

Temporary Promotion to a Higher Pay Band Guidance for Managers

1. Definition

1.1. Temporary promotion to a higher pay band will occur: where a member of staff temporarily covers a more senior post of another member of staff who is absent or to temporarily cover where the post is vacant or the permanent post holder is absent.

1.2. The Agenda for Change Terms and Conditions Handbook paragraph 6.32 states:

“Individuals may be moved into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return, e.g. from long-term sickness absence, maternity leave, or from extended training”.

1.3. Commonly this type of arrangement is referred to as Acting Up.

2. What to consider

2.1. Temporary promotion arrangements must be agreed by a manager with the appropriate level of authority and are only appropriate to cover the absence of the substantive post holder of an established position within the existing structure. This must still meet the existing vacancy management approval process.

2.2.. Periods of cover can vary depending on circumstances and they can range from periods in excess of one month and up to 12 months. The post-holder will be required to undertake all the duties within the role. These arrangements are not to be used to cover annual leave or short term sickness.

2.3. When considering cover for maternity leave the temporary promotion period can be for up to 12 months, however, managers should consider that an individual on maternity leave can give notice of their intention to return to work early which may necessitate ending the temporary promotion early. This should be covered in writing at the point of commencement so the person asked to act up is aware of the possibility the cover may come to an end early.

2.4. Temporary promotion opportunities should be available to all members of the department who have the appropriate level of competence required for the role when an opportunity arises.

2.5. Temporary promotion arrangements must have a clearly defined time limit which takes into account the reason for the acting up requirement. The notification of change (NoC) form should include an end date.

2.6. If there is a requirement to extend the acting up period beyond the original end date the manager should consider if a temporary promotion is still appropriate and discuss this with the HR Support and Advice Unit.

3. Selection Process

3.1. Identifying employees able to act up.

If there is only one existing post holder within a department who has the appropriate level of competence and/or qualifications and they are willing to act up. In these circumstances they can be appointed into the temporary promotion.

If there are a number of employees with the appropriate level of competency and/or qualifications within the structure or if the acting up opportunity is to be offered more widely (i.e. to deputies/staff from other teams/wards) then a competitive selection process must take place. The recruiting manager should communicate details of the temporary promotion opportunity to identified eligible employees and co-ordinate the subsequent applications and selection process, ensuring that decisions are documented and justified.. The selection process should follow the principles set out in Board's Recruitment and Selection Policy.

For periods where cover requirements are longer term, it may be appropriate to consider advertising as a temporary post through the normal recruitment processes e.g. covering of maternity, secondments etc.

3.2. In all cases, where temporary promotion arrangements are agreed, it is the manager's responsibility to complete the relevant paperwork and submit this to .Payroll to ensure that the employee's employment records are updated. Managers should note that, for some positions, it may be necessary for individuals to undertake a new PVG check prior to commencing in the temporary promotion arrangement. Further advice can be sought from HRSAU.

3.3 Salary placement and incremental points for movement to a temporary higher band will be determined in accordance with the Agenda for Change Terms and Conditions Handbook.(para 6.33 and para 6.34).

3.3. In all situations there should be a regular formal review of acting up arrangements. This should be undertaken no less than every 3 months and any decision to extend or end the arrangement should be discussed with the employee who has taken on the temporary promotion, and confirmed in writing. For longer periods of acting up such as maternity leave cover it may be possible to extend review period.

3.4. During the temporary promotion period, if it is determined that cover for the position is required for longer than alternative methods of covering the absence should be considered e.g. a secondment .Further advice can be sought from HRSAU.

4. Early Termination

4.1. Management or the acting employee may terminate the temporary promotion to A higher pay band at any time during the agreement by providing one month's notice In writing. Arrangements will thereafter be made to return the acting employee to their substantive post.