

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

18 May 2011

ACTING UP POLICY

Purpose of Report

1. This report presents the updated acting up policy.

Background

2. The acting up policy applies to all Wiltshire Council employees (including schools) who are contractually subject to the terms and conditions of the National Joint Council for Local Government Services.
3. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

Main Considerations for the Council

4. The main changes to the acting up policy are:
 - To make the process for authorising acting up payments clearer;
 - To make it clearer when an acting up payment should be made and when managers should refer to the honoraria policy.

Environmental Impact of the Proposal

5. None.

Equalities Impact of the Proposal

6. An Equalities Impact Assessment was undertaken on 7 February 2011 and no negative impacts were identified.

Risk Assessment

7. None

Options Considered

8. None

Recommendation

9. That Staffing Policy Committee agree this updated policy.

**Barry Pirie
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The following unpublished documents have been relied on in the preparation of this Report: None