evaluation and Grading Support (JEGS) analysts in HR.

Leaving British Council

Overview

This section outlines the delegated roles and authorities for managing the exit of staff in the UK from the British Council.

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance**Resignation**

Line manager is responsible for implementing process as per policy.

Retirement

Line manager is responsible for implementing process as per policy.

Early retirement and redundancy

- SMT has the authority to agree business cases for restructuring, early retirement and redundancy.
- SMT has the authority to establish a committee to consider and approve applications for early retirement.

Pay Policy and Review**Overview**

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

Audience

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

Responsibilities

This section summarises the responsibilities of:

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

Guidance**Pay on Appointment**

No delegated authority to line managers.

Pay Progression

No delegated authority to line managers.

Relocation Benefits

- SMT has overall accountability for ensuring compliance with global policy.
- HoD is responsible for implementing policy following SMT approval, which is delegated through the line of management as appropriate.

Performance Management**Overview**

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

Audience

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

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Line managers

Guidance**Performance Management Process**

- SMT has overall accountability for ensuring compliance with UK policy.
- Line managers and individual members of staff are responsible for implementing process as per policy.

Recruitment

Overview

This section outlines the delegated roles and authorities for the recruitment of staff to posts in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Members of SMT
- Head of Department (HoD)
- Recruiting Manager (person delegated by HoD to manage the recruitment to a post).

Guidance

External Recruitment (fixed and indefinite contracts)

SMT members have the authority to authorise external recruitment for appointments over 12 months.

Internal recruitment

The recruiting manager has the authority to authorise internal recruitment to a vacant post through an open internal advertisement process, either as a centrally managed batch recruitment exercise or as a one off recruitment exercise managed through HR Services.

Appointments as a result of recruitment are approved as follows:

- Appointments to posts at band 9 and above are to be approved by SMT.
- Appointments to posts at band 8 and below may be approved by the recruiting manager for a one off recruitment.
- Appointments to posts at band 8 and below through a batch recruitment, are approved by the recruitment panel for the batch exercise.

Exceptions to open recruitments are specified in the recruitment policy and require HR approval.

Recruitment to Temporary Positions for Projects

Under review.

Fixed Term Contract Renewal

- SMT has the authority to renew a fixed term contract for PB 9 and above in consultation with HR Services and Head HR Recruitment and Resourcing.
- Line manager has the authority to renew a fixed term contract for PB 8 and below in consultation with Head HR Services.

Change Fixed Term Contract to Indefinite Contract

- SMT has the authority to change a fixed term contract to an indefinite contract for senior management in consultation with HR Services and Head HR Recruitment and Resourcing.
- SMT member has the authority to change a fixed term contract to an indefinite for PB 8 and below in their line of management in consultation with HR Services and Head HR Recruitment and Resourcing.

Staff Planning

Overview

This section outlines the delegated roles and authorities for the creation and suppression of posts in the UK.

Audience

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

Responsibilities

This section summarises the responsibilities of:

- Senior Management Team (SMT)
- Members of SMT
- Heads of Department (HoD)

Guidance

Step 1

Members of SMT have the responsibility for agreeing staffing levels in their line of management in accordance with SMT policy.

Step 2

Head of Departments have the authority to approve the creation and suppression of posts within agreed staff plans in consultation with SMT.