

<b>LORETTO ACTING UP POLICY</b>		<b>No. 26</b>
<b>Date Reviewed:</b> <b>October 2019</b>	<b>Next Due:</b> <b>October 2022</b>	<b>Approved:</b> <b>February 2012</b>

The organisation is committed to ensuring that all staff have security regarding their permanent employment in so far as practically possible and to ensuring that all vacant posts are filled within reasonable timescales.

There will be occasions when it is necessary for the organisation to have some posts filled in an acting capacity.

Acting up posts will be used to: -

- Meet the operational needs of the organisation
- Provide cover for a staff member on sickness leave who is intending returning to work.
- Provide cover for a post vacant due to the career break scheme.
- Provide cover while the recruitment process is being undertaken.
- Provide experience of a promoted post to staff who have shown the potential for and/or interest in promotion and whose current base does not allow him/her to develop the skills required for the substantive post.
- Provide staff members with an opportunity to develop latent abilities which have been recognised by Line Managers.

The structure to be followed in respect of an acting up post is as follows.

### **Procedure**

- A meeting should occur between the section head and the line manager(s) who have the potential acting up post within their area.
- At this meeting a number of suitable candidates should be discussed including staff who have placed a written interest on the acting up file, candidates who have shown latent abilities for a promoted post and/or staff who have recently been unsuccessful in a promoted post interview.
- The suitability of each of these candidates will be discussed and a decision made by the line manager and the section head regarding who is best suited to the post.

This decision will be based on the candidate's current skills in relation to the acting up requirements, latent abilities for the post, demonstration of participation in the core values of the organisation and discussion of the candidates' suitability with his/her current line manager.

- Once a suitable candidate has been identified a view should be formed of the candidates' areas of strengths and areas for development, including the supports required for the acting up period.
- These areas should be recorded in writing for sharing with the candidate.
- A decision should be taken regarding the likely duration of the post, which should preferably not exceed a six-month duration.
- The candidates current line manager will be asked to approach the candidate to ascertain his/her interest in the post.

### **Meeting with Candidate**

The candidates line manager will approach him/her to establish whether the candidate is interested in pursuing the acting up post.

If the candidate is interested a meeting will be convened with the candidates' present line manager and new line manager where this is applicable.

This joint meeting will outline the parameters of the post including: -

- Timescales
- Salary
- Relocation Expenses
- Expectations of the Post
- Job Description areas which will not be fulfilled by the candidate (e.g. supervision of other staff).
- Support mechanisms on offer during the acting up period.

If the candidate is willing to accept the post and the new line manager is happy with the candidate's suitability the following areas will be discussed: -

- On going supervision issues.
- How information will be transferred between line managers.
- What information the candidate will have access to regarding staff files and project issues.
- Start date.
- On going liaison meetings and who will attend.
- How/who will inform colleagues of the acting up.
- The developmental aspects of the post

- Training plans for the duration of the post.

**Ratification of Posts:**

Once a candidate has been identified and the initial meetings have taken place approval for the acting up post needs to be ratified.

Responsibility for ratification is as follows

Support Worker	]	Area Care Manager
	]	
Deputy Service Manager	]	
Service Manager	]	Head of Care
Loretto Housing posts	]	Section Head
LHA posts of Senior Officer and above		Member of Coordinating Management Group

**Administration**

The candidates present line manager will detail the meeting in the following way.

- A letter will be sent to the candidate outlining all the details of the meeting.
- The letter will make it clear the post is an opportunity to develop skills and will not necessarily result in a promoted post.
- The candidate will be informed that he/she will return to their original post at the end of the acting up period.
- A reference and letter of support will be forwarded to the candidate’s new line manager.
- A letter will be sent to the finance section informing them of the move and including the likely duration and salary details and what alternative cover arrangements are in place.
- The administration section should be informed of the move and the likely duration.

## **Liaison Meetings**

Regular meetings should take place among the employee acting up, the line manager involved on a day to day basis and the external line manager if appropriate.

These meetings should concentrate on the employees' performance in post and the employee will be given every opportunity to develop and progress within the post.

## **Termination of Acting Up Post**

At the end of the allotted period the candidate will return to his/her original post.

A final meeting will take place among the current line manager, the external/section line manager and the employee to discuss the experience overall, what has been learned from it, and how it will be utilised in the future.

This meeting will be recorded in the employees' personnel file. Increments which were awarded to reflect the acting up experience will cease on termination of the acting up post. The finance and administration sections will be informed by the candidates' section head/external line manager of the cessation of the acting up.

The employee will also be formally informed that the acting up period has ceased and thanked for his/her contribution.

Prior to the employee returning to his/her original post, consideration should be given by the line manager to any arrangements and/or training that are required to enable the employee to settle back into his/her post.

## **N.B.**

A candidate may wish to apply for a promoted post during the acting up period. He/she must be aware that the acting up post neither guarantees an interview nor success if an interview occurs.