



Acting up, Additional Responsibility and Secondment Policy

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1. Policy Statement

- 1.1 Viewpoint recognises that on occasion there is a need to cover part or all of a job role on a temporary basis through the temporary redeployment of existing staff.
- 1.2 Viewpoint also recognises that there is a need to provide cover on a more formal basis where ad-hoc arrangements would be unsuitable. This can be achieved by recruiting internally when existing staff can be given the opportunity to provide cover through Acting Up or Secondment for a fixed term
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.2 Definition of Terms used within the Policy:
- 1.3 When an individual covers a more senior post this is referred to as 'Acting- Up' and the individual may be expected to continue with the duties of their substantive post at the same time, or have a subordinate "Act Up" in turn to cover their duties. For the period of acting up the individual will receive the appropriate salary.
- 1.4 Secondment refers to someone taking on another role for a fixed period of time, transferring into this new role and not continuing to undertake any of the responsibilities of their substantive post for the period of Secondment. Salary for the period of the secondment will be discussed as part of the terms and conditions of the appointment. It is unlikely that secondment will be appropriate for periods of less than 3 months.
- 1.1 It may also be appropriate to reward staff who take on permanent or temporary Additional Responsibilities by a pay award commensurate with the level of the post and the additional workload. This should only be for situations where a clearly defined task and/or timescale has been identified and Acting Up or Secondment would not be suitable.
- 1.2 Our policy should ensure that the selection of an individual to act up or be seconded is equitable, clear and consistent, and that decisions on these matters serve the best interests of the business.
- 1.4 Written records of all decisions taken under this policy will be maintained.
- 1.5 The implementation of this Policy will be in accordance with Viewpoint's Recruitment and Equal Opportunities in Employment Policies.

2. Principles and Scope of Policy

- 2.1 The policy applies to all staff who assume other duties and responsibilities in an Act Up or Secondment or Additional Responsibilities internally within Viewpoint.
- 2.2 We recognise that taking on additional duties and responsibilities can offer challenges, personal and professional development, and the possibility of enhancing career prospects. We wish to make sure that these opportunities are offered to staff in an open and transparent manner. Decisions on whether to use acting up and secondment rather than external contract staff, and the selection of staff, will however be driven by the requirements and interests of the business, but should not be seen as a matter of routine.
- 2.3 Additionally, Viewpoint may request that staff take on specific additional tasks which may increase the individual's workload or the level of responsibility in their substantive role either permanently or for an agreed length of time. For example, during a project which is over and above the level of work expected in the current post, or because of some other operational reason.
- 2.4 Payment will be agreed and awarded only with the approval of the Chief Executive and with due consideration of the business need and in accordance with the Pay and Benefits Policy in place in Viewpoint.
- 2.5 This policy should not supersede existing terms and conditions of Contracts of Employment where it is expected that staff will take on other reasonable duties as detailed in individual Job Descriptions.

3. Key Operational Framework

- 3.1 It is the responsibility of line managers to ensure that this policy is applied when considering arrangements for providing temporary cover through internal staff.
- 3.2 Acting Up, Secondment and Additional Responsibilities opportunities will be advertised as appropriate within the organisation and externally if required. Each opportunity should be viewed on its merits before deciding on the recruitment approach. For example, there may only be one person suitable for the Acting Up, Secondment or Additional Responsibilities which would mean an internal recruitment campaign would not be considered. Appropriate recruitment and selection processes will be employed where there is competition for Acting Up, Secondment and Additional Responsibilities opportunities and these are likely to attract interest from other Viewpoint locations and the process will be facilitated and monitored by line managers.

- 3.3 Line Managers should consider whether to use Acting Up, Secondment or Additional Responsibilities whenever it is expected that a member of staff in a permanent post is likely to be absent for 3 months or more. They may consider whether to apply the policy for shorter periods of absence, in exceptional circumstances.
- 3.4 Payment for Act Up, Secondment and Additional Responsibility roles will be made in line with benchmarking practice in line with Viewpoint's Pay and Benefits Policy.
- 3.5 Line managers will ensure all Acting Up, Secondment and Additional Responsibility payments are detailed in writing at the start and on completion of the period of time agreed.
- 3.6 Line managers should be aware in good time when periods of Acting Up, Secondment or Additional Responsibilities are nearing completion and the member of staff is being returned to their substantive post.
- 3.7 It is good practice to regularly review the requirements of any Acting Up, Secondment and Additional Responsibilities. These should be agreed between the Line Manager and the CEO. Acting Up, Secondment and Additional Responsibilities should not normally exceed 1 year. Line Managers will list any Acting Up, Secondment and Additional Duties roles in the monthly KPI report to the CEO.
- 3.8 Where either party wishes to give notice to return the employee to their substantive post during an agreed period of Acting Up, Secondment or Additional Duties role, 1 week will be the usual period. This may be extended to a month when the position has been occupied for 6 months or more. Giving notice of termination of employment will be in accordance with the terms and conditions of the substantive post.

4.0 Equality and Diversity

Viewpoint will not discriminate in the operation of this policy on the basis of age, gender reassignment, race, colour, ethnic or national origin, pregnancy and maternity; religion or belief, marital and/or civil partnership status, family circumstances, sex, political or sexual orientation, medical condition or disability. Viewpoint aims to promote equality of opportunity for all and complies with the current legal requirements in relation to equality and diversity issues.

5.0 Breach of Policy

Any breach of this policy will be taken seriously and may result in disciplinary action.