

Additional payments policy

April 2023

Acting up Allowance

Introduction

Acting-up arrangements can be used to meet the needs of Healthwatch Cornwall in covering temporary vacancies or completing special projects to create career development opportunities through providing experience at a higher level. Acting-up allowances are paid when an employee takes on the responsibilities of a higher graded post for a limited period of time. It is important that this policy is applied consistently and fairly across Healthwatch Cornwall.

Definition

An individual would be eligible for an-acting up allowance if they are selected to undertake at least 75% of the duties and responsibilities of a higher graded role for a continuous period which would normally be for a minimum of four weeks and a maximum of 12 months.

Which situations might be considered

An acting-up opportunity can arise for a number of reasons, the following are the most common:

- Vacancies
- Long term sickness
- Maternity leave cover
- To cover posts during re-organisations.



- Career breaks

The process

Managers or the Board must determine if they wish to cover the post by formally appointing one employee to undertake the additional duties of the vacant post, or whether those duties will be shared between employees. In the latter case consideration can be given to making payments under an honorarium policy..

Timescales

It is important from the outset to determine the likely duration of the acting up arrangement so that a structured development programme can be devised (e.g. induction, target setting and a development plan with regular reviews).

Acting-up arrangements should not exceed a period of 12 months. Timescales must be stipulated in the letter confirming arrangements.

Payment

Payment is based on the salary which would apply were the officer to be promoted to the higher level post, which would normally be the bottom point of the higher grade range.

Once the qualifying period of four weeks has been met, the higher salary will be paid in arrears from when the additional duties commenced.

All payments will be reviewed monthly and the arrangement must have an indicative end date. The end date for all payments should be a maximum of 12 months but is always subject to satisfactory performance assessment.

The arrangement will conclude on the filling of the vacant post or on one months' notice by either the organisation or the individual.

Honorarium payments

Honorarium payments can exceptionally be considered to allow employees to be financially recompensed for significant additional work performed over and above their usual responsibilities. These can include instances where an employee has performed additional duties but where an acting up allowance is not applicable.

Payment is a token payment rather than a commercial benefit.



Honorarium payments are single one off payments and of a short term nature and are not designed to reward exceptional performance for usual responsibilities.

Honorarium payments must not be paid for work over and above the employee’s contracted hours. These should be dealt with as flexi-time, or time off in lieu .

There is no minimum level of payment suggested but the maximum level is £750.

The proposed reasons for such a payment should be prepared by the immediate line manager of the individual involved and authorised by a senior manager/Board Chair.

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