



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Acting Up Scheme

*Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD dynodedig.*

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<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 1	2008	Policy
Version 2	January 2023	Amended Scheme (including employee feedback)

## 1. Purpose

To outline a revised policy for Acting Up payments for all employees covered by the National Joint Committee for Local Government Services (“Green Book”)

## 2. Definition of Acting Up

Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.

Acting up **does not apply** where:-

- (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
- (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
- (c) There is a permanent change to the normal duties of a job. This may warrant a new evaluation or a re-evaluation of the post.
- (d) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

## 3. Period of Acting Up

Under this Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.

*For example:*

*Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is clear the employee acts up to a grade above their substantive role.*

The employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post.

The period of Acting Up should not exceed 12 months duration. A review should take place after 12 months and consideration given to whether the post being covered via Acting Up should be filled permanently. (In certain cases, a ring-fenced advertisement can be considered with the authorisation of the Head of Service and confirmation from the recognised Trade Unions).

#### 4. How to Select

If more than one employee expresses an interest in Acting Up, please use the matrix in Appendix B to make your decision.

#### 5. Payment

The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It **must** be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.

Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Appendix A), stating the payment to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment and then followed up subsequently in writing, at a later date.

#### 6. Regular requests for Acting Up

In certain occupational areas (eg winter gritting), employees act up for a certain period of time every year. In order for employees to be rewarded fairly for Acting Up, if they complete a years' service in the Acting up role within a two year period they will receive the next spinal column point of the grade they are acting up to.

*For example: two 6 month periods as a Gritting Operative in 2021 and 2022, the employee will start on the next spinal column point of the grade in 2023 as a Gritting Operative.*

## **7. Monitor and Review**

This policy will be reviewed in two years or as a result in change of legislation or operational practices. The trade unions will be consulted.

## **8. Grievance**

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

## 9. Appendix A

### Acting up Payments

<b>Name:</b>	<b>Pay Scale:</b>
	<b>Current SCP:</b>
<b>Payroll No.:</b>	<b>Directorate:</b>
<b>Job Title:</b>	<b>Authorising</b>
<b>Section:</b>	<b>Manager:</b>
<b>Job Title Acting Up to:</b>	

<b>Please explain why this is the most cost effective means of delivering the service and what alternatives have been considered.</b>	
<b>Acting Up Payment Calculation:</b>	
<b>Amount to be paid £</b>	<b>per week/ month</b>
<b>One off Payment?</b>	<b>Yes/ No</b>
<b>“Staged” Payments?</b>	<b>Yes/No</b>
<b>Start Date:</b>	
<b>End Date:</b>	
<b>NB: Employees in receipt of benefits should seek advice as payment may affect benefits</b>	

<b><u>Authorisation:</u></b>	
Manager _____	Date: _____
Accountable Manager or representative _____	Date: _____
<b><u>Agreed:</u></b>	
Employee: _____	Date: _____
<b><u>Forward to Payroll:</u></b>	<b><u>Received by Payroll:</u></b>

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## 10. Appendix B

### Selection Matrix for Acting up

This matrix should be used if you have a number of employees interested in Acting Up. This matrix will demonstrate fairness in your decision making and also aid you with an audit trail if your decision is questioned.

- Skills/Abilities/Knowledge – what the person needs to know and to be able to do in order to carry out the job effectively
- Qualifications – academic, IT, vocational and other qualifications
- Experience – activities the person should have been involved in previously, either in paid employment, voluntary work or some other area.
- ***NB - experience should not include a set number of years' experience which could discriminate against people in terms of age or gender.***
- Personal Attributes – such as type of behaviour that contribute to success eg understand customer needs, demonstrate confidence.

Each panel member should complete one score sheet for each employee interviewed.

0	1	2	3	4	5
No evidence/ fails to meet criteria	Significantly below acceptable standard	Below acceptable standard	<b>Acceptable</b>	Above acceptable standard	Significantly above acceptable standard

Use **3** as an indicator of whether the candidate is 'appointable'.

If candidate scores less than 3 on **any** question, this person should be deemed as 'not appointable to act up'.



Interested Employees Name	Skills/Abilities/Knowledge (1-5)	Qualifications (1-5)	Experience (1-5)	Personal Attributes (1-5)

Employee Name	Overall Panel Ranking	*Appointable Yes/No	Summary of reasons for appointing/not appointing for Acting Up	Employee informed of outcome Yes/No

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**\* Please rank the appointable candidates in order of suitability**