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# Acting up Policy & Procedure

# Policy

* Acting up is appropriate in situations where short-term cover of a more senior post is required, e.g., sickness absence, maternity/adoption leave, pending recruitment of a replacement.
* Acting up arrangements should normally be for a minimum period of 4 weeks to 3 months and should never be longer than 6 months without conducting a full review and obtaining further approval from the line manager’s manager. A fair and transparent process will be applied to selection decisions for acting up arrangements.
* Managers should ensure they have objective evidence to support their selection decision.
* Where an acting up post is subsequently established as permanent, the job will be advertised in line with the prevailing Recruitment and Selection policy.

# Definition

Acting up is the temporary promotion within a department of a colleague to a more senior grade for a specific and short period of time. The colleague shall be paid a temporary allowance as detailed in Extra Pay for Temporary Additional Duties Not Warranting Re-Grading Policy (available within Content server) [Extra Pay for Temporary Additional Duties (barnardos.org.uk)](https://livelink.barnardos.org.uk/otcs/llisapi.dll?func=ll&objId=302246346&objAction=browse&viewType=1)

# Scope

This policy applies when a colleague undertakes the duties and responsibilities of a higher graded post for a continuous period of at least 4 weeks. It does not apply to an increase in workload where a colleague assumes additional duties in the absence of a senior. Please refer to Extra Pay for Temporary Additional Duties Not Warranting Re-Grading Policy for further details.

# **Procedure**

* At the outset, the manager must clearly identify the objectives (goals) and requirements of the period of acting up, as well as replacement costs (to cover the colleague’s current position). Other options e.g., temporary replacement, secondment, should also be considered.
* Any proposal to create an acting up opportunity is subject to the line manager’s manager approval.
* Whilst the preferred course of action is to inform the team of the acting-up post and invite applications, there may be occasions where this is not possible e.g., sudden illness of a colleague, immediate cover is required for business reasons, specialist skills/knowledge required.
* Where there is a designated deputy for the post, they will in most circumstances be given the first opportunity to act up in the post. This is subject to satisfactory performance, qualifications and attendance/availability in their current role.
* Where there is no designated deputy, the manager should assess the urgency of the acting up post and/or whether there is likely to be more than one capable colleague within the team who might be interested in the opportunity.
* After considering all the circumstances and seeking advice from the People Team as required, the manager must decide the appropriate course of action as follows:

1. Wherever possible, inform the team of the acting up post available and invite applications and arrange a short-listing and interview process.

Notify team members who are temporarily absent from the workplace of the acting up opportunity e.g., maternity/ adoption leave, extended unpaid leave.

Consideration should be given to colleagues on maternity/adoption leave, extended leave etc if they were to be available to take up the acting up post within the anticipated duration of the assignment.

OR

1. Select a colleague based on their objective assessment of the individual’s ability to undertake the post.

The manager should discuss this with the People Team and evaluate the colleague’s ability to undertake the post, based on the skills and/or experience and/or qualifications needed.

A formal interview may not be required in this situation; the manager should meet with the colleague to ensure they are clear about the remit of the post and expectations and record their decision making etc on the colleague’s electronic staff file (ESF).

* + - * Before the acting up arrangement starts, the manager is responsible for ensuring that all relevant checks/codes as required have been undertaken/are up to date in respect of the colleague e.g. Barnardo’s Safeguarding Code of Conduct [Safeguarding code of conduct | Inside Barnardos](https://inside.barnardos.org.uk/safeguarding/safeguarding-code-conduct), references, Disclosure check, professional registration. Please seek advice from the People Team if required.
      * The manager must confirm the acting up arrangement in writing to the colleague using the template letter available from the People Team.
      * The manager must ensure that the temporary changes are recorded appropriately on the HR system.
      * The manager should organise an appropriate induction and training (if required) and clarify with the colleague the expectations of the post and set objectives (goals).
      * The manager should provide effective supervision/colleague conversations/review meetings for the colleague and regular opportunities to jointly evaluate the acting up arrangement (e.g., at no less than at 8 weekly intervals).
      * The manager should review the acting up arrangement at least 4 weeks before the proposed end date of the arrangement to clarify the handover provisions.
      * Directors in Regions/Nations/Departments must subject such arrangements to regular reviews and record the outcome.

# **Document history**

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Status** | **Comment** |
| 1.0 | 22/09/2009 |  |  |  |
| 1.1 | 01/04/2014 |  |  | New format |
|  | 01/04/2019 |  |  | Changed from “Safeguarding of Salary” |
| 1.2 | 01/08/2022 | People Strategy & Projects Team | Active | Updated to reflect agreed review date |
| 1.3 | 07/07/2023 | People Strategy & Projects Team | Agreed | Policy updated to reflect revised review date in accordance with planned schedule agreed by CLT |
| 1.4 | 01/10/2023 | People Strategy & Projects Team | Agreed | Policy updated to reflect revised review date in accordance with planned schedule agreed with Audit & Assurance |
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**Owner**

People Strategy & Projects Team