

Acting Up Policy W13

Part of Policy Cluster for Performance and Development Policies

Human Resources Policy Cluster Ref. B

Within the Cluster additionally refer to:

- Development and Training
- Appraisals
- Knowledge and Skills Framework
- Performance Related Increments
- Employee Performance Management
- Sponsorship of Healthcare Workers for Professional Registration Training
- Secondment

Within relevant Clusters additionally refer to

- Equality and Diversity
- Recruitment and Selection
- Pay Protection
- Travel Expenses

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Policy Version History

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Previous individual policy version history overleaf Relevant Policy Version History

Acting Up Policy – previously HR54

Version	Date	Author	Status	Comment
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1. Policy Statement and Overview

- 1.1 The arrangements in this policy are taken from the national Agenda for Change agreement and will be automatically updated by any change to that agreement.
- 1.2 This policy is designed to cover the extended absence from work of the usual post holder normally where the cover is to last for more than one month and no more than six months.
- 1.3 This policy forms part of the Policy Cluster for Performance and Development.
- 1.4 This policy is supported by Trust Procedure that is available from the Trust Intranet, including flowchart providing an overview of the processes, additional guidance, Frequently Asked Questions (FAQ's) and Standard Documents/Forms and Letters.
- 1.5 Managers must respect the confidentiality of the employee at all times and not disclose any personal information to a third party, with the exception of where advice is being sought from their line manager, the HR Department or the Occupational Health Department.

2. Scope

- 2.1 This policy applies to all staff and posts covered by the Agenda for Change agreement including relevant new or amended posts. It does not apply to Executive Directors, doctors, dentists or Contractors or Agency workers not employed by the Trust.
- 2.2 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality and Diversity Policy (HR01). Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life.
- 2.3 The purpose of this document is to ensure that recruitment and selection for all Acting up temporary posts, is fair, equitable and well managed. The policy will help support the organisation to meet its needs for a flexible and adaptable workforce.

3. Definitions

- 3.1 **Acting Up:** In line with the Agenda for Change Terms and Conditions Handbook, acting up refers to a situation when an individual may be moved into a higher pay band where it is necessary to fill a post on a temporary basis. This may occur when a position is vacant for a period of over one month and not more than six months and where they are carrying out the full duties of the higher banded post.

4 Responsibilities

- 4.1 It is the responsibility of managers to ensure that the use of acting up arrangements are limited to covering periods of absence between one and six months, (unless there is a valid reason to extend for a short term period), refer to the Procedural document.
- 4.2 Where there is a requirement to cover an individual's role over a shorter period less than one month, every effort must be made to ensure that this is covered by an individual employed on the same band as the post that they are covering. However, all staff may be required to cover a different job at a different level for a short period without becoming eligible for payment, providing the role is within their competence.

5. Terms and Conditions during Acting up

- 5.1 To qualify for payment, the period of acting up must satisfy the requirements of the relevant section of the Agenda for Change Terms and Conditions Handbook on 'Temporary Movement to a Higher Pay Band' (Part 2 Section 6) as set out in the Procedure document to accompany this policy.
- 5.2 Remuneration and other terms and conditions are as specified in the Agenda for Change Terms and Conditions of Service Handbook.
- 5.3 If any terms are changed as part of the acting up, the relevant manager is responsible for notifying ESR/Pay Services using the appropriate change of circumstance form.
- 5.4 Once the original period of acting up has ended any further provisions or extensions to the acting up arrangements must be duly advertised following the appropriate procedure.

6. Acting-Up Positions

- 6.1 Any long term/planned absences which require cover by an acting-up position should be filled using the appropriate process, (Appendix A of Procedure). If necessary, the post should be advertised using the normal Trust Recruitment and Selection process and also in accordance with the Trust Equality and Diversity Policy. Further details on the process are covered in the Procedure document to accompany this policy.

7. Contractual Documentation for Acting Up Arrangements

- 7.1 Managers will write and confirm arrangements; a template letter is available on the managers' resources area and Appendix C of the Procedure.
- 7.2 Managers must also complete the appropriate Change of Circumstance form and send to ESR/Pay Services, retaining a copy on the individual's personal file.
- 7.3 Secondments are to be dealt with under a separate policy (W15) and Secondment of Healthcare Workers for Professional Registration Training are to be dealt with under (W14).

8. Return to Substantive Post

- 8.1 The return of the individual acting up should be planned in advance by all parties and notified to the individual in writing, if an end date was not already notified at the beginning of the Acting Up period.

8.2 At the end of the acting up arrangements the post holder will return to their substantive post and revert to all of the Terms and Conditions applicable to their original post, including remuneration.

9. Authorisation

9.1 All formal periods of acting up are to be treated as temporary promotions and authorisation to fill an Acting up post must be gained through the appropriate Care Group Approval process. **Authority should be obtained before any commitment is made to the individual member of staff who is to act up.**

10. Training

There is no mandatory training associated with this policy. If staff have queries about its operation, they should contact their line manager in the first instance.

11. Review Process

The Trust will review this policy every 5 years, unless there are significant changes at either national policy level, or locally.

12. Equality Impact Assessment (EQIA)

This policy applies to all relevant employees equally and does not discriminate positively or negatively between protected characteristics.

13. Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Active management of the circumstances of all individuals who are acting up	ESR report	HR Team	Bi-Monthly	Centre Management Team
Length of acting up period is in accordance with the limits set out in this policy	ESR report	HR Team	Bi-Monthly	Centre Management Team

14. References

Legislation

- Equality Act 2010
- Employment Rights Act 1996

Other references

The NHS Employers Website provides further information on managing NHS employees www.nhsemployers.org

- NHS Terms and Conditions Service Handbook (AfC)