

LLANTWIT FARDRE COMMUNITY COUNCIL ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY

1. INTRODUCTION

Llantwit Fardre Community Council recognises the need for employees, on occasion, to temporarily undertake additional duties or responsibilities of a higher graded job for a limited period of time. This is referred to as “acting-up” or undertaking “additional responsibilities” for which a payment will be made (previously called honorariums).

It is important that this policy is applied in all situations where employees take on additional duties at a higher level in order to ensure consistency and fairness across the Council.

Payments for acting-up or additional responsibilities should not always be regarded as a first option for a manager. Consideration should be given to ways in which the work might be re-organised on a temporary basis (up to a maximum of 4 weeks), so that essential duties and responsibilities of the role are covered. Posts may remain vacant or not be covered whether the manager decides this is appropriate.

In order to determine if an additional payment should be made to an employee, it is first necessary to consider whether or not the level of duties and/or standard of performance concerned are outside the normal scope of the individual’s evaluated grade. It should be remembered that all posts have some capacity to respond to changing circumstances without this warranting an additional payment.

However, it is important to ensure that if employees are to operate temporarily beyond normal requirements of their job this is with the prior knowledge and agreement of their manager.

Acting-up and additional responsibility payments will be made in accordance with the Equal Opportunities Commission’s (EOC) guidance that there are objectively justified grounds. It is important therefore to ensure that the reasons for all such payments are established and that they satisfy this requirement.

This policy sets out the agreed approach to be taken for the application of acting-up and additional responsibility payments within the Council.

2. SCOPE OF THE POLICY

This policy applies to employees of the Council, including individuals employed in posts that have been evaluated using the NJC/Hay job evaluation scheme. The policy covers employees on permanent and fixed term contracts.

3. PRINCIPLES

The main principles upon which the policy is based are:

- An acting-up or additional responsibility payment may be paid when, over a period of at least 4 weeks an employee, is required to undertake additional duties or a specific project which is deemed to be at a level beyond that which has been evaluated at the level of his/her current post.
- Payments will not be made if employees are covering periods of annual leave.
- The monetary value of the payment will be determined by the Staffing Committee and will be based on the NJC/Hay job evaluation scheme and the Council’s pay and grading structure.
- All on-going payments should have an end date. The end date for all payments

should normally be no more than 6 months from the commencement date. Payments beyond 6 months may be possible in limited circumstances (see sections 4.3 and 5.3).

- Employees who are on protected salaries who undertake duties of a higher grade than their evaluated grade, but not higher than their protected salary are not entitled to receive any additional remuneration. They should still be encouraged to undertake the opportunity of acting-up or take on additional responsibilities as part of their development to assist them in improving their promotion prospects.

4. ACTING-UP PAYMENTS

4.1 Definition

An acting-up payment is payable when an employee undertakes temporarily all or part duties and responsibilities of a higher graded post for a continuous period which would normally be for a minimum of 4 weeks and a maximum of 6 months.

Payments will generally be made for temporary and unforeseen absences which may occur as a result of:

- temporarily covering a higher graded vacant post until it is filled on a permanent basis,
- covering a higher graded post while another employee is on long term sickness absence, or
- covering a higher graded post due to other temporary extended leave arrangements e.g. career breaks, secondments, etc.

Where an absence is likely to be lengthy e.g. due to maternity or paternity leave, managers must consider making an appointment to the temporary vacancy through advertisement to a wider field of potential applicants and follow the Council's normal recruitment and selection process.

4.2 Value of Payment

Full Acting-Up – Payment should be based on the salary which would apply were the individual to be promoted to the higher level post. Once the qualifying period of 4 weeks has been satisfied, payment of the higher salary should be backdated to be paid from the first day on which they “acted-up”.

Partial Acting-Up – This is only payable when the employee is undertaking more than 30% of the duties of a higher graded post for a period of more than 4 weeks. The value of the payment will either be same level of pay or a percentage salary increase. The exact value will be determined by the Staffing Committee.

4.3 Acting-Up Beyond 6 Months

A month before the period of acting-up is due to finish a review should take place between the employee and the line manager.

If it is anticipated that the requirement for acting-up will continue beyond the initial 6 month period, the line manager should then make a decision whether the acting-up should either:

- continue for a further specified period (but no longer than a further 3 months)
- be advertised as a temporary secondment or
- be advertised as a permanent post.

A line manager may also decide that the additional responsibilities allocated to an individual, under a partial acting-up arrangement, are now a permanent requirement of

the role. If this is the case, the job role should be re-evaluated by the Staffing Committee.

5. ADDITIONAL RESPONSIBILITY PAYMENTS

5.1 Definition

An additional responsibility payment is payable when an individual undertakes over a period of at least 4 weeks an employee operates at a level and/or makes a contribution beyond the standard requirements of their substantive post and/or is subject to particular working conditions.

The requirement to make an additional responsibility payment must first be identified. It may arise in response to a wide range of circumstances, including recognising the role of an employee in:

- carrying out specific tasks or projects,
- making an exceptional level of contribution to the achievement of service objectives,
- undertaking work that is particularly demanding, or
- operating in a difficult or unusual work context.

It may also arise where there is a need to address operational difficulties related to new ways of working. In all cases the reason(s) why this is outside the standard requirements and/or working relationships of the employee's current post must be identified together with the period over which it is anticipated the payment will apply.

5.2 Value of Payment

The monetary value of an additional responsibility payment should be reasonable and proportionate to the circumstances and consistent with the Council's pay and grading structure and the NJC/Hay evaluation scheme.

The following should be taken into account in determining the level of the payment:

- the overall range and level of the duties performed
- the competence, knowledge and skills required
- the particular working circumstances.

The value of the payment will either be same level of pay or a percentage salary increase. The exact value will be determined by the Staffing Committee

5.3 Additional Responsibility Beyond 6 Months

A month before the period of additional responsibility is due to finish a review should take place between the employee and the line manager.

If it is anticipated that the requirement for additional responsibility will continue beyond the initial 6 month period, the line manager, should make a decision whether these responsibilities are now a permanent requirement of the role. If this is the case, the job role should be re-evaluated by the Staffing Committee.

6. PRINCIPLES OF SELECTION

Acting-up and taking on additional responsibilities provide an employee with the opportunity to develop new skills and experience, which may lead to enhanced career opportunities.

The selection process must be systematic and objective, and may include:

- asking potential applicants to submit written details on why they think they are suitable for the role,
- an interview,

- looking at their last Performance Development Review.

Records should be kept of the process and the reasons for selection. These will be stored on employee's personal files.

To ensure equality and fairness, consideration should be given to staff that are employed at the next level down and within the service area / team. Should suitable individuals not be identified then the opportunity for acting-up should be advertised to all employees.

7. OTHER PAY ARRANGEMENTS

- The amount of any acting-up or additional responsibility payment will not alter the original grade of the post determined by the job evaluation process.
- Part-time employees will receive a payment pro-rata to their contractual hours.
- Payments are made monthly in arrears and will be subject to tax and national insurance contributions.
- An acting-up and additional responsibility payment forms part of an employee's contractual pay and is therefore pensionable. Therefore, employees would be required to pay pension contributions on the value of the payment if they are a member of the Local Government Pension Scheme.
- The payment would be included in gross pay and will therefore be included in calculations for e.g. sick pay, maternity/paternity/adoption pay, holiday pay, redundancy pay, and when making any deductions.
- Payments will be paid in accordance with the normal pay frequency for the job concerned.