



Delegated Authority Framework (For HR Matters)

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 Director of HR, or the appropriate HR team.
- 1.3. The Associate Director of Strategic Business Partnering is typically the most senior person with HR responsibility for The Corporate Hub 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 are not responsible for actions and decisions taken by line management that fall out with the advice or guidance that has been given.
- 1.6. Unless stated otherwise in this Delegated Authority Framework, The Chief People Officer, Director of HR and Associate Directors 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. The column 'HR Advice' indicates which area(s) of the HR team should be contacted when seeking guidance and advice.

Employees in Centres, Institutes and Units should continue to consult with their local HR Teams in the first instance who will liaise with HR colleagues in other teams as appropriate.

- 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 Director of HR 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	Decision Maker	HR Advice	Comments/References
HR Delegation Framework			
Framework Document	Chief People Officer	HR Senior Leadership Group	
Absence Management and Sick Pay			
Attendance Review Meetings (informal, first formal and second formal)	Line Manager/Senior Line Manager	HR Operations Team	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 UKRI Band F, or equivalent)	HR Operations Team	Occupational Health or medical advice should be sought as appropriate
	Dismissals to be confirmed by a Director		Refer to Disciplinary section below for delegated authority for sanctions
Full to Half Pay, (and half pay to nil pay)	Line Manager	HR Operations Team	UK SBS will calculate absence where appropriate, and send letter to employee on instruction from HR

Sick Pay at Pension Rate (SPPR)	Line Manager	HR Operations Team	Occupational Health or medical advice should be sought as appropriate
Phased Return	Line Manager	HR Operations Team	Occupational Health or medical advice should be sought as appropriate
Agency Staff/Temps/Contingent Labour			
Appointment of Agency Worker (and extension of contracts)	Director - approval to hire Applicant selection by line manager	HR Resourcing Team	Must be appointed via UKRI approved framework (Public Sector Resourcing) third party provider
Contingent Labour	Director – approval to hire	HR Resourcing Team	UKRI approved third-party provider managed by UK SBS Procurement Contract Manager, where appropriate
	Selection by line manager		
IR35 legislation test	HR Recruitment Manager	HR Resourcing Team	
Allowances			
Responsibility Allowance			
Responsibility Allowance	Director	HR Operations Team	Allowances should comply with the UKRI Pay and Reward Policy (or, where applicable, legacy) policy and be recommended by the line manager.
Withdrawal or Reduction of Responsibility Allowance in the same role	Director	HR Strategic Business Partner	
Additional Responsibility/Deputising Allowance			

Additional Responsibility/ Deputising Allowance	Director in consultation with HR	HR Strategic Business Partner	Business case and approval must be stored on employee file and reviewed at least after 12 months
Specialist Allowance (SA)			
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	HR Operations Team	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

Applying an existing Generic Specialist Allowance (SA) to a new group of employees (according to published/ approved criteria)	Director	Associate Director Reward	The allowance forms must be documented and stored on the employees' files
Create or remove generic SA category for a group of employees	Director and Chief People Officer	Associate Director of Reward and Associate Director HR Strategic Business Partnering	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 (Cannot be sub-delegated) And either: HR Strategic Business Partner can approve up to £5000. Requests over £5000 must be agreed by the Associate Director of Reward.	Reward Team	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	Reward Delivery Team Lead	Refer to Pay and Reward Policy
Appeal Processes			
Appeal against Dismissal	Director with no previous involvement with the case,	HR Operations Team	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
Appeal against other Disciplinary Sanction	Senior manager with no previous involvement with the case,	HR Operations Team	
Non-promotion (via Review) Appeal	HR in consultation with Panel Chair	HR Operations Team	
Appeal against Grievance Outcome	Senior manager with no previous involvement with the case,	HR Operations Team	
Appeal Against	Director with no	HR Operations Team	

Declined Flexible Working Request	previous involvement with the case,		Consideration may be given for appointing an external manager of sufficient seniority in order to ensure independence
Appeal against Bullying and Harassment (complaint not upheld)	Director with no previous involvement with the case,	HR Operations Team	

Appeals permitted under any other policy	Director with no previous involvement with the case,	HR Operations Team / CIU HR Team	
Capability			
Informal Process	Line Manager	HR Operations Team / CIU HR Team	
First Formal Review	Line Manager	HR Operations Team / CIU HR Team	
Second Formal Review	Line Manager	HR Operations Team / CIU HR Team	
Final Formal Review	Senior Line manager (Minimum band F) Decision to dismiss must be confirmed by a Director	HR Operations Team / CIU HR Team	Director of HR should be informed in the event of a dismissal
Compensation (Managed Exits)			
Settlement Agreement	Director of HR (Cannot be sub-delegated)	HR Strategic Business Partner	Cases to be referred to the Chief People Officer
Efficiency	Associate Director of HR Business Partnering (Cannot be sub-delegated)	HR Strategic Business Partner	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
		Disciplinary Cases	
Sanctions (resulting from upheld misconduct allegations or formal sickness absence management processes)	Informal warning: Line Manager/Senior Line Manager Oral warning: Line Manager/Senior Line Manager Written warning: Line Manager/Senior Line Manager Final written warning: – Senior Line Manager Other sanction: e.g. Withholding a pay award – Senior Line Manager Dismissals: Senior	HR Operations Team	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

	Line Manager (minimum Band F) to be confirmed by a Director		
Suspension	Senior Line Manager (minimum Band F) HR cannot be sub-delegated below Band F	HR Operations Team	In line with Disciplinary procedure within the Managing Performance and Conduct policy or formal Bullying and Harassment Procedure in Grievance, Harassment and Bulling Policy Director of HR to be informed
Redeployment (during an investigation)	Senior Line Manager (minimum Band F)	HR Operations Lead Resourcing Team	In line with formal Bullying and Harassment Procedure in Grievance, Harassment and Bulling Policy or the Safeguarding Policy Director of HR to be informed
Redeployment (owing to safeguarding concern)	Senior Line Manager (minimum Band F)	HR Operations Lead Resourcing Team	Refer to stalking section of Safeguarding policy
Expenses			
Employee Expenses in line with Travel and Subsistence Policy	Line Manager or budget holder	HR Operations Team / CIU HR Team	
Employee Expenses outside of policy	Line manager or budget holder	HR Operations Team / CIU HR Team	
Relocation Expenses	Director	Associate Director Strategic HR Business Partner	In line with HMRC guidance
Public Interest Transfer Terms (PITT)	Director		If applying full relocation terms in public interest, this should only be agreed in consultation with Associate Director of Strategic HR

			Business Partnering /CIU Head of HR
Interview Expenses	Recruiting manager	HR Operations Team	
External Activities			
External Consultancy Work (undertaken by UKRI staff)	Director	HR Strategic Business Partner	Refer to Code of Conduct and relevant governance policies
Flexible Working Requests			
Approval for Flexible Working	Line Manager / Senior Line Manager / Director	HR Operations Team	
Partial Retirement	Director	HR Operations Team	
Flexible Working Hours systems changes (including Trust Time)			
Withdrawal of the use of a scheme for business reasons	Director in consultation with local site manager	Associate Director Strategic HR Business Partnering	

Creation and Changes (to local schemes)	Director in consultation with local site manager	Associate Director Strategic HR Business Partnering	In consultation with local TUs
Misuse	Line manager	HR Operations Team	Refer to Ways of Working Policy If misconduct is suspected refer to disciplinary procedure within the Managing Performance and Conduct Policy
Grievance			
Informal Procedure	Line Manager/ Senior Line Manager	HR Operations Team	
Formal Grievance	Line Manager/ Senior Line Manager	HR Operations Team	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
Harassment and Bullying			
Formal Harassment or Bullying Complaint	Line Manager/Senior Line Manager	HR Operations Team	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)	HR Operations Lead	Refer to Grievance Harassment and Bullying Policy
Transfer of alleged harasser (pending investigation)	Senior Line Manager (minimum Band F)	HR Operations Lead	Refer to Grievance Harassment and Bullying Policy
Homeworking			
Request for Regular and Frequent Formal Homeworking	Line Manager/Senior Line Manager	HR Operations Team	
Occasional Working from Home	Line Manager/Senior Line Manager	HR Operations Team	
Immigration/Right to Work			
Application for a Work Permit, Visa or	Senior Line Manager	Resourcing Team	Actual application made by UK SBS

Certificate of Sponsorship			Immigration Team (where appropriate)
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Right to Work check (new entrants)	Recruiting Manager	Resourcing 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 Resourcing (responsible for confirming completion of annual validation) In case of consequent dismissal, Senior Line Manager (minimum Band F) Dismissal to be confirmed by a Director	Resourcing Team / UKSBS Immigration Team	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	In case of consequent dismissal of an employee, Senior Line Manager (minimum Band F) Dismissal to be confirmed by a Director	Resourcing Team / UKSBS Immigration Team	Chief People Officer to be informed in the event of a dismissal
JEGS/JESPS Re-grading			
JEGS	Line manager (Agreement to have the post evaluated)	Reward Team	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 (Agreement to have the post evaluated)	Reward Team	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
Leave			

Annual Leave			
Exceptional Annual Leave Carry Over	Senior Line Manager/ Director	HR Operations Team	Carrying over above 10 days (pro rata for part-timers)
Anticipation of Annual Leave	Senior Line Manager	HR Operations Team	Up to a maximum of 10 days (pro rata for part-timers)
Authorisation of Annual Leave	Line Manager/ Senior Line Manager	HR Operations Team	
Payment of Annual Leave on Termination of Contract	Senior Line Manager	HR Operations Lead	Within the limits of the policy and only when management requires this for business reasons
Family Leave			
Approve Maternity Leave / Maternity Support Leave / Adoption Leave / Shared Parental Leave	Line Manager/Senior Line Manager	HR Operations Team	Must view MatB1 form or matching certificate for adoption MatB1 form or matching certificate to be forwarded to UK SBS and IUK payroll team as appropriate
Ante Natal Care	Line Manager/Senior Line Manager	HR Operations Team	
Keeping in Touch (KIT) / Shared Parental Leave Days	Line Manager/ Senior Line Manager	HR Operations Team	Inform UK SBS as appropriate
Change of Return to Work Date	Line Manager/Senior Line Manager	HR Operations Team	Inform UK SBS as appropriate
Approval for Parental Leave	Line Manager/Senior line Manager	HR Operations Team	Inform UK SBS as appropriate
Shared Parental (request to take SPL)	Line Manager/Senior Line Manager in consultation with HR	HR Operations Team	Inform UK SBS as appropriate
Special Leave			
Paid Special Leave	Line Manager/Senior Line Manager	HR Operations Team	
Unpaid Special Leave	Line Manager/Senior Line Manager	HR Operations Team	
Other Leave			
Career Breaks and Sabbaticals	Line Manager/Senior Line Manager/Director	HR Operations Team	
Learning & Career Development			

Time Off for Studying	Line Manager/Senior Line Manager	HR Operations Team	
Learning & Development agreements	Line Manager/Senior Line Manager	Learning and Development Team	
Relevance of the membership of the professional body to the role	Senior Line Manager	Learning and Development Team	
Payment of Professional Fees	Line Manager/Senior Line Manager	Learning and Development Team	
Mark Time Pay			
Mark Time Pay	HR Business Partner	Reward Team	Head of Reward to be informed
On Call			
New on-call arrangements	Director	Associate Director HR Strategic Business Partnering and Associate Director Reward	Must be agreed through the Pay remit
Overpayments of salary			
Agree Schedule for Repayment with staff member	Line Manager/Senior Line Manager	HR Operations Team	Consult UK SBS / IUK payroll team, where appropriate, for staff, and Debt Recovery Team for Leavers
Overtime (including working additional hours)			
Staff Member Overtime Approval (Band A to E)	Line Manager/Senior Line Manager	HR Operations Team	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	HR Operations Team	
Probation			
Confirm Appointment	Line Manager/Senior Line Manager/Director	HR Operations Team	
Extension of Probation	Senior Line Manager (minimum Band F)	HR Operations Team	Following formal probation review
Dismissal following failure to complete	Senior Line Manager (minimum Band F) Dismissal to be	HR Operations Team	Following formal probation review Director of HR should

probation	confirmed by a Director		be informed in the event of a dismissal
Promotion Review arrangements NB This section needs complete rework so role proposals are interim only			
Submit candidate application forms for promotion to Bands B to F	Director	HR Strategic Business Partner	Following on from annual Review Board outcomes
Request Promotion Interview	Director	HR Strategic Business Partner	
Promotion Decision	Panel Chair with Promotion Panel	HR Strategic Business Partner	All decisions documented by HR

Increased salary on promotion	No decision required - 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	HR Reward Team	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	Associate Director HR Strategic Business Partnering	Following policy
IMP starting pay	Director of HR through consultation with Inter-Research Council IM Panel	Associate Director HR Strategic Business Partnering	Non-substantive
Personal Promotion (Band F and above only)	Associate Director of HR Business Partnering through consultation with Executive Chair	Associate Director HR Strategic Business Partnering	Non-substantive Nominations to CE from STFC Personal Promotion Panel Major review every five years and monitored annually by appraisal
Personal Promotion Starting Pay	Director of HR through consultation with Executive Chair	Associate Director HR Strategic Business Partnering	Normal pay on promotion rules apply
Promotion to Band G or H	Director	Associate Director HR Strategic Business Partnering	Normal Promotion rules apply
Personal Contract	Associate Director HR Strategic Business Partnering in consultation with Executive Chair. Director of HR to be notified.	Associate Director of Reward	BEIS approval needed for remuneration packages > £100K
Temporary Promotion	Director	HR Operations Team	In line with Policy
Recruitment			
Assessing the necessity of new roles and vacancies	Line manager and current approval process in place	HR Strategic Business Partner	

Provisional Appointment	Director	Resourcing team	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	Resourcing team	The existence of a generic SA for the post should be considered
Fill Existing and New Post (Band G and H)	Director	Resourcing team	The existence of a generic SA for the post should be considered
Convert FTA to Indefinite	Director	HR Operations Team	
Direct from Talent or Redeployment Pools	Director	HR Operations Team	Refer to Recruitment policy
Evaluation (all new roles to be evaluated)	Line manager		Grading Guidance to be provided by the Reward Team
Advertising Plan	Recruiting Manager	Resourcing Team	
Appointment of assessment panel	Recruiting manager	Resourcing Team	HR should be consulted on use of external assessment panel members
Shortlisting	Assessment Panel	Resourcing Team	Refer to Recruitment Policy Panel Chair to complete and submit shortlisting matrix
Selection activities	Assessment Panel Chair	Resourcing Team	
Selection	Assessment Panel	Resourcing Team	Refer to Recruitment Policy Panel Chair to complete and submit final report forms
Starting Pay (at Band minimum)	Recruiting Manager	Reward Team	
Starting Pay (above Band minimum, up to SP)	Chair of interview panel / Hiring Manager & Director (minimum band G) & HR Strategic Business Partner /	Reward Team	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

	CIU Head of HR		'Starting Pay on Appointment Form' and recorded on the employee file
Starting Pay (above SP)	Chair of interview panel & Director (minimum band H) & Associate Director HR Strategic Business Partnering	Reward Team	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 Reward Team for monitoring

Starting Pay Including a Specialist Allowance	<p>Director</p> <p>HR Strategic Business Partner /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 Associate Director of Reward.</p>	Reward Team	<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	Resourcing Team	
Pre-Employment Screening (incomplete or with issues)	Senior Line Manager (minimum Band F), Withdrawal of offer (dismissal) to be confirmed by a Director	Resourcing Team	The Director of HR should be informed in the event of a dismissal / withdrawal of offer
Pre-Employment Health Screening (no issues)	Recruiting Manager	Resourcing Team	With reference to Occupational Health pre-employment screening report
Pre-Employment Health Screening (incomplete or with issues)	Senior Line Manager (minimum Band F), Withdrawal of offer (dismissal) to be confirmed by a Director	Resourcing Team	The Associate Director of HR Business Partnering should be informed in the event of a dismissal / withdrawal of offer
Vacation Student appointment	Recruiting Manager	Early Careers Team	
Sandwich Student appointment	Recruiting Manager	Early Careers Team	
Graduate appointment	Recruiting Manager	Early Careers Team	
Redeployment			
Relocation	Director	HR Operations Team	In line with Working Location Policy
Redeployment	Director	Resourcing Team	TU side must be

		& HR Operations Team	consulted if this is a pre-redundancy measure
Move to new role same site level transfer	Line Managers	HR Operations Team	
Redundancy			
Pre-Redundancy Measures	Director in consultation with Associate Director Strategic HR Business Partnering Cannot be sub-delegated	HR Operations Team	TU side must be consulted. Cabinet office approval is required if VE schemes are implemented
Formal Measures Required (VR/CR)	Director in consultation with Associate Director Strategic HR Business Partnering Cannot be sub-delegated	HR Operations Team	TU side must be consulted. Cabinet office approval is required if VE schemes are implemented
Staff Selection	Director	HR Strategic Business Partner	TU side must be consulted
Resignation			
Notice Period (outside of Ending Work Policy or contract)	Line Manager	HR Operations Team	
Retirement			
Application for Ill-Health Retirement	Line manager	HR Operations Team	
Ill-Health Retirement	Senior Line Manager (minimum Band F) Dismissal to be confirmed by a Director	HR Operations Team Pensions Team	Referral from UKRI requires Pension Scheme Medical Advisor approval Terms for staff depend on pension scheme provisions, and, where necessary, trustee approval. Director of HR should be informed in the event of a dismissal
Appeal Against Ill-Health Retirement Decision (Scheme Medical Advisor)	Line Manager	Pension Scheme	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,	HR Operations Team	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
Secondment out of UKRI			
Approval and terms of secondment	Director	Resourcing Team HR Operations Team	Use standard UKRI agreement Legal and Commercial if standard agreement is not used
Senior Appointments			
Senior appointments up to £100k (total remuneration package)	Chief Operating Officer can approve salaries up to £100k in Councils in consultation with Director of HR and the Associate Director of HR Strategic Business Partnering. Chief Financial Officer can approve salaries in consultation with Director of HR and Associate Director of Strategic Business Partnering for UKRI Corporate Hub.	HR Strategic Business Partnering Reward Team HR Operations Team	New senior roles should be evaluated using JESP Advice from UKRI Reward team should be sought to maintain internal controls and benchmarking
Senior appointments with total remuneration packages £100 - £150k (FTE)	BEIS SCSR must approve all cases	Reward Team	All cases must follow senior pay process. Senior scientific exemption cases to be confirmed by

			Associate Director of Reward. All cases must be agreed by Associate Director of Reward before submission to BEIS.
Senior appointments with total remuneration packages over £150k (FTE)	URKI does not anticipate appointing to salaries at this level – this would require HM Treasury sign off	Reward Team	Exceptions to this may be Exec Chairs which will be appointed by BEIS directly
Senior bonus arrangements	UKRI Remuneration Committee	Reward Team	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	Reward Team (JESP)	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	Reward Team	
Shift working			
Creating or changing shift working patterns (group or individual)	Director		TU consultation required
Trade Union Duties / Activities			
Time off for TU Duties or Activities	Line Manager	Lead for Culture and Engagement	In line with recognition agreements Head of Culture and Values 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 Culture and Values in consultation with Director of HR	Lead for Culture and Engagement	

Dispute regarding TU representative time off for TU duties	Line Manager and Head of Culture and Values	Lead for Culture and Engagement	Consultation with Chair of UKRI TUS
Whistleblowing			
Employee whistleblowing concern (informal or formal)	Line Manager/ Senior Line Manager/ Director / Head of Governance / Chief Finance Officer / Whistleblowing Freedom To Speak Up Guardian	HR Operations Team	

Version Number	Status	Revision Date	Summary of Changes
Version 1.0	Retired		New Framework Document created
Version 2.0	Complete	November 2021	Updated to reflect accurate HR roles within the new HR Target Operating Model