

1	Policy Name	Temporary Promotion (Acting Up) Policy			
2	Accountable Director	Director of Corporate Services			
3	Applies to:	All Employees			
4	Groups / individuals who have overseen the development of this policy	HR, Policy Harmonisation Working Group			
5	Groups which were consulted and have given approval	Joint Partnership Group-October 2019 Executive Management Team-January 2020			
6	Equality Impact Analysis	Policy Screened	Yes	Template Completed	Yes
7	Ratifying Committees & Date of final approval	Joint Partnership Group-October 2019 Executive Management Team-January 2020			
8	Version	1			
9	Available on	Intranet	Yes	Website	No
10	Related documents:	N/A			
11	Disseminated to:	All Employees			
12	Date of implementation	03 February 2020			
13	Date of next formal review	January 2023 or earlier should there be national NHS terms and condition/legislative changes			

Temporary Promotion/ Acting Up Policy

Table of Contents

1. Policy Statement	4
2. Principles	4
3. Equality	4
4 Data Protection/GDPR	4
5 Monitoring and Review	5
PART 2	5
1. Procedure	5
2. Review of Temporary Promotion Arrangements	8

1. Policy Statement

- 1.1.1 The aim of this policy is to ensure a fair and equitable approach across the CCG to situations in which an individual may be asked to temporarily work, either wholly or partly, in a higher pay band for a period of time.
- 1.2 This policy will apply to all employees.

2. Principles

- 2.1 It is the manager's responsibility to decide whether temporary promotion is appropriate and, in doing so, they should give consideration to the following:
 - whether the work can be postponed until the absent employee returns/the vacancy is filled on a permanent basis
 - Whether management objectives require that the work must be undertaken by a specified employee or whether it may be shared amongst others as part of their standard duties
 - Whether there is an employee competent to take on the duties and responsibilities.
- 2.2 Support from the HR Team will be provided to all line managers in the application and implementation of this policy

3. Equality

- 3.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

The Equality Impact Assessment for this policy has been carried out, and is available on request from HR.

4 Data Protection/GDPR

- 4.1 In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Personal Confidential Data of data subjects will be processed fairly and lawfully and in accordance with the six data protection principles. Data Subject's Rights and freedoms will be respected and measures will be in place to enable employees (data subjects) to exercise those rights.

Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal confidential data. Employees will have access to the CCG's Data Protection Officer for advice in relation to the processing of their personal confidential data and data protection issues.

5 Monitoring and Review

- 5.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

PART 2

1. Procedure

1.1 An opportunity for a temporary promotion into a higher pay band would occur, usually (but not exclusively) in the following circumstances:-

- A vacancy has arisen that has not yet been filled but there is a requirement for the post to be covered
- A member of staff has gone on long term sick (where sickness is 3 months or more) and the post needs to be covered
- A member of staff has gone on maternity/adoption leave
- A member of staff has taken a career break
- Short term increase in demand of work

1.2 Temporary promotions are not intended to be used to cover annual leave.

1.3 Under normal circumstances, the post would be advertised internally across the CCG and a selection process would take place in order to select the appropriate candidate to move temporarily into the position.

1.4 There may be occasions where it is not appropriate to open up the opportunity to the whole CCG, for example, if the role is a specialised position requiring specific qualifications or areas of expertise.

In these cases, the post would be 'ring-fenced' to members of staff working in the relevant areas, using an expression of interest process may be appropriate.

1.6 In any case where a manager believes that a post should be ring-fenced or restricted in any way, they must discuss it with the HR Team in the first instance.

Duration

1.7 A temporary promotion to a post in a higher pay band will not be for periods of more than a month, i.e. not to cover short term sickness absence or annual leave.

- 1.8 The maximum period of the temporary promotion would not normally exceed 12 months, except in cases where the substantive post holder is absent for longer than 12 months for example, if on a career break, long term sick or maternity leave.

Remuneration

- 1.9 Pay should be set at the minimum of the new pay band. The individual would go to the first pay point in the band which would result in an increase in pay.
- 1.10 For the duration of the temporary promotion, the individual will be entitled to all conditions of service and allowances for that post, to be paid at the higher rate.

Incremental Date

- 1.11 Where the temporary promotion has resulted in the individual moving up only one extra pay point, there will be no change to their incremental date.
- 1.12 Should the individual be confirmed into this post there will be no change to their incremental date.
- 1.13 Where there has been more than one extra pay point awarded, then the incremental date for the period of the temporary promotion becomes the date that the appointment commenced.
- 1.14 Should the individual be confirmed into this post, they will retain the date their temporary promotion began as their incremental date.
- 1.15 When the temporary promotion period has ended, the individual will revert to their previous incremental date. The spine point they return to should take into account the time spent on the temporary promotion.
- 1.16 If at a later date the individual is then promoted into the same role, or another at the same level, on a permanent basis, the period of temporary promotion will be taken into account and the incremental date either brought forward or deferred, depending on how long the individual had been temporarily promoted for. Where an individual has been temporarily promoted for more than one period, and is then promoted on a permanent basis to the same role or another at the same level, the periods of temporary promotion will be aggregated and the incremental date changed accordingly. Incremental credit will be awarded only once for each period of temporary promotion.

Confirmation into Post

- 1.17 Where an individual has been temporarily promoted into a post via a recruitment process and the post becomes available due to the substantive post holder not returning to work, a manager, in conjunction with Human Resources, may agree to confirm the individual into the post with no further recruitment having to take place.

- 1.18 Where recruitment was limited due to the short term nature of the post, or no recruitment took place and the post becomes available on a long term or permanent basis, a further recruitment process should take place to open up the vacancy widely across the CCG.

Protection Arrangements

- 1.19 Where an individual is currently under a pay protection arrangement and is then temporarily promoted into a role where protection is no longer required, the period of the temporary promotion will be deducted from the period of protection.

Example:-

An individual is a Band 2, protected on the top of Band 3. This period of protection is for 3 years. After 6 months, they are temporarily promoted into a Band 4 and this temporary promotion lasts for 8 months. They then revert back to Band 2 with protection with a further 22 months of protection left at the top of Band 3.

Honorarium

- 1.20 Where there is a requirement for an employee to undertake additional duties that are deemed to be at a level higher than their band i.e. part fill a vacancy, but there is not a requirement to undertake the full role, then an allowance will be paid equivalent to a percentage of the difference in pay between the individual's substantive role and the pay point for the new role.
- 1.21 In these circumstances, pay will be determined by a review of the role, taking into account the percentage of duties carried out. This will be done by the line manager with support from Human Resources.
- 1.22 Where a member of staff is temporarily promoted in these circumstances, any overtime etc. will be paid at their substantive rate and there will be no change to any incremental dates.
- 1.23 All recommendations for honorarium payments must be made following advice from Human Resources.

Appraisals

- 1.24 Employees who are acting up on a short term basis (less than six months) should continue to be assessed against their role and objectives of their substantive role.
- 1.25 Employees who are acting up into a role on a long term (more than six months) should be assessed against the objectives for the seconded/acting up role.
- 1.26 Appraisal discussions should take place to ensure performance continues to be of a satisfactory standard and that the employee is continuing to meet any

performance objectives and develop as appropriate. Line managers should refer to the Appraisal policy.

2. Review of Temporary Promotion Arrangements

The line manager should review temporary promotions for the duration of the arrangement .

The review should address:

- The continuing need for the work
- Whether alternatives have now become available that can be considered