

**Workforce Directorate Policy W13 - Acting Up Procedure  
Cluster B - Performance & Development**

**Procedure – including Flowcharts, FAQ and Relevant Forms/Paperwork**

**Frequently Asked Questions**

**Filling an Acting Up Post**

1. What is Acting Up?
2. How long does 'Acting up' last?
3. What process should I follow to fill an Acting Up position?
4. Can an Acting Up opportunity be shared with more than one individual?
5. I have advertised for expressions of interest for an Acting up post and the best candidate does not have all the relevant skills and experience required; can I still appoint them?
6. I have been offered an Acting up post but I don't want, what do I do?
7. What other options are available as an alternative to Acting Up?

**Documentation**

8. What paperwork needs to be completed to confirm an Acting-up agreement?

**Terms and Conditions and Arrangements during your Acting Up**

9. I have pre-booked annual leave, will this be honoured in my Acting Up post?
10. What training and induction process will I need to go through?
11. Who will be my manager during my acting-up post?
12. Will I receive Overtime, Other Enhancements and Additional Hours payment?
13. What will my salary be during my Acting up post?
14. I currently receive Pay Protection due to a management of change, will I continue to receive this during and after my Acting Up Arrangement?
15. Will my Incremental date change?
16. Will I be entitled to travelling expenses?
17. I currently receive excess travel expenses due to a previous change in my base, will I still receive this during my Acting Up post?
18. Will I need to maintain my professional registration if my Acting up post does not require this?

**Extending, Ending an Acting Up Arrangement or filling the position permanently**

19. I was appointed to Act up for six months, can the Acting Up be extended?
20. What happens at the end of the Acting Up period?
21. Will my substantive role be available to return to?
22. How will I be kept informed of any developments if my role is affected by organisational change?
23. What do I need to do if I am Acting up and the position becomes vacant on a permanent basis?
24. Can an Acting up agreement be terminated early?

## Filling an Acting Up Post

### 1. What is 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.

### 2. How long does 'Acting up' last?

Acting up is for periods between one month and should not normally last more than six months. Periods in excess of six months, please refer to the secondment policy. Acting Up will not apply for periods of less than one month.

### 3. What process should I follow to fill an Acting Up position?

It may not be appropriate to, if there is a nominated deputy, please refer to the flow chart in Appendix A. However where there is no clear deputy or more than one deputy, the Acting Up opportunity must be advertised appropriately within the Trust.

Individual expressions of interest (rather than a fully completed application form) may be sought from interested individuals with relevant skills and experience.

Where there are more than one expression of interest an interview process must be undertaken to identify the most suitable applicant.

### 4. Can an Acting Up Opportunity be shared with more than one individual?

Yes, if practicable the opportunity can be shared to share the development.

### 5. I have advertised for expressions of interest for an Acting up post and the best candidate does not have all the relevant skills and experience required; can I still appoint them?

It is recognised that individuals may not have all the necessary skills and experience for the post they will be Acting Up into, the gaps must be identified and discussed at interview. Appropriate support and arrangements must be put in place and recorded by the manager to ensure safety of service, our patients and the individual.

### 6. I have been offered an Acting up post but I don't want it, what do I do?

No employee who refuses to act up should at any time suffer any type of detriment. Neither should a refusal at any point prohibit the individual from being asked to act up in the future.

### 7. What other options are available as an alternative to Acting Up?

You may wish to consider the following when it is identified that a position will be vacant for a period under 6 months:

- redistributing the duties, to a suitably qualified and competent member of staff;
- appointing a temporary employee through bank;
- In exceptional circumstances agencies can be approached however this must be authorised by Care Group Management.

## Documentation

### **8. What paperwork needs to be completed to confirm an Acting-up agreement?**

The manager will write to confirm the details. A template letter is available on the managers' resources area and in Appendix C.

Your manager will also need to complete an ESR Change of Circumstance form to confirm the changes in remuneration to ESR and pay services.

## Terms and Conditions and arrangements during your Acting up

### **9. I have pre booked annual leave, will this be honoured in my Acting Up post?**

Yes, unless you and your new manager agree otherwise.

### **10. What training and induction process will I need to go through?**

The manager during your acting up post will arrange an appropriate induction, any mandatory training and any other training as necessary to your acting up role.

### **11. Who will be my manager during my acting-up post?**

This should be confirmed to you in writing at the beginning of your acting up so you are clear on how to report to on a day to day basis, for appraisals, annual leave requests and reporting of any sickness absence, etc.

### **12. Will I receive Overtime, Other Enhancements and Additional Hours payment?**

Yes if appropriate to the Acting Up.

### **13. What will my salary be during my Acting up post?**

Pay should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band that would deliver an increase in pay. In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined by job evaluation.

### **14. I currently receive Pay Protection due to a management of change, will I continue to receive this during and after my Acting Up Arrangement?**

If your Acting Up post salary is less than your protected pay, you will continue to receive pay protection for the period you were originally notified.

If your Acting Up post is the same band as your protected pay you will continue to be paid on your protected rate, (as detailed in the Pay Protection Policy).

If you are Acting Up to a higher band than your pay protection you will receive the salary for your Acting Up post. On return to your substantive post, if you still have a period of protected pay remaining you will continue to receive this for the time notified.

Your period of pay protection will continue to run throughout your Acting Up arrangement whether you receive your Protected Pay or a higher salary.

### **15. Will my Incremental date change?**

Where temporary movement into a higher pay band results in only one extra pay point the incremental date remains the same. Where temporary movement results in more than one extra pay point the incremental date for the period of the temporary movement becomes the date the movement began.

On reverting back to the substantive post the employee will revert back to their substantive pay point except where an increment would have occurred on the scale; in this case any incremental progression will be applied as usual.

This is as set out in the Agenda for Change Terms and Conditions of Service Handbook.

Refer to Examples in Appendix B.

**16. Will I be entitled to travelling expenses?**

If the Acting Up post involves a change of base you will be accepting the variation in terms and conditions on a temporary basis for your acting up. This will include the higher banded pay for the acting up post and change of base if the post is based at a different site. Therefore you will receive any expenses incurred from travelling from your new base, e.g. travel to another location in line with the Trust Reimbursement of Travel, Accommodation and Subsistence Expenses Policy.

**17. I currently receive excess travel expenses due to a previous change in my base, will I still receive this during my Acting Up post?**

It will depend on where your Acting Up post is based. If during your Acting Up arrangement you are no longer travelling to the 'new base' then you will not be entitled to the excess mileage. If your base remains the same as your substantive post then you will continue to receive the excess mileage.

**18. Will I need to maintain my professional registration if my Acting up post does not require this?**

Yes. In the event of failure to maintain professional registration, the process outlined in the Trust's Professional Registration Policy and associated procedures will apply.

**Extending, Ending an Acting Up Arrangement or filling the position permanently**

**19. I was appointed to Act up for six months, can the Acting Up be extended?**

Yes, in exceptional circumstances, such as:

- The planned return of the substantive post holder has been delayed.
- The ward/department/service is undergoing organisational change and it would not be appropriate to recruit substantively until the change process is completed.
- Where the recruitment process for the substantive post is underway.

The Manager will confirm this extension in writing and notify ESR.

**20. What happens at the end of the Acting Up period?**

You will return to your substantive post and pay band. Please see worked examples in Appendix B.

**21. Will my substantive role be available to return to?**

Yes, unless you are notified otherwise, at the beginning or during your Acting Up for reasons such as a Management of Change Re-organisation, where a suitable alternative role should be identified.

**22. How will I be kept informed of any developments if my role is affected by organisational change?**

Your substantive line manager will be required to consult with you if your substantive role is affected by any organisational changes during your acting up post, the same way you would be consulted if you were in the post.

**23. What do I need to do if I am Acting up and the position becomes vacant on a permanent basis?**

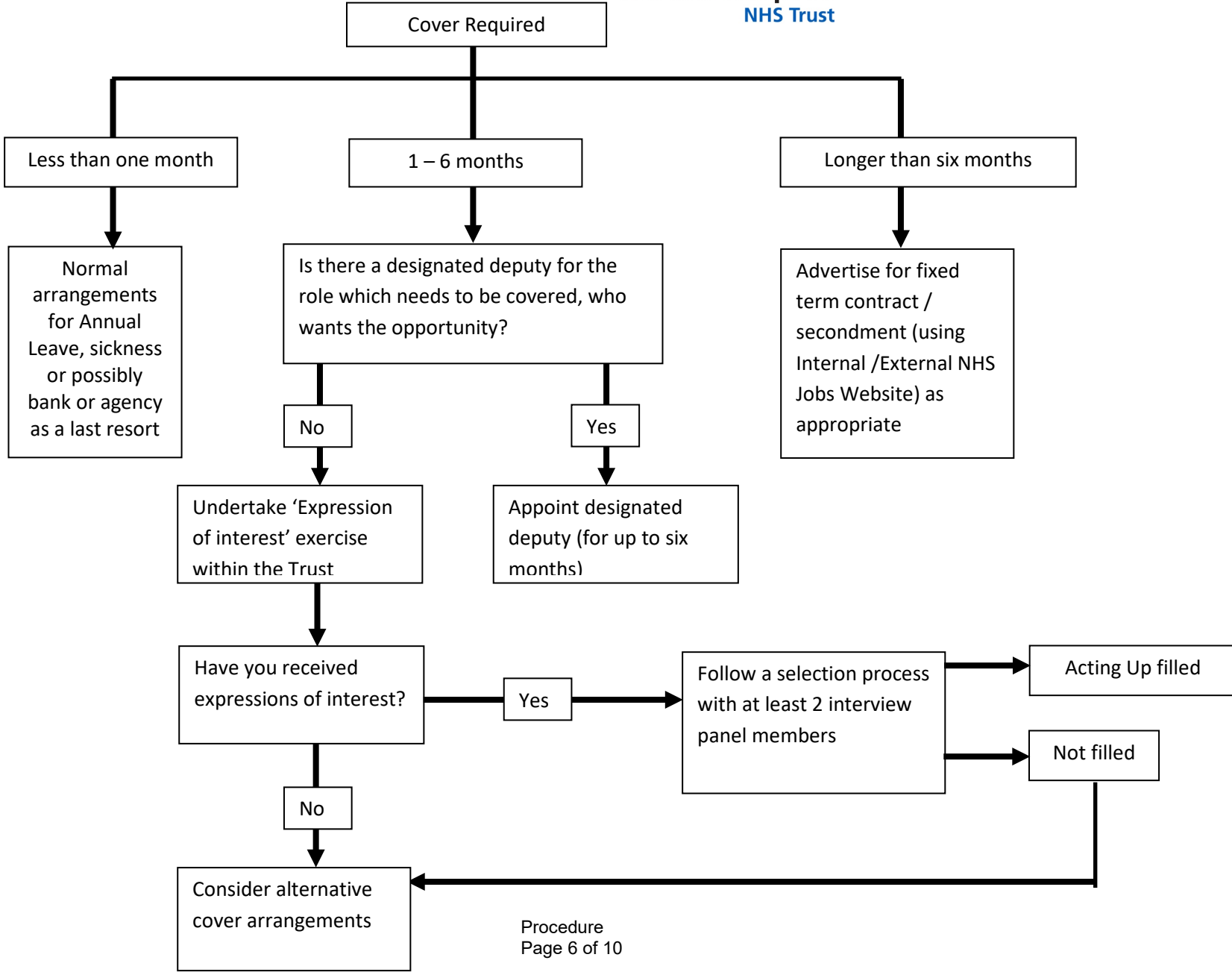
Any permanent post should be advertised in accordance with the Trust Recruitment and Selection Policy. No employee who has held acting up position will have a right to be automatically appointed to the post but you are able to apply for the post when advertised.

**24. Can an Acting up agreement be terminated early?**

In certain circumstances an agreed acting-up arrangement may be terminated early (i.e. before the end date) for example if there is an early return by the post holder from maternity or sick leave. Other than in exceptional circumstances the employee should be given a minimum of one month's notice of termination of the acting up and return to their substantive post. Pay Protection will not apply.

Acting up Process

Appendix A



## Worked Examples for Incremental Dates

## Appendix B

### Example 1

Band 5

Increment date 1<sup>st</sup> August currently on spine point 21 £26,041

Starts Acting Up as a band 6 on 1<sup>st</sup> July moves to point 22 £27,090

On 1<sup>st</sup> August moves to point 23 £28,180

On end of Acting Up (1<sup>st</sup> December) reverts to point 22

On Increment date of 1<sup>st</sup> August following year moves to spine point 23 £28,180

Increment date remains unchanged as per Agenda for Change

### Example 2

Band 5

Increment date of 1<sup>st</sup> August currently on spine point 18 £23,132

Starts Acting up as a band 6 on 1<sup>st</sup> July moves to spine point 21 £26,041

Increment date changes to 1<sup>st</sup> July as per Agenda for Change

On end of Acting up (1<sup>st</sup> December) moves to point 19 £24,063 (as should have had an increment in August)

On 1<sup>st</sup> July following year moves to 20 £25,047

### Example 3

Band 5

Increment date of 1<sup>st</sup> July currently on spine point 18 £23,132

Starts Acting Up 1<sup>st</sup> August as a band 6 point 21 £26,041

Increment date changes to 1<sup>st</sup> August as per Agenda for Change

On end of Acting up (1<sup>st</sup> December) moves to point 18 £23,132 and increment date reverts 1<sup>st</sup> July (as per Agenda for Change para 6.34)

On 1<sup>st</sup> July following year moves to point 19 £24,063

**Example 4**

Band 5

Increment date of 1<sup>st</sup> July currently on spine point 18 £23,132

Starts Acting Up 1<sup>st</sup> February as a band 6 point 21 £26,041

Increment date changes to 1<sup>st</sup> January as per Agenda for Change

On end of Acting up (1<sup>st</sup> August) moves to point 19 £24,063 and increment date reverts 1<sup>st</sup> July (as per Agenda for Change para 6.34)

On 1<sup>st</sup> July following year moves to point 20 £25,047



Template Letter to confirm Acting Up  
Appendix C  
(Word version available in Managers' Resources)

**Strictly Private and Confidential**

NAME  
ADDRESS

Princess Royal Hospital / Royal Shrewsbury  
Hospital  
Apley Castle / Mytton Oak Road  
Telford / Shrewsbury  
Shropshire  
TF1 6TF / SY3 8XQ

Tel: 01952 641222 / 01743 261000 ext. XXXX

DATE

Dear NAME

**Re: Acting Up to [POST] – Temporary variation to terms and conditions of employment**

Further to your recent interview/our discussions, I am pleased to offer you the opportunity to act up to the post of **[POST, Band x]** with effect from **[date]**. The acting up period will end on **[end date – no longer than 6 months from start date]**.

A job description for this role is attached and the terms and conditions of this post are as follows:

**Hours: XXX (and days of work if applicable)**  
**Work Base: XXX (with travel across site, if applicable)**  
**Band: XXX**  
**Spine Point: XXX**  
**Reporting to: XXX (name and job title)**

**Your incremental date will remain unchanged/ will change to (ADD DATE e.g. 1<sup>st</sup> July), that you commenced in this Acting Up Arrangement. (DELETE AS APPROPRIATE) REFER TO ACTING UP PROCEDURE WORKED EXAMPLES**

At the end of the acting up period you will return to your substantive post of **[job title]**, band **X**, spine point **X** and your incremental date will be **DATE**.

All other terms and conditions of employment remain the same and your continuity of employment will not be affected.

I have completed an ESR Change of Circumstance Form to this effect to notify Pay Services of the above arrangement.

Should you wish to discuss the contents of this letter please do not hesitate to contact me.

Yours sincerely

**Managers Name**  
**Job Title**

cc: **Personal File**  
Enc. **Copy of Job Description and Person Specification**