

APPENDIX A

RESPONSIBILITIES OF TOBACCO DIVISION

Personnel Matters

1. The Tobacco Division Board will refer the following to the C.P.C.:-

- (1) Changes in rules of B.A.T. and O.P.F. pension schemes.
- (2) Action resulting from U.K. pension reviews or fund valuations.
- (3) Appointments of all No.1s in Grade 18 and above (or equivalent grade if local national) and appointments, ~~and~~ salary increments of all U.K. and international staff in Grade 18 and above. *and pension gradings*
- (4) Job gradings and targets of U.K. and international staff in Grade 16 and above.  
~~(4A) Salaries of U.K. staff in grade 15 and above~~
- (5) Senior Mess and car scheme.
- (6) Changes in rules or formulae of:-
  - (i) AEE type payments.
  - (ii) Service contracts.
  - (iii) No.1s' bonuses.
  - (iv) Educational assistance scheme for international staff.  
(Example: An increase in the amount of educational assistance resulting from the annual surveys of school fees does not require C.P.C. approval, but a change in the formula or method of application does require approval.)
- (7) Early retirement of U.K. and international staff in Grade 18 and over.
- (8) Worker participation schemes and management incentive schemes.

2. The Tobacco Division Board will deal with the following (and the C.P.C. be informed by copies of minutes):-

- (1) All other changes in rules and formulae covering conditions of service (other matters previously dealt with by the Tindley Committee).
- (2) For all U.K. and international staff, ~~appointments, and salaries in Grades 15 to 17 and job gradings in Grades 13 to 15, on transfer or promotion or occasionally~~ *pension gradings* job gradings in Grades 13 to 17 and appointments in Grades 15 to 17.
- (3) All Board appointments to Tobacco Division companies ~~except non-trading + dormant companies.~~
- (4) No.1 succession plans for companies in which No.1 is Grade 18 or above.
- (5) Changes in rules of other pension schemes for international staff (EIAS and AEC).

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3. The Tobacco Division Personnel Committee will deal with actual payments within laid down rules and formulae and previously dealt with by the Tindley Committee. These must be referred for B.A.T. formal Board Meeting approval.
4. Territorial Directors would continue to deal with the following:-
  - All other job gradings of international staff.
  - Local remuneration and pension gradings of international staff.
  - Remuneration for senior local staff.

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