Yorkshire Dales National Park Authority **Item 8**

Finance and Resources Committee

19 May 2026

Additional Responsibilities and Acting Up Policy

Purpose of the Report

1. To seek Members approval of the revised Additional Responsibilities and Acting Up Policy, which sets out the Authority's approach to recognising and compensating staff who take on additional responsibilities or act up on a temporary basis.

Recommendation

2. To approve the revised Additional Responsibilities and Acting Up Policy, as set out in **Appendix A**.

Strategic Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and support the strategic planning framework:

    - Corporate Plan Objective 33:
      Ensure that we have HR policies, procedures, terms and conditions to attract and support the right people with the right skills to deliver the Authority's work effectively.

Background

4. A clear and up-to-date policy helps ensure consistency in how temporary higher-level duties are recognised and paid across the Authority.

5. The current policy was last reviewed in 2018. Regular updates are required to ensure compliance with legislation, reflect current practice and support organisational priorities

Summary of key changes

6. The main amendments include:
    - clearer distinction between additional responsibilities and acting up
    - addition of a three-monthly review requirement

- revised wording on proportional payments where only part of a higher-banded role is covered
- removal of the previous appendix and introduction of an online approval process, including the use of a MS Form
- general improvements to clarity, structure and consistency

7. These changes are expected to ensure greater consistency, simpler administration and improved clarity for managers and staff.

Financial Implications

8. The proposed changes do not introduce any additional financial commitments.

Legal Implications

9. The revised policy remains aligned with current employment law and reflects recommended practice on fair pay for temporary arrangements.

Equality, Diversity and Inclusion Implications

10. The revised policy strengthens fairness and transparency. Consistent decision-making and a clear process supports the Authority's commitment to equality and inclusion

Consultation

11. The revised draft policy was shared with the Member Champion for Corporate Management, UNISON representatives and the Senior Management Team for feedback.

Human Resources Implications

12. The updated policy provides clear guidance and ensures that temporary duties are reviewed regularly.

Conclusion

13. The revised Additional Responsibilities and Acting Up Policy provides clear guidance, strengthens consistency and reflects the needs of the Authority.

Vikki Thomas
Head of HR

Appendix A

Document Status	
Date adopted	
Adopted by	Finance and Resources Committee
Lead Officer	Head of HR
Date of next review	May 2029

Additional Responsibilities and Acting Up Policy

1. Introduction

1.1 There may be occasions when staff are asked to temporarily take on additional duties or provide cover for a colleague. Short-term cover for up to four weeks is considered part of normal role flexibility and does not attract an allowance.

1.2 Where staff are required to act up for a longer period, for example to cover long-term sickness, maternity leave or a vacancy during recruitment, an allowance will be paid to reflect the additional duties and responsibilities.

1.3 **Additional responsibilities** mean taking on selected duties that sit above the normal role but do not include the full responsibilities of a higher-banded post.

Acting up means taking on the key duties of a higher-banded post in full, or most of them.

2. Scope and purpose of policy

2.1 This policy applies to all staff who are asked to carry out duties at a higher level on a temporary basis.

2.2 The purpose of the allowance is to recognise situations where a member of staff takes on additional responsibilities for more than a four-week continuous period and performs duties that are normally carried out at a higher band.

2.3 This policy does not form part of any contract of employment and it may be amended.

3. Approval process

3.1 All acting up and additional responsibility arrangements must be approved by the relevant Director, or by the Chief Executive where the arrangement relates to a Director.

3.2 The Director must confirm the following via the Acting-Up or Additional Responsibilities Allowance Confirmation Form:

- the additional duties and responsibilities the member of staff has agreed to undertake
- if the member of staff is covering the full duties of the post or part of them

- the expected duration of the acting up/additional duties period.

3.3 The HR Team will issue written confirmation of the agreed arrangement once approved.

4. Payment of allowance

4.1 The allowance will be either:

- an increase of **two increments**, or
- an increase to the **bottom spinal column point of the band** of the post being covered,

whichever is the higher amount.

4.2 Where only part of the higher-level duties and responsibilities are being covered, an appropriate proportional allowance will be assessed by the Director, with advice from the HR Team.

4.3 Payment will apply from the first day the cover begins and will be paid in arrears. The allowance will end when the arrangement ends.

4.4 All acting-up and additional responsibility arrangements must be reviewed every three months. The Director should consider if:

- the duties being carried out remain at a higher level
- the member of staff is still required to provide the same level of cover
- the allowance remains appropriate

Any amendments must be discussed with the member of staff and confirmed to the HR Team.

5. Notification and record-keeping

5.1 The HR team will confirm in writing to the member of staff:

- the duties required
- details of the allowance
- the expected duration of the arrangement

6. Acting Up/Additional Responsibilities Allowance

6.1 All arrangements must be submitted by the relevant Director using the following form: **https://forms.office.com/e/Wqe9UzLahD**