



## CALNE TOWN COUNCIL

### DEPUTISING POLICY

#### **Introduction**

Calne Town Council is committed to prepare and work to policies, procedures and practices that ensure the smooth running of the Town Council and its business. The purpose of this policy is to set out the actions required when, due to a prolonged absence from work of any staff members, other employees are required to deputise or 'act up' and take on duties and responsibilities not normally within their remit, whilst at the same time, as far as is possible, keeping up to date with their normal duties.

Employees will not be considered to be classified as 'acting up' whilst providing holiday or short term sickness (of not more than one weeks) cover, neither will this policy apply where there is sufficient staff with capacity available to provide adequate cover.

This Policy may be implemented at the discretion of the Director of Council Services and Management Team, without the need to first report to Committee. In the unforeseen absence of the Director of Council Services, the Management Team will be requested to substitute until a meeting of the Personnel Sub-Committee may be convened to allocate responsibilities, and where necessary arrange the employment of additional paid staff on a temporary basis. Where it is not possible to convene an urgent Personnel Sub-Committee then the Urgent Matters Committee should be approached.

In the planned absence of the Director of Council Services the following scheme of delegation will be put into practice. If the Director of Council Services is not available due to holiday or sickness and a problem occurs, in the first instance it should be dealt with by the manager under which the responsibility lies. If it is not clear how to resolve the problem or support/reassurance is required by the respective manager, then all managers should meet and try to come up with a solution by reaching a consensus.

If further reassurance/confirmation is required, the managers should then seek direction from the Urgent Matters Committee. (Please also refer to the Town Council's Standing Orders and Financial Regulations).

#### **MEETINGS OF THE COUNCIL**

So far as attendance at Council and Committee meetings delegation to Officers will be as follows:

#### FULL COUNCIL – Head of Business and Committee Clerk

A resolution will be required at each meeting to have the Head of Business as the proper officer at each meeting.

#### POLICY & RESOURCES – Head of Business and Committee Clerk

A resolution will be required at each meeting to have the Head of Business as the Proper Officer.

#### AMENITIES – Head of Business and Committee Clerk

A resolution will be required at each meeting to have the Head of Business as the Proper Officer.

Please also note that if it is deemed appropriate, attendance may be required of the Heads of Service and Finance Officer to answer questions from councillors on any reports they have tabled to council or committee which are of a complex nature. Councillors should however be aware of the officer/member protocol which clearly states they must ask any questions they have in relation to an agenda item prior to the meeting to the Director of Council Services or Officer concerned so they can be prepared at the meeting for the question.

#### Personnel Sub Committee – Relevant Manager

#### FINANCE

Each manager is responsible for their respective department's budget. Every effort should be made to keep expenditure within the agreed budget. Sometimes overspends are unavoidable but so long as there is adequate paperwork and justification managers can go over budget, within a margin of 10%. It is impossible to plan for all expenditure which may be necessary in any one financial year and sometimes breakdowns and maintenance issues arise which are unavoidable. For any significant overspend however this must be reported to the Director of Council Services for onward reporting to the Policy & Resources Committee or Full Council with a full explanation of the circumstances.

When there is no time to report it to Full Council or Policy & Resources a meeting of the Urgent Matters Sub Committee should be called, as detailed in the Town Council's Financial Regulations. This should then be reported to the next Full Council Meeting.

#### HR/PERSONNEL

The Town Council has a contract with Employment Law Advisers. The Heads of Service and Finance Officer are authorised to liaise with them on any aspect of employment issues. If there is a problem with staff under line management, it should be decided whether it warrants assistance from the Advisors. Any paperwork issued to staff in relation to any disciplinary issues MUST be approved by the Employment Law Advisors. Please remember records must be saved, signed and dated of any issues/discussions you have in relation to the employment of staff under your management as they may be essential in proving that the Town Council has acted reasonably. The advisors must not be referred to in any correspondence between the Town Council and employee concerned.

Please remember to treat staffing issues in the strictest confidence. Discussions regarding staffing issues should be limited to as few of the management team as is necessary.

Equally, if an issue is deemed so serious by the manager concerned then it should be discussed/referred to the Personnel Sub Committee. Again, this should only be discussed with councillors on that committee. This is because there it is not a requirement for full council to be involved in staffing matters whilst they are on-going and to preserve confidentiality. Also and very importantly, if an issue is referred up to the Personnel Sub Committee to deal with and their decision results in an appeal that appeal will be heard by the Appeals Panel who must have had NO involvement or knowledge about the case.

#### DEPUTISING POLICY

For prolonged absence by manager (in excess of two weeks) and where a member of staff is required to take on the responsibility of the absent manager or the Director of Council Services then the Deputising Policy will come into effect, if agreed by the Director of Council Services or in her absence, the Personnel Sub Committee. Staff will be rewarded for the extra responsibilities and duties through remuneration in accordance with the policy.

Wherever possible, employees will be supported by the Management Team, however employees will be encouraged to work to established procedures and use their own initiative, which in turn will help to develop their full potential and the talents and resources of the work force will be fully utilised to maximise the efficiency of the organisation. No member of staff will be expected or required to work beyond their own capability, or to such an extent that their well-being is being compromised, which may mean they may suffer adverse effects.

The Town Council recognises that added duties and responsibilities may need to be recognised by an incremental salary increase for the duration of the added responsibility.

The following criteria will apply:-

- The duties concerned have to be undertaken for at least an initial four-week period.
- An analysis is then carried out and if the criteria is met, payment is made retrospectively for the whole period.
- A further analysis is done after month two, and again paid retrospectively.
- At the end of month three the same procedure is repeated.
- If the absence continues for more than three months, the payment for the 'acting up' would be paid monthly without further review.

The criteria for the level of additional payments will be determined as follows:-

- Up to 25% of the responsibilities undertaken – payment of up to 25% of the difference between the grading of the two posts. With a minimum payment of 10%.
- Between 25% - 75% of the responsibilities undertaken – payment of 50% of the difference between the grading of the two posts.

- More than 75% of the responsibilities undertaken – payment on the bottom point of the grade of the absent staff members with incremental progression at the following 01 April, subject to ‘acting up’ for at least six months.
- The analysis of the duties undertaken is carried out by a ‘points scoring’ evaluation of the post concerned, rather than comparing the cost with seeking someone from an agency.

### **Our Commitment**

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Breaches of our Equalities Policy will be regarded as misconduct and will lead to proceedings under the Town Councils Disciplinary Procedure.

Approved at: Policy and Resources Committee    Date 5<sup>th</sup> November 2018

Next review date: June 2021 or when required due to staff changes