



**UK Research  
and Innovation**

## **Delegated Authority Framework (for HR matters)**

### **1. Introduction**

- 1.1. Authority to act on UKRI's behalf should only be exercised through appropriate delegation and sub-delegation down from the Chief Executive of UKRI, consistent with the framework and constraints established by BEIS and the UKRI Board. This Delegated Authority Framework covers decisions on HR matters within UKRI in line with the HR Policies.
- 1.2. The Delegated Authority Framework specifies those decisions which:
  - 1.2.1. must be referred to the Chief People Officer
  - 1.2.2. can be taken by line management
  - 1.2.3. require consultation with the Chief People Officer, the Deputy Head of HR, a Head of HR Functions (i.e. Head of People Policy and Management - PPM or Head of People and Organisational Development – POD) or a Head of HR Business Partners (Head HRBP).
- 1.3. The Head HRBP is typically the most senior person with HR responsibility for Central Services or a Council.
- 1.4. If any HR matter for delegation is not covered below, it should be referred to the Chief People Officer.
- 1.5. HR's role is to provide professional advice and guidance to line management on matters pertaining to employment law, HR policy, practice and process, explaining any risks associated with a particular course of action or decision. Unless explicit within this framework HR will not be responsible for actions and decisions taken by line management that fall outwith the advice or guidance that has been given.
- 1.6. Unless stated otherwise in this Delegated Authority Framework, The Chief People Officer, Deputy Director of HR, Heads of HR Functions, and Head HRBPs may delegate further within their teams but will remain responsible for any decision made or advice given on their behalf where they have delegated to a member of their team. Throughout this framework the term "in consultation with HR" has been used. This means that it is a member of the HR team as delegated by the Chief People Officer, Deputy Director of HR, a Head of HR Function, or a Head HRBP as competent to advise management on that matter.

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- 1.7. The constituent parts of UKRI have different line management structures dependent on their size and complexity. In order to relieve the burden of routine decision making from senior management, whilst maintaining an appropriate level of oversight, it is an aim of this framework that delegation of decisions should be to the lowest appropriate level of line management competence.
- 1.8. Typically, a Head of Function in a Council may be an Associate Director (within the main pay grades) and a Head of Department or a collection of Departments may be a Director or Executive Director (outside of the main pay grades). For the purposes of this framework the term ‘Director’ applies to all of these. If there is any uncertainty, the Chief People Officer or Head HRBP should be consulted.
- 1.9. Within this Delegated Authority Framework, a line manager is typically up to and including Band D, and a senior line manager is Band E and above.
- 1.10. In the case of appeals, the person hearing the appeal should always be more senior than the person who chaired the initial hearing or who made the decision that is being appealed against.
- 1.11. This framework will be reviewed annually or upon fundamental structural or organisational changes being implemented.

Decision	Delegated Authority	Comments/References
<b>HR Delegation Framework</b>		
Framework Document	Chief People Officer	Consultation with HR Senior Leadership Team
<b>Absence Management and Sick Pay</b>		
Attendance Review Meetings (informal, first formal and second formal)	Line Manager/Senior Line Manager in consultation with HR	Occupational Health or medical advice should be sought as appropriate. Refer to Disciplinary section below for delegated authority for sanctions.
Final Formal Review Meeting	Senior Line Manager (minimum Band F) in consultation with HR. Dismissals to be confirmed by a Director.	Occupational Health or medical advice should be sought as appropriate Refer to Disciplinary section below for delegated authority for sanctions.
Full to Half Pay, (and half pay to nil pay)	Line Manager in consultation with HR	UK SBS will calculate absence where appropriate, and send letter to employee on instruction from HR
Sick Pay at Pension Rate (SPPR)	Line Manager in consultation with HR	Occupational Health or medical advice should be sought as appropriate



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Phased Return	Line Manager in consultation with HR	Occupational Health or medical advice should be sought as appropriate
<b>Agency Staff/Temps/Contingent Labour</b>		
Appointment of Agency Worker (and extension of contracts)	Director - approval to hire in consultation with HR Selection by line manager	Must be appointed via UKRI approved framework (Public Sector Resourcing) third party provider.
Contingent Labour	Director – approval to hire in consultation with HR Selection by line manager	UKRI approved third-party provider managed by UK SBS Procurement Contract Manager, where appropriate.
IR35 legislation test	HR Recruitment Manager	
<b>Allowances</b>		
<b>Responsibility Allowance</b>		
Responsibility Allowance	Director in consultation with HR.	Allowances should comply with the Pay and Reward (or, where applicable, legacy) policy and be recommended by the line manager.
Withdrawal or Reduction of Responsibility Allowance	Director in consultation with HR	
<b>Additional Responsibility/Deputising Allowance</b>		
Additional Responsibility/Deputising Allowance	Director in consultation with HR. HR cannot be sub-delegated below Band F.	Business case and approval must be stored on employee file and reviewed at least after 12 months.  Maximum allowance that can be agreed is 10%.
<b>Specialist Allowance (SA)</b>		
Applying an existing Generic Specialist Allowance (SA) to an employee on recruitment to a group already receiving the SA (according to published/ approved criteria)	Senior Line Manager in consultation with HR	The allowance forms must be documented and stored on the employees' file.  Director should consider whether the post is required prior to the recruitment takes place



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Applying an existing Generic Specialist Allowance (SA) to a new group of employees (according to published/ approved criteria)	Director in consultation with HR	The allowance forms must be documented and stored on the employees' files.
Create or remove generic SA category for a group of employees	Director in consultation with Chief People Officer	There are Pay and Reward policy and pay remit considerations in creating or removing Specialist Allowances – reference should be made to Head of Reward. Consultation with TUS is required.
Applying a non-generic SA to an individual	Director in consultation with Head HRBP Cannot be sub-delegated. Head HRBP can agree an Individual Specialist Allowance of £5000 or less. Where the Individual Specialist Allowance is greater than £5000, it must be agreed by the Deputy Director of HR.	The reasons for the allowance against the criteria set out in the UKRI Pay and Reward policy must be documented on the allowance form along with the approval and stored on the employee file.
Other allowances	Director in consultation with HR	Refer to Pay and Reward Policy
<b>Appeal Processes</b>		
Appeal against Dismissal	Director with no previous involvement with the case, in consultation with HR	A director or senior manager with more seniority than the person who made the original decision, and who has had no previous involvement with the case, should be appointed wherever possible.  Exceptionally where there is no other option, a Director or Senior manager of the same grade may be appointed.  Consideration may be given for appointing an external manager of sufficient seniority in order to ensure independence
Appeal against other Disciplinary Sanction	Senior manager with no previous involvement with the case, in consultation with HR	
Non-promotion (via Review) Appeal	HR in consultation with Panel Chair	
Appeal against Grievance Outcome	Senior manager with no previous involvement with the case, in consultation with HR	
Appeal Against Declined Flexible Working Request	Director with no previous involvement with the case, in consultation with HR	
Appeal against Bullying and Harassment (complaint not upheld)	Director with no previous involvement with the case, in consultation with HR	



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Appeals permitted under any other policy	Director with no previous involvement with the case, in consultation with HR	
<b>Capability</b>		
Informal Process	Line Manager in consultation with HR	
First Formal Review	Line Manager in consultation with HR	
Second Formal Review	Line Manager in consultation with HR	
Final Formal Review	Senior Line manager (Minimum band F) in consultation with HR. Decision to dismiss must be confirmed by a Director	Chief People Officer should be informed in the event of a dismissal
<b>Compensation (Managed Exits)</b>		
Settlement Agreement	Chief People Officer (Cannot be sub-delegated)	Cases to be referred to the Chief People Officer.
Efficiency	Head HRBP or Head of PPM (Cannot be sub-delegated)	The Chief People Officer should be informed Efficiency dismissals can only apply where there is evidence of an underlying health condition(s) affecting: attendance/performance/conduct See Cabinet Office protocol.
<b>Disciplinary Cases</b>		
Sanctions (resulting from upheld misconduct allegations or formal sickness absence management processes)	<p><b>Informal warning:</b> Line Manager/Senior Line Manager</p> <p><b>Oral warning:</b> Line Manager/Senior Line Manager in consultation with HR</p> <p><b>Written warning:</b> Line Manager/Senior Line Manager in consultation with HR</p> <p><b>Final written warning:</b> – Senior Line Manager in consultation with HR</p> <p><b>Other sanction:</b> e.g. Withholding a pay award – Senior Line Manager in consultation with HR</p> <p><b>Dismissals:</b> Senior Line Manager (minimum Band F) in consultation with HR to be confirmed by a Director</p>	HR should be consulted by line manager/senior line manager in order to determine the appropriate seniority of management to investigate and/or hear the case. Chief People Officer should be informed in the event of a dismissal.



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Suspension	Senior Line Manager (minimum Band F) in consultation with HR HR cannot be sub-delegated below Band F	In line with Disciplinary procedure within the Managing Performance and Conduct policy or formal Bullying and Harassment Procedure in Grievance, Harassment and Bullying Policy. Chief People Officer to be informed
Temporary redeployment (during an investigation)	Senior Line Manager (minimum Band F) in consultation with HR HR cannot be sub-delegated below Band F	In line with formal Bullying and Harassment Procedure in Grievance, Harassment and Bullying Policy. Chief People Officer to be informed
Redeployment (owing to safeguarding concern)	Senior Line Manager (minimum Band F) in consultation with HR HR cannot be sub-delegated below Band F	Refer to stalking section of Safeguarding policy
<b>Expenses</b>		
Employee Expenses in line with Travel and Subsistence Policy	Line Manager or budget holder	
Employee Expenses outside of policy	Line manager or budget holder	
Relocation Expenses	Director in consultation with HR	In line with HMRC guidance
Public Interest Transfer Terms (PITT)	Director in consultation with HR	If applying full relocation terms in public interest, this should only be agreed in consultation with Senior HRBP/Head of HR
Interview Expenses	Recruiting manager	
<b>External Activities</b>		
External Consultancy Work (undertaken by UKRI staff)	Director	Refer to Code of Conduct and relevant governance policies
<b>Flexible Working Requests</b>		
Approval for Flexible Working	Line Manager/Senior Line Manager/Director in consultation with HR	
Partial Retirement	Director in consultation with HR	
<b>Flexible Working Hours systems changes (including Trust Time)</b>		
Withdrawal of the use of a scheme for business reasons	Director in consultation with local site manager	



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Creation and Changes (to local schemes)	Director in consultation with local site manager	In consultation with local TUs
Misuse	Line manager in consultation with HR	Refer to Ways of Working Policy. If misconduct is suspected refer to disciplinary procedure within the Managing Performance and Conduct Policy.
<b>Grievance</b>		
Informal Procedure	Line Manager/Senior Line Manager	
Formal Grievance	Line Manager/Senior Line Manager in consultation with HR	HR should be consulted by line manager/senior line manager in order to determine the appropriate seniority of management to investigate and/or hear the case.
<b>Harassment and Bullying</b>		
Formal Harassment or Bullying Complaint	Line Manager/Senior Line Manager in consultation with HR	HR should be consulted by line manager/senior line manager in order to determine the appropriate seniority of management to investigate and/or hear the case.
Suspension (pending investigation)	Senior Line Manager (minimum Band F) in consultation with HR HR cannot be sub-delegated below Band F	Refer to Grievance Harassment and Bullying Policy
Transfer of alleged harasser (pending investigation)	Senior Line Manager (minimum Band F) in consultation with HR HR cannot be sub-delegated below Band F	Refer to Grievance Harassment and Bullying Policy
<b>Homeworking</b>		
Request for Regular and Frequent Formal Homeworking	Line Manager/Senior Line Manager in consultation with HR	
Occasional Working from Home	Line Manager/Senior Line Manager	
<b>Immigration/Right to Work</b>		
Application for a Work Permit , Visa or Certificate of Sponsorship	Senior Line Manager with HR Recruitment Team	Actual application made by UK SBS Immigration Team (where appropriate)



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Right to Work check (new entrants)	Recruiting Manager in consultation with HR Recruitment Team	No employee may commence work without the right to work in the UK being established – refer to Prevention of Illegal Working policy UK SBS Immigration Team will advise on technical issues
Points Based Immigration (PBI) Annual Validation	Head of POD (responsible for confirming completion of annual validation) In case of consequent dismissal, Senior Line Manager (minimum Band F) in consultation with HR. Dismissal to be confirmed by a Director	Once certified by HR, completed form and scanned copy of passport and permit documentation should be sent to UK SBS (where appropriate). If the validation fails, HR should refer to the UK SBS Immigration team (where appropriate). Chief People Officer to be informed in the event of a dismissal.
End of visa report	Head HRBP (responsible for confirming completion of activities) In case of consequent dismissal of an employee, Senior Line Manager (minimum Band F in consultation with HR). Dismissal to be confirmed by a Director	Chief People Officer to be informed in the event of a dismissal.
<b>JEGS/JESPS Re-grading</b>		
JEGS	Line manager in consultation with HR	JEGS panels are co-ordinated by the URKI Reward Team Finance BP to confirm availability of budget if role is evaluated at a higher band
JESP	Director in consultation with HR	Scoring is undertaken by Reward Team. Finance BP to confirm availability of budget if role is evaluated at a higher band. Chief People Officer approval of outcome required.
<b>Leave</b>		
<b>Annual Leave</b>		
Exceptional Annual Leave Carry Over	Senior Line Manager/Director	Carrying over above 10 days (pro rata for part-timers)
Anticipation of Annual Leave	Senior Line Manager	Up to a maximum of 10 days (pro rata for part timers)



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Authorisation of Annual Leave	Line Manager/Senior Line Manager	
Payment of Annual Leave on Termination of Contract	Senior Line Manager	Within the limits of the policy and only when management requires this for business reasons
<b>Family Leave</b>		
Approve Maternity Leave/Maternity Support Leave/Adoption Leave	Line Manager/Senior Line Manager in consultation with HR	Must view MatB1 form or matching certificate for adoption. MatB1 form or matching certificate to forwarded to UK SBS as appropriate
Ante Natal Care	Line Manager/Senior Line Manager in consultation with HR	
Keeping in Touch (KIT) Days	Line Manager/ Senior Line Manager in consultation with HR	Inform UK SBS as appropriate
Change of Return to Work Date	Line Manager/Senior Line Manager in consultation with HR	Inform UK SBS as appropriate
Approval for Parental Leave	Line Manager/Senior line Manager in consultation with HR	Inform UK SBS as appropriate
Shared Parental (request to take SPL)	Line Manager/Senior Line Manager in consultation with HR	Inform UK SBS as appropriate
<b>Special Leave</b>		
Paid Special Leave	Line Manager/Senior Line Manager in consultation with HR	
Unpaid Special Leave	Line Manager/Senior Line Manager in consultation with HR	
<b>Other Leave</b>		
Career Breaks and Sabbaticals	Line Manager/Senior Line Manager/Director in consultation with HR	
<b>Learning &amp; Career Development</b>		
Time Off for Studying	Line Manager/Senior Line Manager in consultation with HR	
Learning & Development agreements	Line Manager/Senior Line Manager in consultation with HR	
Relevance of the membership of the professional body to the role	Senior Line Manager	
Payment of Professional Fees	Line Manager/Senior Line Manager	



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<b>Mark Time Pay</b>		
Mark Time Pay	Chief People Officer	Head of Reward to be informed
<b>On Call</b>		
New on-call arrangements	Director in consultation with Deputy Director of HR	Head of Reward to be informed in view of pay remit implications
<b>Overpayments of salary</b>		
Agree Schedule for Repayment with staff member	Line Manager/Senior Line Manager in consultation with HR	Consult UK SBS, where appropriate, for staff, and Debt Recovery Team for Leavers
<b>Overtime (including working additional hours)</b>		
Staff Member Overtime Approval (Band A to E)	Line Manager/Senior Line Manager	Approval must be given before working overtime. May be paid overtime or where time off is given in lieu.
Staff Member Overtime Approval (Band F)	Director	
<b>Probation</b>		
Confirm Appointment	Line Manager/Senior Line Manager/Director	
Extension of Probation	Senior Line Manager (minimum Band F) in consultation with HR	Following formal probation review
Dismissal	Senior Line Manager (minimum Band F). Dismissal to be confirmed by a Director	Following formal probation review Chief People Officer should be informed in the event of a dismissal.
<b>Promotion Review arrangements</b>		
Submit candidate application forms for promotion to Bands B to F	Director	Following on from annual Review Board outcomes
Request Promotion Interview	Director	
Promotion Decision	Panel Chair with Promotion Panel	All decisions documented by HR



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Increased salary on promotion	Employees will either receive a 10% increase to their base salary or move to the band minima. Exceptions apply where the employee receives a Specialist Allowance – the set calculation in the UKRI Pay and Reward policy and guidance should be followed.	If the employee has the SA calculation applied this should be documented on the promotion form for future reference.
IM Promotion (Bands G & H only)	Executive Chair in consultation with HR	Following policy.
IMP starting pay	Chief People Officer through consultation with Inter-Research Council IM Panel	Non-substantive
Personal Promotion (Band F and above only)	Chief People Officer through consultation with Executive Chair	Non-substantive. Nominations to CE from STFC Personal Promotion Panel. Major review every five years and monitored annually by appraisal.
Personal Promotion Starting Pay	Chief People Officer through consultation with Executive Chair	Normal pay on promotion rules apply
Promotion to Band G or H	Director recommendation with HRBP advice	Normal Promotion rules apply
Personal Contract	Chief People Officer through consultation with Executive Chair	BEIS approval needed for remuneration packages > £100K
Temporary Promotion	Director in consultation with HR	In line with Policy
<b>Recruitment</b>		
Assessing the necessity of new roles and vacancies	Line manager in consultation with HR	
Provisional Appointment	Director in consultation with HR	Only for up to 12 months max, pending an open recruitment exercise
Fill Existing Post and New Post (up to and including Band F)	Director in consultation with HR	The existence of a generic SA for the post should be considered,
Fill Existing and New Post (Band G and H)	Director in consultation with HR	The existence of a generic SA for the post should be considered,
Convert FTA to Indefinite	Director in consultation with HR	
Direct from Talent or Redeployment Pools	Director in consultation with HR	Refer to Recruitment policy



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Evaluation (all new roles to be evaluated)	Line manager in consultation with HR	Grading Guidance to be provided by the Reward Team
Advertising Plan	Recruiting Manager in consultation with HR Recruitment team	
Appointment of assessment panel	Recruiting manager in consultation with HR Recruitment team	HR should be consulted on use of external assessment panel members
Shortlisting	Assessment Panel	Refer to Recruitment Policy. Panel Chair to complete and submit shortlisting matrix
Selection activities	Assessment Panel Chair in consultation with UKRI HR Recruitment team	
Selection	Assessment Panel	Refer to Recruitment Policy. Panel Chair to complete and submit final report forms
Starting Pay (at Band minimum)	Recruiting Manager	
Starting Pay (above Band minimum, up to SP)	Director in consultation with HR	Appointment at Band minimum is intended to be the norm so pay above the minimum should be justified separately using the Pay on Appointment guidance. The justification must be recorded on the 'Starting Pay on Appointment Form' and recorded on the employee file.
Starting Pay (above SP)	Director in consultation with Head HRBP Cannot be sub-delegated below Band F	Starting pay above SP will not be agreed except in the most exceptional circumstances. The justification must be recorded on the 'Starting Pay on Appointment Form' and recorded on the employee file. A copy of the form must also be sent to the Head of Reward for monitoring



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Starting Pay Including a Specialist Allowance	<p>Director in consultation with Head HRBP</p> <p>Cannot be sub-delegated.</p> <p>Head HRPSs can agree where the combined total of the amount above SP and an Individual Specialist Allowance is £5000 or less.</p> <p>Where the combined total of the amount above SP and an Individual Specialist Allowance is greater than £5000, it must be agreed by the Deputy Director of HR.</p>	<p>The approved business case should be stored on the employee file.</p> <p>A copy of the business case must also be sent to the Head of Reward for monitoring.</p>
Pre-Employment Screening (no issues)	Recruiting Manager	
Pre-Employment Screening (incomplete or with issues)	<p>Senior Line Manager (minimum Band F), in consultation with HR.</p> <p>Withdrawal of offer (dismissal) to be confirmed by a Director</p>	Chief People Officer should be informed in the event of a dismissal / withdrawal of offer.
Pre-Employment Health Screening (no issues)	Recruiting Manager	With reference to Occupational Health pre-employment screening report
Pre-Employment Health Screening (incomplete or with issues)	<p>Senior Line Manager (minimum Band F), in consultation with HR</p> <p>Withdrawal of offer (dismissal) to be confirmed by a Director</p>	The Chief People Officer should be informed in the event of a dismissal / withdrawal of offer.
Vacation Student appointment	Recruiting Manager	
Sandwich Student appointment	Recruiting Manager	
Graduate appointment	Recruiting Manager	
<b>Redeployment</b>		
Relocation	Director in consultation with HR	In line with Working Location Policy
Redeployment	Director in consultation with HR	TU side must be consulted if this is a pre-redundancy measure
Move to new role same site level transfer	Line Managers in consultation with HR	
<b>Redundancy</b>		
Pre-Redundancy Measures	<p>Director in consultation with Chief People Officer and Head HRBP</p> <p>Cannot be sub-delegated</p>	TU side must be consulted Cabinet office approval is required if VE schemes are implemented.



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Formal Measures Required (VR/CR)	Director in consultation with Chief People Officer and Head HRBP Cannot be sub-delegated	Cabinet Office approval required, TU side must be consulted
Staff Selection	Director in consultation with HR	TU side must be consulted
<b>Resignation</b>		
Notice Period (outside of Ending Work Policy or contract)	Line Manager in consultation with HR	
<b>Retirement</b>		
Application for Ill-Health Retirement	Line manager in consultation with HR	
Ill-Health Retirement	Senior Line Manager (minimum Band F) in consultation with HR Dismissal to be confirmed by a Director	Referral from UKRI requires Pension Scheme Medical Advisor approval. Terms for staff depend on pension scheme provisions, and, where necessary, trustee approval. Chief People Officer should be informed in the event of a dismissal.
Appeal Against Ill-Health Retirement Decision (Scheme Medical Advisor)	Line Manager in consultation with HR	Appeal against Scheme Medical Advisor decision must be made to Scheme Medical Advisor
Appeal Against Ill-Health Retirement Decision (Dismissal)	Director with no previous involvement with the case, in consultation with HR	A more senior manager or a Director with more seniority than the person who made the original decision, and who has no previous involvement with the case, should be appointed wherever possible. Alternatively, an external appeal hearing manager may be appointed
<b>Secondment out of UKRI</b>		
Approval and terms of secondment	Director in consultation with HR	Use standard UKRI agreement Legal and Commercial if standard agreement is not used
<b>Senior Appointments</b>		
Senior appointments up to £100k	Chief Operating Officer can approve salaries up to £100k in Councils in consultation with Chief People Officer and the Head HRBP.	New senior roles should be evaluated using JESP. Advice from UKRI Reward team should be sought to maintain internal controls and



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	Chief Financial Officer can approve salaries in consultation with Chief People Office and Head HRBP for UKRI Central Services CPO cannot be sub-delegate below Deputy Head of HR	benchmarking
Senior appointments £100 - £150k	BEIS SCSRP must approve all cases	Must follow senior pay process. Senior scientific exemption cases to be confirmed by the Deputy Director of HR. All cases must be agreed by Deputy Director of HR before submission to BEIS
Senior appointments over £150k	UKRI does not anticipate appointing to salaries at this level – this would require HM Treasury sign off	Exceptions to this may be Exec Chairs which will be appointed by BEIS directly.
Senior bonus arrangements	UKRI Remuneration Committee	Senior bonus arrangements should be in line with the UKRI policy and will not exceed £17,500. Exceptions to this may be Exec Chairs which will be approved directly by BEIS.
Senior promotions (within senior pay levels) and significant changes in duties	UKRI Remuneration Committee	Must follow the senior appointment approval process with BEIS SCSRP sign off of completed pro-forma B where required.
Senior pay awards	UKRI Remuneration Committee	
<b>Shift working</b>		
Creating or changing shift working patterns (group or individual)	Director in consultation with HR	TU consultation required
<b>Trade Union Duties / Activities</b>		
Time off for TU Duties or Activities	Line Manager	In line with recognition agreements. Head of PPM should be consulted where time-off requests exceed provision in recognition agreements
Request from Trade Unions for facilities time for TU members (to attend meetings)	Head of PPM in consultation with Chief People Officer	



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Dispute regarding TU representative time off for TU duties	Line Manager in consultation with HR and Head of PPM	Consultation with Chair of UKRI TUS
<b>Whistleblowing</b>		
Employee whistleblowing concern (informal or formal)	Line Manager/Senior Line Manager/Director or the Head of Governance; the Chief Finance Officer; or the Whistleblowing Freedom To Speak Up Guardian	