



**LEDBURY**  
TOWN COUNCIL

## **LEDBURY TOWN COUNCIL ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY**

### **1. INTRODUCTION**

Ledbury Town 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 6 weeks), so that essential duties and responsibilities of the role are covered. Posts may remain vacant or not be covered where 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 current 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 the 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 Ledbury Town Council, including individuals employed in posts that have been evaluated using the NJC job evaluation scheme. The policy covers employees on permanent and fixed term contracts.

### **3. PRINCIPLES**

The main principles upon which the policy are based on are:

- An acting-up or additional responsibility payment may be paid when, over a period of at least 6 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 their 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 Resources Committee and will be based on the NJC job evaluation scheme and the Council's pay and grading structure.
- All ongoing 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 current grade, but not higher than their protected salary are not entitled to receive 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 of the duties and responsibilities of a higher graded post for a continuous period which would normally be for a minimum of 6 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, which would normally be the bottom point of the higher pay band. Once the qualifying period of 6 weeks has been satisfied, payment of the higher salary will be paid from the first day of the 7<sup>th</sup> week that the employee “acts-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 6 weeks. The value of the payment will be determined by the Resources 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 manager.

If it is anticipated that the requirement for acting-up will continue beyond the initial 6-month period, the resources committee, with guidance from the Service HR Provider, 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.

The Resources Committee 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 inline with the NJC Terms and Conditions.

### **5. ADDITIONAL RESPONSIBILITY PAYMENTS**

#### **5.1 Definition**

An additional responsibility payment is payable when, over a period of at least 6 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 of 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 evaluation scheme. The following should be taken into account in determining the level of the payment:

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

The value of the payment will either be the same level of pay or a percentage salary increase. The exact value will be determined by the Resources 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 Resources Committee with guidance from their Service HR Provider, should make a decision whether these responsibilities are now a permanent requirement of the role. If this is the case, the role should be re-evaluated in accordance with the NJC Terms and Conditions.

## **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 forwarded to the Clerk. 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 of acting-up should be advertised to all employees and the normal recruitment process should be followed.

## **7. APPROVAL PROCESS**

Where a manager believes that an acting-up or additional responsibility payment is appropriate they should complete the Acting-Up/Additional Responsibility Request Form (see appendix 2). Request forms must be submitted to the Town Clerk for consideration.

If the request is supported by the Town Clerk, it should be passed to the Resources Committee to be evaluated. The Resources Committee will consider the grounds for making a payment and if supported will determine the level of payment.

The Clerk will provide payment to employees who are granted an acting-up or additional responsibility payment written confirmation detailing the reasons for the payment, the amount of the payment, the effective date, the duration of the payment and arrangements for review.

The Clerk will maintain a register of all acting-up and additional responsibility payments that are approved and declined.

## **8. 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 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 payments 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 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.

## **9. RESPONSIBILITIES**

The responsibilities under this policy are as follows:

- The relevant manager will make a formal request to the Town Clerk for making an acting-up or additional responsibility payment to an individual.
- Payments of any acting-up and additional responsibility payments will be subject to approval by the Resources Committee.
- The Town Clerk will ensure that up-to-date data is held, and retained, on all requests for payment made under this policy, in order to avoid any bias and ensure equality and fairness in treatment of the operation of the policy.
- Managers are responsible for ensuring payments are monitored and reviewed.
- The Clerk will submit an annual report to the Resources Committee which summarises the allocation of acting-up and additional responsibility payments.

## **10. POLICY REVIEW**

This policy will be periodically reviewed in line with procedures, in order that it remains appropriate to the Council's operation, is best practice and meets legal requirements.

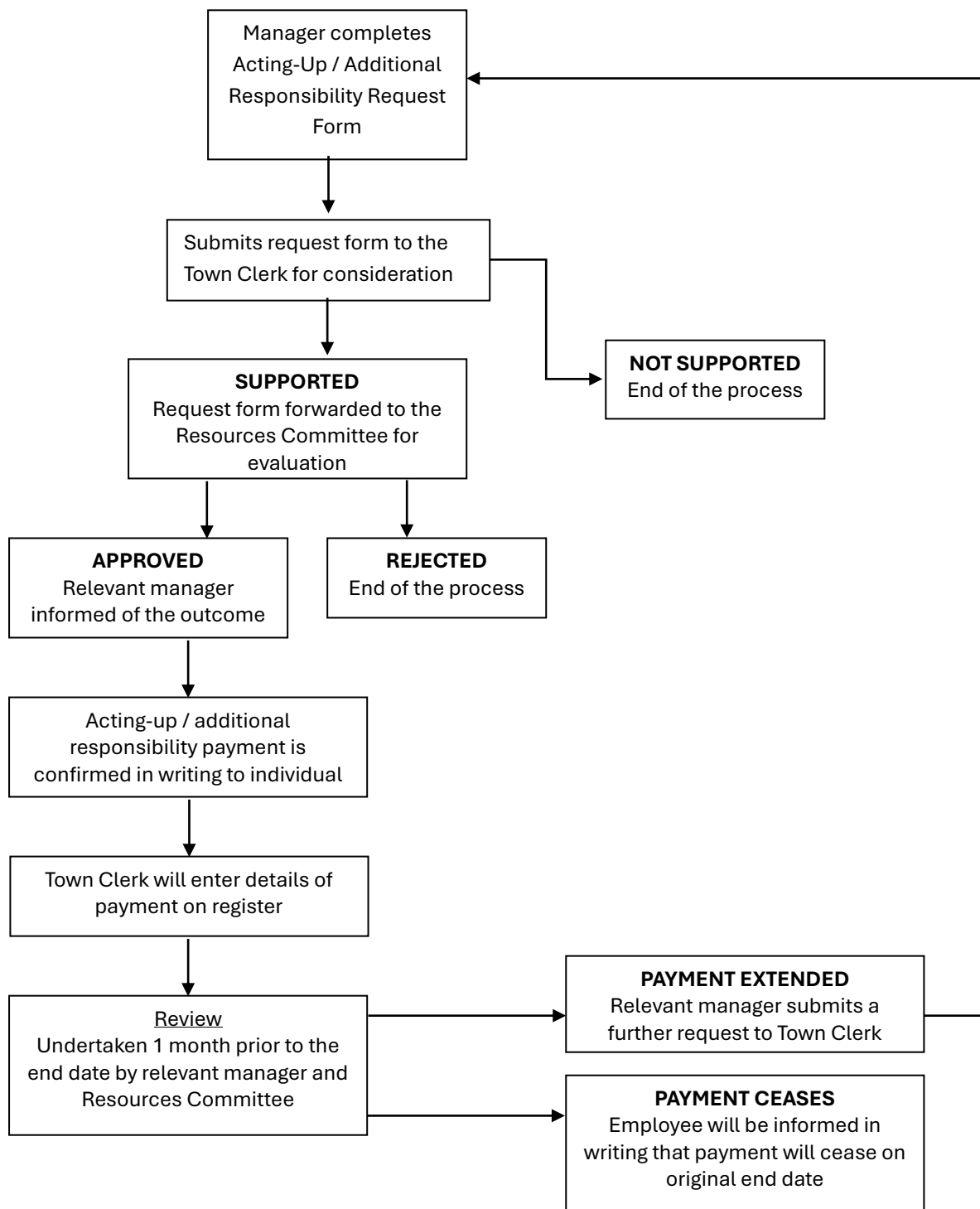
## **11. RELATED DOCUMENTS**

- Recruitment and Selection Policy
- Equalities in Employment Policy

## **12. APPENDICES**

- 1) Flowchart
- 2) Acting-Up/Additional Responsibility Payment Request Form

# APPENDIX 1



LEDBURY TOWN COUNCIL

ACTING-UP / ADDITIONAL RESPONSIBILITY PAYMENT REQUEST FORM

**PART 1 – to be completed by the appropriate manager**

Employee Details:

Name: \_\_\_\_\_ Pay

no: \_\_\_\_\_

Team: \_\_\_\_\_  
\_\_\_\_\_

Service /  
Directorate: \_\_\_\_\_  
\_\_\_\_\_

Current pay band: \_\_\_\_\_ Current spinal column  
point: \_\_\_\_\_

Current contractual  
hours: \_\_\_\_\_

Request for:

- 1) Acting-up payment: Full  Part
- 2) Additional responsibility payment

Please tick the factor(s) which additional responsibilities fall within:

Knowledge	Emotional Demands	
Mental Skills	Responsibility for People	
Interpersonal and Communication Skills	Responsibility for Supervision	
Physical Skills	Responsibility for Financial Resources	
Initiative and Independence	Responsibility for Physical Resources	
Physical Demands	Working Conditions	
Mental Demands		

Reason(s) for payment:



Date of commencement of payment: \_\_\_\_\_

Date if payment due to cease: \_\_\_\_\_

Name of manager submitting application: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 2 – to be completed by the Resources Committee**

**DIRECTOR APPROVAL**

Application: Supported / Rejected (delete as necessary)

Date: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 – to be completed by the Town Clerk**

**PAY & REWARD TEAM EVALUATION**

Application: Approved / Rejected (delete as necessary)

Date: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of  
Clerk: \_\_\_\_\_

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**Details of Payment:** (complete option which applicable)

1. Increase to Pay Band: \_\_\_\_\_ Spinal Column  
Point: \_\_\_\_\_

2. Salary percentage Increase: \_\_\_\_\_ %

Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Review Date: \_\_\_\_\_ Details entered on to Register