



POLICY FOR ACTING ALLOWANCES

Effective: February 2021

To be reviewed: January 2024

***To help the public service
spend wisely***

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INTRODUCTION

1. There will be a need, from time to time, to have staff act up into more senior roles to cover periods of short term absence (e.g. sickness, holiday) or occasionally cover a longer term period of absence (e.g. maternity or long term sickness). This document sets out the Office of the Auditor General's (hereafter referred to as OAG or the Office) policy for acting up and the circumstances in which acting allowances will be paid. This policy has been developed paying due regard to the Civil Service Personnel Regulations and relevant guidance.

SCOPE OF THE POLICY

2. This policy applies to all acting up responsibilities in the Office regardless of grade.
3. For long term absences of a year or more, an interim position will be created and advertised in accordance with the requirements of Personnel Regulations 31(2).

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

4. The Auditor General has overall responsibility for the effective operation of this policy.
5. Staff in managerial positions are responsible for complying with this policy and for ensuring that it is consistently applied. Any breach of this policy should be reported to Auditor General.

COVER FOR AUDITOR GENERAL

6. The decision on who will act as Auditor General will be taken by the substantive Auditor General in consultation with the Governor or the Governor alone, if there is no substantive Auditor General in post.
7. It is expected that the Auditor General and two Deputy Auditors General will not all be absent from work at the same time. One of the Deputy Auditors General will be expected to cover for the Auditor General during periods of absence of all durations. In exceptional circumstances, where neither Deputy AG is available then the Audit Manager (IT and QA) will be expected to Act as AG.

COVER FOR DEPUTY AUDITORS GENERAL

8. The Audit Manager (Financial Audit) will be expected to act up into the position of Deputy Auditor General (Financial Audit) and the Audit Manager (Performance Audit) will be expected to act up into the position of Deputy Auditor General (Performance Audit) if either post holder is absent. The Corporate Services Manager may be asked to act up for the corporate aspects of the role and in these cases, an honorarium will be paid if the absence exceeds one week. All of this will be at the discretion of the Auditor General who will take the decision in consultation with the Deputy Auditors General and explain the rationale for the decision to relevant staff.

COVER FOR AUDIT MANAGERS

9. The Office considers the ability to act into the Audit Manager posts as a development opportunity for the Audit Project Leaders (APLs) in the Office and so wishes to maximize the opportunity for APLs to get this experience.
10. An appropriate and open process will be applied to select which APLs will be given the opportunity to act up during Manager absences of one week or longer starting with asking APLs to express an interest.

PAYMENT FOR ACTING FOR PERIODS OF 1 WEEK AND MORE

11. For acting up at every level described and in all situations of acting up for a period of one week or more, an acting allowance will be paid to the person acting into the role. The payment will be made in keeping with guidance in the Personnel Regulations 2019 Revision (Schedule 1 section 2f), namely: *where the employee is acting in another position, at the discretion of the appointing officer the employee shall be entitled to an acting allowance at the first point of the remuneration band of the substantive post; and, if the first point of the remuneration band of the substantive post is less than the remuneration level received by the individual to act in the substantive post, the employee shall be entitled to an acting allowance at Personnel Regulations (2019 Revision) SCHEDULE 1 c Revised as at 1st January, 2019 Page 49 such other point on the remuneration band of the substantive post as the appointing officer will determine but this point shall not exceed the remuneration received by the substantive post holder;*

PAYMENT FOR ACTING PERIODS OF LESS THAN 1 WEEK

12. No acting allowance will be given for covering any absences of less than one week unless there are deemed to be exceptional circumstances and this will only be at the discretion of the Auditor General.