



Rutland

County Council

ACTING UP AND ADDITIONAL RESPONSIBILITY ALLOWANCE POLICY

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Summary of document

This Policy and Procedure provides a clear framework against which payments can be made to employees who temporarily undertake additional duties and responsibilities.

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Appendix A Contract Change form

1.0 INTRODUCTION

- 1.1 This policy covers both Additional Responsibility Allowance and Acting Up and explains the policy for each provision to ensure clarity and equality.
- 1.2 The opportunity for an employee to carry out additional duties on a temporary basis can provide the employee with a valuable opportunity to develop their skills and gain experience.

2.0 SCOPE

- 2.1 The Additional Responsibility Allowance and Acting Up policy and procedure applies to all employees of Rutland County Council. Excluded from this policy are:
 - (a) Casual, temporary or contractor staff and those within their six month probationary period
 - (b) Teaching staff based in Schools.
- 2.2 Additional responsibility allowance and Acting up is available to all posts and grades subject to meeting the criteria in this policy and the approval by the Chief Executive.
- 2.3 It is not appropriate to use additional responsibility allowance or acting up as a means for covering annual leave or avoiding a proper recruitment process or job evaluation review.
- 2.4 Additional responsibility allowance payments may not be used to 'pay off' accrued flexi leave or TOIL.
- 2.5 Additional responsibility allowance will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job descriptions.

3.0 POLICY – Acting Up

- 3.1 Acting up allowances are payable where an employee takes on 100% of the duties and responsibilities of a higher graded post for at least 4 weeks.
- 3.2 Acting up is a temporary arrangement and will not exceed 6 months unless for exceptional circumstances eg. Maternity cover. A management review will take place at 3 months to consider the ongoing nature of the arrangements.
- 3.3 Acting up may occur as a result of:
 - (a) Temporarily filling a post until a substantive appointment can be made
 - (b) Filling a key post while another employee is on maternity leave
 - (c) Filling a key post to cover long term sickness absence

- (d) Filling a key post as part of a significant organisation or service pressure
- (e) Filling posts due to other temporary extended leave arrangements eg. Secondments, career breaks.

- 3.4 Wherever possible, the duration of the period of acting up should be indicated before it commences and will be confirmed in writing. In all cases, the arrangements and requirements for acting up should be regularly reviewed (see para 3.2).
- 3.5 Arrangements to cover a post through acting up should be made at the earliest opportunity in order to ensure the most appropriate cover. Retrospective requests or backdating will not be approved.
- 3.6 If there is a deputy to the temporarily vacant position, ie. as clearly outlined within their existing job description, then that employee should be asked to act up. In the case of more than one individual being eligible to act into the temporary vacancy, it will be necessary for a selection process to occur. The manager should bring the opportunity to the attention of all eligible employees. If it is unclear who should be classified as eligible, HR advice should be sought. If the manager wishes to reach a wider pool of employees or has been unsuccessful in identifying a suitable candidate, the acting up opportunity will be advertised internally.

4.0 POLICY - Additional Responsibility Allowance

- 4.1 An additional responsibility allowance describes a situation where an employee is taking on part of a higher graded post for at least 4 weeks.
- 4.2 It is a temporary arrangement and will not exceed 6 months unless for exceptional circumstances eg. Maternity cover. A management review will take place at 3 months to consider the ongoing nature of the arrangements.
- 4.3 Arrangements to cover part of a post through additional responsibility allowance should be made at the earliest opportunity in order to ensure the most appropriate cover. Retrospective requests or backdating will not be approved.
- 4.4 An additional responsibility allowance payment may be granted in the following circumstances:
 - (a) Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post
 - (b) Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated at a higher grade.

5.0 PAYMENT CALCULATIONS

5.1 Acting Up:

- (a) The employee will receive the full salary appropriate to the bottom point of the higher graded post.
- (b) Employees who are on an existing protected salary and who then undertake acting up which is not higher than their protected salary, will not receive any further additional remuneration.
- (c) Employees will be subject to all terms and conditions of the higher graded post ie. annual leave entitlement, notice period.

5.2 Additional responsibility allowance:

- (a) Payment will be based on the difference between the substantive grade, the grade of the duties being undertaken and the percentage of time spent on the new duties. The Line Manager should make an assessment against the job description to determine the percentage of the role being undertaken. Human Resources will check the value of the additional responsibility allowance payment.
- (b) The payment will be made on a fixed monthly value for the duration of the period for the additional responsibility allowance. The value will be adjusted if, through scp increases and pay awards, the value would take the payment beyond the bottom scp of the role being covered.

6.0 PROCEDURE

6.1 In order to request an additional responsibility allowance or acting up, the line manager should complete a Contract Change form and attach a rationale/business case – this should in the first instance be approved at least at Head of Service level. The justification should include:

- (a) The reason for the additional responsibility allowance/acting up eg. To cover long term absence
- (b) The posts and individual(s) affected
- (c) The extent of difference and/or additional duties involved ie. full = acting up; partial (specify %age) = additional responsibility allowance
- (d) The duration – specifying from and to
- (e) The action that will be taken at the end of the period ie. permanent arrangements going forward such as recruitment
- (f) Alternatives considered
- (g) What selection process has taken place or if the individual is the nominated deputy
- (h) Cost – including confirmation of budget provision and other options.

6.2 The form and rationale should be sent to the Head of HR who will assess the request against the Additional Responsibility Allowance and Acting Up Policy to ensure it meets the criteria. The Director of Resources will undertake a management review to ensure consistency. The Line Manager must not confirm an additional responsibility allowance or acting up to an employee until it has been approved by the Chief Executive.

- 6.3 If the request meets the criteria in the policy, the completed form and rationale will be sent to the Chief Executive for approval.
- 6.4 HR will notify the line manager of the approved request and provide a letter for the Line Manager's authorisation to confirm the terms of the additional responsibility allowance or acting up.

7.0 OTHER FACTORS

- 7.1 The value of an acting up payment will be adjusted in line with any annual pay awards or incremental progression.
- 7.2 Part time and job share staff should be given equal opportunity to act up or receive an additional responsibility allowance payment.
- 7.3 Where the change to the job role is permanent, it should be re-evaluated under the job evaluation scheme. An employee cannot act up to their existing role at a higher grade.
- 7.4 An employee will not be automatically appointed to a post that they have been acting up to.
- 7.5 The Head of HR will report to the Senior Management Team on an annual basis identifying additional responsibility allowance and acting up payments in the preceding financial year.

**A large print version of this document is
available on request**



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