

Increased staff-related expenditure – approval procedure

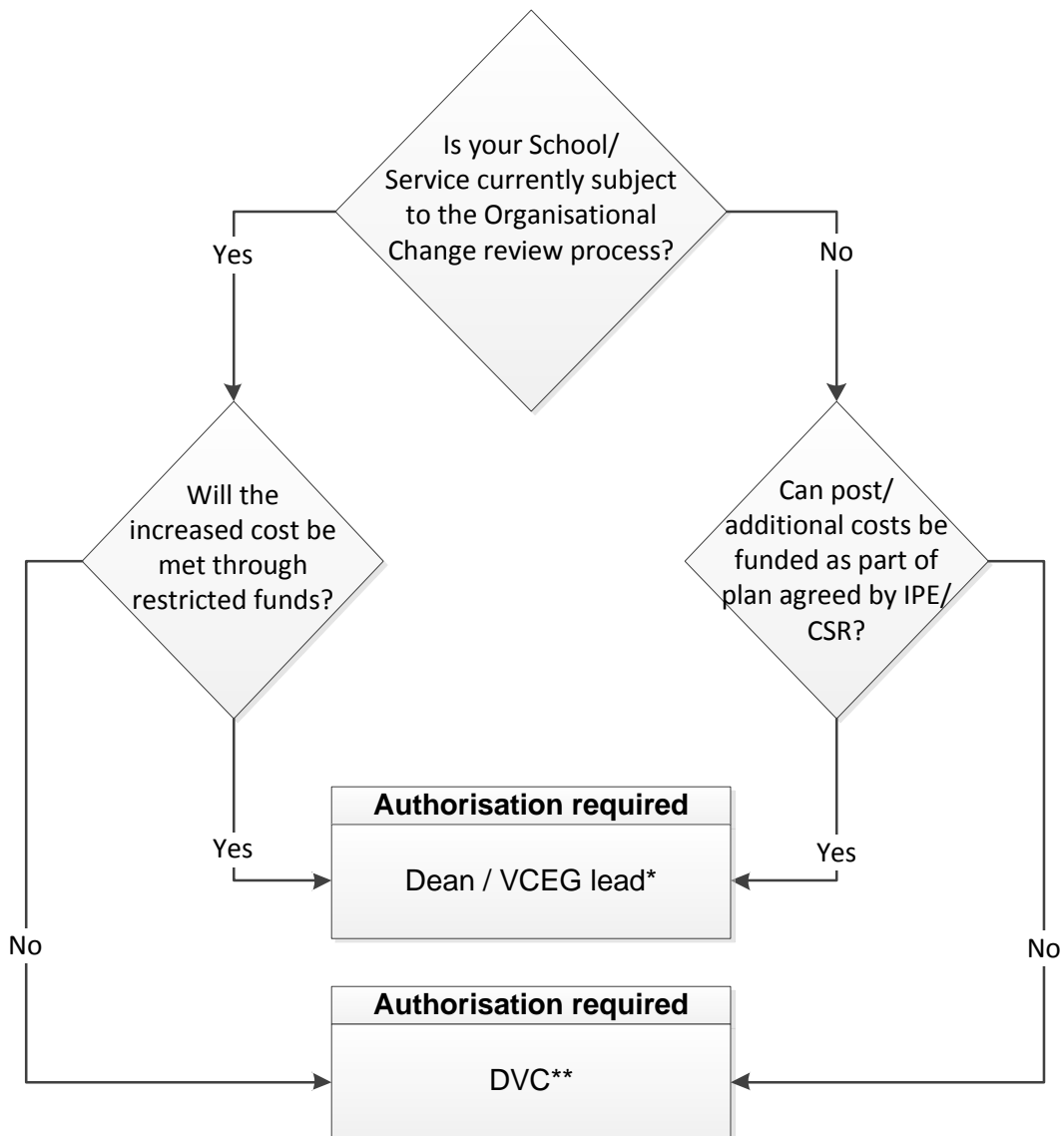
This document outlines the level of authorisation required for all proposed cases of increases to staff costs. It is valid with immediate effect. Please direct any queries to your Faculty/Service HR Manager in the first instance.

The business case for any staff cost increases should contain:

- Context and need
- Budget (can the cost be met as part of planned expenditure?)
- For new posts, whether the post can be recruited through Redeployment/internal applicants only

Once finalised, the case should be sent to the relevant Dean/VCEG lead (copied to HRM and FFM), who will forward to the DVC if required (see flowchart below).

PLEASE READ THE ACCOMPANYING NOTES OVERLEAF



* VCEG lead can delegate to Dean or Head of Service (Library and ISS only)

**If less than £5k, can be approved by Dean

NOTES TO PROCESS

*****Authorisation must be obtained prior to any action in all cases*****

1. The process applies to all increases to staff costs including new posts, extensions, increases to FTE, proposed changes to grade (promotion), overtime, acting up, agency/temp staff, one off/ad hoc payments (including fees and expenses, consultancy and out of season contribution awards).

2. Promotions

Approval should be an agreement to the ongoing need for and funding of the job at a higher level. The business case should be made and agreed prior to an application being put together.

3. Overtime

Authorisation must be obtained before work is carried out. Approval amount applies to total projected sum per month per School/Service.

4. Out of season contribution pay

Applies to recurrent and non-recurrent payments

GUIDANCE NOTES

1. If a Dean is absent for a period of time, he/she needs to appoint a nominee and inform the HRM.
2. The £5,000 limit does not include on costs.