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## Section A – Introduction

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## PART I – PURPOSE AND SCOPE OF THE HANDBOOK AND PEOPLE POLICIES

### 1. INTRODUCTION

- 1.1** This Handbook and the People Policies contain a summary of the terms and conditions of service which apply to British Library Employees. Any changes to these terms and conditions, apart from matters of administrative procedure, are settled by negotiations with the Trade Union Side of the BL Whitley Council (see [Section N](#)). Paragraphs and part paragraphs where the Trade Union Side has registered disagreement with the views of management are marked between \* - \*. The rules they embody nevertheless are those that apply.

## **2. DISTRIBUTION OF THE BRITISH LIBRARY STAFF HANDBOOK AND PEOPLE POLICIES**

- 2.1 Copies of the Staff Handbook and People Policies are available on the British Library Intranet under Policies and Procedures so that all members of staff have reasonable opportunities of reading it during normal working hours. Staff who do not have access to a PC or do not use a PC may request details through line management, colleagues, or HR
- 2.2 Any questions or matters of doubt should be referred in the first instance through line managers who, if necessary, will consult Human Resources.
- 2.3 Each member of staff is given an overview of the Library's expectations of conduct with [Section M](#) – Conduct of the Staff Handbook, along with relevant policies such as the Conduct at Work Policy. Section M also points to breaches of conduct and handling of misconduct such as in the Disciplinary Policy.

## **3. GENERAL CONDITIONS OF SERVICE APPLICABLE IN THE BRITISH LIBRARY**

- 3.1 The British Library is a Non Departmental Public Body (NDPB). This means that it is not a government department and its employees are not civil servants, since they are employed by the British Library Board and not by the Crown (see Part 2 Paragraph 1).
- 3.2 The Government's intention to delegate the responsibility for pay and grading to Non Departmental Public Bodies (NDPBs) such as the British Library was announced in the Civil Service White Paper 'Continuity and Change', in July 1994 and confirmed in a further White Paper, 'Carrying Forward Continuity and Change' in January 1995.
- 3.3. The British Library Board has been formally authorised to determine pay and pay-related conditions of its staff. The Department of Culture, Media and Sport (DCMS), (formerly the Department of National Heritage), and HM Treasury maintain a strategic interest in overall pay levels, systems and trends in earnings. The DCMS approves the annual pay negotiation remit.
- 3.4 From 1 April 1997 the British Library Board has the authority:
  - a. to prescribe the qualifications, (so far as they relate to age,<sup>1</sup> knowledge, ability, professional attainment, aptitude, and potential) for the appointment of staff;
  - b. to determine the number and grading of posts outside the Senior Civil Service and the terms and conditions of employment in so far as they relate to the following:
    - i. classification of staff
    - ii. remuneration
    - iii. allowances
    - iv. expenses

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<sup>1</sup> Since 1997 changes in legislation have altered the criteria used to have more relevant and appropriate focus on use of capability, skills and experience (e.g. rather than limiting criteria to qualifications or any age considerations)

- v. holidays, hours of work and attendance
- vi. part time and other working arrangements
- vii. performance and promotion
- viii. retirement and redundancy
- ix. redeployment of staff

#### **4. EMPLOYMENT PROTECTION**

**4.1** The terms and conditions of service offered by the British Library Board comply with the legislation governing the individual employment rights of employees and industrial relations. The main piece of legislation which governs many terms and conditions of employment is the Employment Rights Act 1996 (see 4.2). There is also a wide range of other legislation which has an impact on what can be incorporated into the terms and conditions of employment which includes:

- the Employment Protection Act 1975 (as amended by the Employment Act 1980)
- Trade Union and Labour Relations Act 1974 and 1992 (as amended by the Employment Acts 1980 and 1982) and supersedes all but the Health and Safety at Work Act 1974 (see the [Health and Safety Policy](#) on the Intranet under Integrated Risk Management Policies and Procedures);
- the Equality Act 2010;
- Data Protection Act 1998;
- Transfer of Undertakings (Protection of Employment) Regulations 2006;
- National Minimum Wage Act 1998;
- Pensions Schemes Act 1993;
- Working Time Regulations 1998 (SI 1998/1833)
- Information and Consultation of Employees Regulations 2004 (SI 2004/3426)
- Employment Act 2002

**4.2** The Employment Rights Act 1996 requires an employer to notify each new employee, in writing, of the terms of employment under the following headings: "Name of employer; Name of employee; Date of commencement of employment; Date on which the statement is given; Date on which the period of continuous employment began; Scale; Rate or method of calculating remuneration and the intervals at which remuneration is paid; Hours of work; Holidays and holiday pay including entitlement to public holidays and entitlement to accrued holiday pay on the termination of employment; Job title; Place of work; Sick absence and sick pay; Pension and pension scheme; Notice periods; Collective agreements; Disciplinary rules; Disciplinary procedure; Grievance procedure; Type of contract i.e. permanent, fixed term etc."

Each new employee of the British Library is notified of these terms in their letter of appointment, including a link to the Library's Discipline and Grievance Policies on the website. The Staff Handbook and People Policies which are sited on the Intranet explain these terms and also include further details and conditions of service and rules of conduct to be observed in the Library.

**4.3** The Employment Rights Act also requires employers to notify all employees of any changes in the terms of employment. Within the Library this is done by

announcements in Office Notices, and by individual letters and subsequent amendments to the Staff Handbook.

## **5. EQUALITY ACT 2010**

- 5.1 Under the Equality Act 2010 employees, job applicants, and workers must be treated fairly in an environment which is free from any form of discrimination with regard to eight protected characteristics which are: age; disability; gender; race; religion or belief; sexual orientation; gender reassignment; pregnancy and maternity. There are also some provisions for marriage and civil partnership.
- 5.2 It is the policy of the British Library that all eligible persons shall have equal opportunity for employment and advancement. All staff must observe the requirements of the Equality Act 2010 in their official capacity and, as in the Equality and Diversity Policy on the Intranet, in their dealings with the public and in relations with colleagues.
- 5.3 Any member of staff who feels that they have a complaint under the above-mentioned Act should refer to the Equality and Diversity Policy.
- 5.4 The Library's policies on recruitment, promotion and training are designed to ensure that no discrimination is exercised by management against an individual or any group of staff but that selection is based solely on actual or potential work performance.

## **PART II - HISTORY AND STATUS OF THE BRITISH LIBRARY**

### **1. HISTORY**

As a result of the Government's White Paper (The British Library Cmnd 4572 of January 1971) and the British Library Act 1972 the British Library was formed on 1 July 1973, bringing together the library departments of the British Museum and the National Lending Library for Science and Technology (a part of the Department of Education and Science); on 7 November 1973, the National Central Library and on 12 August 1974, the British National Bibliography.

### **2. BRITISH LIBRARY INFORMATION SCIENCES SERVICE**

On 1 April 1974 responsibility for the service, formerly part of the Library Association, was transferred to the British Library

### **3. RESEARCH AND DEVELOPMENT DEPARTMENT**

On 1 April 1974, the Office for Scientific and Technical Information, formerly part of the Department of Education and Science, became a department of the British Library, known as the Research and Development Department.

### **4. INDIA OFFICE LIBRARY AND RECORDS**

On 1 April 1982, the India Office Library and Records, which were formerly under the aegis of the Foreign and Commonwealth Office, were transferred to the British Library.

## **5. THE LONDON BINDERIES**

On 1<sup>st</sup> April 1982 the binderies in Bloomsbury, Colindale and the House of Lords, formerly under the control of HMSO, were transferred to the British Library.

## **6. THE NATIONAL SOUND ARCHIVE**

On 1 April 1983, the British Institute of Recorded Sound by agreement with the Trustees became a department of the British Library, known as the National Sound Archive.

## **7. BRITISH LIBRARY BOARD**

The British Library is controlled by a Board of Management and is a public authority and not a government department. It does however receive a grant-in-aid voted by Parliament.

The British Library Act states that the Board should consist of the Chairman and not less than eight, nor more than thirteen other members. At least one of the members should be appointed as a full time member.

Details of the structure of the Board and provisions for Corporate Governance can be found in the "About Us" Section of the British Library's website.

# **PART III - STAFFING STRUCTURE**

## **1. THE GRADING SYSTEM**

- 1.1** The British Library Grading Structure came into effect on 1 August 1996 as a result of the British Library Pay Agreement. This was revised in 2000 and 2013. A copy of this agreement is in Annex N of [Section C](#) of the Staff Handbook.
- 1.2** All Civil Service grades previously used in the British Library have been assimilated into new Pay Bands see Appendix 1 for the list of grades used in the Library prior to the 1996 agreement with their current corresponding Pay Band.
- 1.3** The British Library's grade structure is based on an application of the Job Evaluation and Grading System (JEGS) which has been developed by HM Treasury to cover the full range of Civil Service and Non-Departmental Public Body posts. The grade structure will in future be updated as necessary to reflect changes in the Library's operations and improvements in the application of JEGS. When new posts are created they will be evaluated by Human Resources using JEGS to determine their grading.

Appendix 1, Part III Section A

**APPENDIX 1**

**COMPARISON OF FORMER CIVIL SERVICE GRADES WITH CURRENT BRITISH LIBRARY PAY BANDS**

<b>Senior Band 1</b>	Grade 4
<b>Senior Band 2</b>	Grade 5
<b>Senior Band 3</b>	Grade 6
<b>Senior Band 4</b>	Grade 7
<b>Grade A</b>	Senior Executive Officer (SEO) Senior Professional and Technical Officer Conservator D Curator D
<b>Grade B</b>	Higher Executive Officer Higher Professional and Technical Officer Conservator E Curator E Higher Photographic Officer Chief Typing Manager Support Manager 1
<b>Grade C</b>	Executive Officer Professional and Technical Officer Conservator F Curator F Photographic Officer Support Manager 2 Typing manager Senior Personal Secretary

Museum Technician II  
Museum Support Grade 2

**Grade D**

Administrative Officer  
Conservator G  
Support Manager 3  
Personal Secretary  
Museum Technician III  
Museum Technician IV  
Support Grade Band I  
Support Grade Band I

**Grade E**

Administrative Assistant  
Typist  
Support Grade Band 2  
Museum Support Grade 4  
Museum Support Grade 5