

Wiltshire Council Human Resources

Acting up policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy sets out the way in which the council will pay acting up payments to employees who take on the full responsibilities and duties of a higher graded post either for some or all of their working hours.

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Who does it apply to?

This policy applies to all Wiltshire Council employees (with the exception of teaching and non-teaching staff employed in locally managed schools).

When does it apply?

This policy applies when, at the request of their manager, an employee acts up into a higher graded post.

This involves carrying out all of the duties and responsibilities of that post, for either some or all of their working hours.

It only applies where such arrangements are temporary – for example to cover long term sickness, maternity leave or other short term requirements.

When does it not apply?

This policy does not apply if:

- an employee takes on additional duties or responsibilities to cover a period of planned leave of less than 4 weeks (for example covering their manager's annual leave); or
- an employee take on only some additional duties or responsibilities. In this case you should refer to the [honoraria policy](#);
- the change is permanent. In this case the job will be advertised in accordance with the council's [recruitment and selection procedure](#).

What are the main points?

1. Prior to confirming any arrangement where an acting up payment is envisaged, the manager must contact their human resources adviser to ensure the correct process is followed.
2. No individual should be involved in the authorisation process of an acting up payment relating to themselves.

Authorisation of acting up payments

3. All acting up payments must be approved by a corporate director and counter-signed by an HR business partner.
4. In all cases any acting up payment will only be paid for a limited period, whilst the additional duties are being carried out.
5. Should the higher grade post become a permanent vacancy the job must be advertised in accordance with the recruitment and selection procedure.

How does this policy apply to me?

6. Where you take on the full duties and responsibilities of a higher graded post you will receive the difference between your current salary and the minimum spinal point of the new grade which would apply if you were appointed to the post on a permanent basis.
7. Where you are taking on the full duties and responsibilities of a higher graded post for a proportion of your working week, human resources will calculate what percentage of the higher job you are undertaking, based on the percentage of your working week that is spent acting up into the higher graded post.
8. You will be paid that percentage of the difference between your current salary and the minimum spinal point of the new grade which would apply if you were appointed to the post on a permanent basis.

Payment

9. Acting up payments are usually paid monthly as part of your normal salary.
10. Your manager may arrange for an acting up payment to be paid as a one-off payment where appropriate.
11. Any payment will be pro rata for part time employees.

Roles and responsibilities

Line manager responsibilities

12. To follow the [managers guide - acting up flowchart](#) to ensure the process is completed correctly.
13. Where full acting up on either a full or part time basis is proposed, to liaise with your human resources adviser to ensure the correct salary is paid.
14. To gain approval from your corporate director and HR business partner prior to confirming the arrangement with the employee.
15. To write to the employee (using [confirmation of acting up arrangement letter](#)) to confirm the arrangements and acting up payment.
16. To complete a [change form](#) to inform lifecycle of the additional payments to be made.
17. To complete a [change form](#) as soon as the arrangement ends so that additional payments can be stopped.
18. If it becomes clear that the arrangement will be a permanent requirement, to advertise the post in line with the [recruitment and selection procedure](#).

HR responsibilities

19. To provide advice and guidance to managers on the application of this policy.
20. To check and, where appropriate, approve the acting up payment.

Frequently asked questions

21. I have been acting up into a post for 3 months whilst the postholder is off sick. They are coming back to work part time on a phased return – should I still receive an acting up payment during the phased return period?

If you continue to undertake the full duties and responsibilities of the higher graded role for part of the week (i.e. on the days that the postholder is not in work) you should receive a percentage of the higher salary to reflect this.

Your manager should speak to their human resources adviser to calculate the payment you should receive.

Equal Opportunities

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated equally. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

Advice and guidance

If you require help in understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

Further information

There are a number of related policies and procedures that you should be aware of including:

- Honoraria policy
- Recruitment and Selection policy
- Secondment policy

For further information please speak to your supervisor, manager, service director or contact your [HR advisor](#).

Policy author	HR Policy and Reward Team – (Initials)
Policy last	DD-MM-YYYY

updated/implemented	
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Template letter – confirmation of acting up payment

Personal and Confidential

NAME

ADDRESS

DATE

Dear **NAME**

Confirmation of acting up payment

Further to our recent discussions I can confirm that, effective from **DATE** you will receive an acting up payment of £**ADD INFO** per month.

This is in relation to you acting up to the role of **POSITION TITLE, GRADE** for **all of your working hours**. The payment has been calculated as the difference between your current spinal point (**SCP??**) and the minimum spinal point of the new grade spinal point at the bottom of the grade for the position you are acting up into (**SCP??**).

or

This is in relation to you acting up to the role of **POSITION TITLE, GRADE** for **??% of your working hours**. The payment has been calculated as **??%** of the difference between your current spinal point (**SCP??**) and the spinal point at the bottom of the grade for the position you are acting up into (**SCP??**).

This arrangement will **end on DATE**

or

This arrangement **will be reviewed on DATE**.

If you have any further queries in relation to this payment please do not hesitate to contact me.

Yours sincerely.

NAME

POSITION

Acting-up policy - manager's flowchart

