

TEMPORARY PROMOTION POLICY

June 2014

Authorship:	CSU Transition HR Policy Lead – adapted for local use by North Yorkshire and Humber Commissioning Support Unit on behalf of NHS Scarborough and Ryedale CCG			
Committee Approved:	Governing Body			
Approved date:	25 June 2014			
Review Date:	June 2018			
	Relevant	Screening	Full / Completed	Outcome
Equality Impact Assessment	Yes	Yes	Yes	<i>No Issues Identified</i>
Sustainability Impact Assessment	Yes		Yes	<i>No Issues Identified</i>
Privacy Impact Assessment	Yes/No	Yes/No	Yes/No	<i>Issues Identified / No Issues Identified</i>
Bribery Checklist	Yes		Yes	<i>No Issues Identified</i>
Target Audience:	All CCG Staff			
Policy Reference No:	SCRCCG P636			
Version Number:	V.1.0			
Publication/Distribution	Website	Email Staff		Others (i.e. SBC)
	Yes	Yes		Yes

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on website
DRAFT	SRCCG	Draft policy for CCG	Senior Management Team	03.06.14
DRAFT	SRCCG		JTUPF	25.06.14
DRAFT	SRCCG	Approval of Policy	Senior Management Team	29.07.14
1	SRCCG	Formal adoption of Policy	Governing Body	24.09.14

Approval Record

Applicable <input checked="" type="checkbox"/>	Committee / Group	Consultation / Information/ Ratification	Date taken to group	Date last Approved
<input type="checkbox"/>	Audit and Governance Committee	Choose an item.		
<input type="checkbox"/>	Business Committee	Choose an item.		
<input type="checkbox"/>	Communications and Engagement Committee	Choose an item.		
<input type="checkbox"/>	Council of Clinical Representatives	Choose an item.		
<input type="checkbox"/>	Finance and Contracting Committee	Choose an item.		
<input checked="" type="checkbox"/>	Governing Body	Ratification	Sept 14	Sept 14
<input type="checkbox"/>	Primary Care Co-Commissioning	Choose an item.		
<input type="checkbox"/>	Quality and Performance Committee	Choose an item.		
<input type="checkbox"/>	Remuneration Committee	Choose an item.		
<input checked="" type="checkbox"/>	Senior Management Team	Ratification	July 14	July 14
<input type="checkbox"/>	All Employees	Choose an item.		
<input checked="" type="checkbox"/>	Yorkshire and Humber Social Partnership Forum	Consultation	June 14	June 14
<input type="checkbox"/>	Other	Choose an item.		

Note: A new policy only needs to be ratified by the appropriate Committee (and the Governing Body if new) and for information only to the other committees after consultation.

Policies should follow the following ratification process. The delegated committee for ratification is specified in Section 10.

Version control should also be managed as outlined below where x = current version number and y = the new version number.

Consultation and Ratification Process	Version Number
Reviewed policies should be circulated to staff for comment prior to ratification	V x.1
HR policies and policy changes directly impacting on staff should be sent to the Social Partnership Forum for Union consultation prior to ratification	V x.2
Reviews and minor amends should be ratified by the delegated Committee	V x.3
All new policies and policies where significant changes have been made should be ratified by the delegated Committee and Governing Body	V x.4
Ratified policy is circulated and published (if appropriate) on the website	V y.0

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1 INTRODUCTION

- 1.1 For Scarborough and Ryedale CCG (hereafter 'the CCG') it is the manager's responsibility to decide whether temporary promotion is appropriate and, in doing so, they should give consideration to the following:
- Whether the work can be postponed until the absent employee returns/the vacancy is filled on a permanent basis.
 - Whether management objectives require that the work must be undertaken by a specified employee or whether it may be shared amongst others as part of their standard duties.
 - Whether there is an employee competent to take on the duties and responsibilities.
 - Standard recruitment processes should be followed to ensure equality of opportunity and the appointment of appropriately qualified staff. However there may be occasions when urgent organisational priorities require posts to be filled more quickly.
- 1.2 Temporary movement into a new pay band should not normally last more than six months or less than one month, except in instances of maternity leave or long-term sickness absence, where a longer period may be known at the outset.

2 ENGAGEMENT

- Social Partnership Forum/Policy Subgroup.
- CCG Staff via Team meetings, Staff newsletter.
- CCG Senior Management Team

3 IMPACT ANALYSES

- 3.1 The following impact assessments have been completed in respect of this policy:
- Data Protection Impact Assessment – No issues identified
 - Equality Impact Assessment – No issues identified
 - Sustainability Impact Assessment – No issues identified
- 3.2 These assessments are recorded in the relevant registers and available to view on the CCG website.
- Bribery Act 2010**
- 3.3 CCG employees should be aware that this process can be open to situations of bribery and abuse therefore the Bribery Act 2010 is particularly relevant to this policy. Under the Bribery Act it is a criminal offence to:
- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
 - Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

- 3.4** These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG website) should be referred to when considering whether to offer or accept gifts and hospitality and/or other incentives.
- 3.5** Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.
- 3.6** The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document and no specific risks were identified.

4 SCOPE

- 4.1** This policy will apply to all employees on agenda for change terms and conditions.

5 POLICY PURPOSE AND AIMS

- 5.1** The purpose and objectives of this policy are to protect the CCG along with its customers, service users, staff and other stakeholders, as well as the assets of the CCG, whilst ensuring delivery of its strategic and corporate objectives which are:
- To commission high quality services
 - To engage patients, carers and other organisations in our planning and decision process
 - To ensure value for money
 - To be open and honest in our transactions, and accountable to our communities
 - To respect our staff and promote a learning environment
 - To improve health outcomes
- 5.2** The aim of this policy is to ensure a fair and equitable approach across the CCG to situations in which an individual may be asked to temporarily work, either wholly or partly, in a higher pay band for a significant period of time.

6 ROLES, RESPONSIBILITIES AND DUTIES

Management Team

- 6.1** Responsible for ensuring that this policy is implemented fairly within their teams.

EMBED Workforce Team

- 6.2** To provide guidance and advice to managers about implementation of this policy and procedure as appropriate.

7 IMPLEMENTATION

- 7.1** This policy will be communicated to all staff via team meetings, Staff Newsletter and available on the CCG website.
- 7.2** Failure to comply with this policy would be considered to be a breach of the terms and conditions of employment and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

8 TRAINING AND AWARENESS

- 8.1** A copy of this policy is available on the CCG website. Training needs will be identified via the annual appraisal process and training needs analysis.

9 MONITORING AND AUDIT

- 9.1** Line managers are responsible for monitoring individual's compliance with this policy.
- 9.2** The implementation of this policy will be reviewed on an annual basis by the Senior Management Team and reported to the Governing Body.

10 POLICY REVIEW

- 10.1** The policy and procedure will be reviewed at least every three years by the CCG in conjunction with managers, staff and Trade Union representatives if appropriate, with changes made as required and the outcome published. Where review is necessary due to legislative change, this will happen immediately.
- 10.2** The Senior Management Team has delegated responsibility for monitoring and reviewing the policy and will report any concerns to the Governing Body.

11 REFERENCES

- 11.1** To ensure that this policy is viewed in context, it should be read in conjunction with other relevant CCG policies i.e.
- Recruitment and Selection Policy

12 ASSOCIATED DOCUMENTATION

- Equality Impact Analysis
- Sustainability Impact Assessment

PART 2 PROCEDURE

13 PROCEDURE

- 13.1** An opportunity for a temporary promotion into a higher pay band would occur, usually (but not exclusively) in the following circumstances:-
- A vacancy has arisen that has not yet been filled but there is a requirement for the post to be covered more quickly than through standard recruitment processes
 - To cover a period of long term sickness absence
 - To cover a period of maternity/adoption leave
 - A member of staff has taken a career break
 - Short term increase in demand of work from customer
 - Urgent organisational priorities.
- 13.2** Temporary promotions are not intended to be used to cover annual leave.
- 13.3** Under normal circumstances, the post would be advertised internally across the CCG and a formal selection process would take place in order to select the appropriate candidate to move temporarily into the position.
- 13.4** There may be occasions where it is not appropriate to open up the opportunity to the whole CCG. These could be as follows:-
- It is a specialised position requiring specific qualifications or areas of expertise
 - The duration of the temporary move is such that it would not be cost effective to open up the vacancy to staff not based in the current location.
- 13.5** In these cases, the post would be 'ring-fenced' to certain members of staff or locations.
- 13.6** In any case where a manager believes that a post should be ring-fenced or restricted in any way, they must discuss it with the Workforce Team in the first instance.

Duration

- 13.7** A temporary promotion to a post in a higher pay band will normally last at least one month.
- 13.8** The period of the temporary promotion should not normally last more than six months, except in instances such as maternity leave, long-term sickness absence or a career break, where a longer period may be known from the outset.

Remuneration

- 13.9** Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay (by reference to basic pay plus any recruitment and retention premium, if applicable). In circumstances where the individual is not required to carry out the full responsibilities of the post, refer to the agenda for change handbook.
- 13.10** For the duration of the temporary promotion, the individual will be entitled to all conditions of service and allowances for that post, to be paid at the higher rate.

Incremental Date

- 13.11** Where the temporary promotion has resulted in the individual moving up only one extra pay point, there will be no change to their incremental date.
- 13.12** Should the individual subsequently be confirmed into this post there will be no change to their incremental date.
- 13.13** Where there has been more than one extra pay point awarded, then the incremental date for the period of the temporary promotion becomes the date that the appointment commenced.
- 13.14** Should the individual be confirmed into this post, they will retain the date their temporary promotion began as their incremental date.
- 13.15** When the temporary promotion period has ended, the individual will revert to their previous incremental date. The spine point they return to should take into account the time spent on the temporary promotion.
- 13.16** If at a later date the individual is then promoted into the same role, or another at the same level, on a permanent basis the period of temporary promotion will be taken into account and the incremental date either brought forward or deferred, depending on how long the individual had been temporarily promoted for. Where an individual has been temporarily promoted for more than one period, and is then promoted on a permanent basis to the same role or another at the same level, the periods of temporary promotion will be aggregated and the incremental date changed accordingly. Incremental credit will be awarded only once for each period of temporary promotion.

Confirmation into Post

- 13.17** Where an individual has been temporarily promoted into a post via a recruitment process and the post becomes available due to the substantive post holder not returning to work, a manager in conjunction with the EMBED Workforce Team may agree to confirm the individual into the post with no further recruitment having to take place.
- 13.18** Where recruitment was limited due to the short term nature of the post, or no formal recruitment process took place and the post becomes available on a long term or permanent basis, a further recruitment should take place to open up the vacancy to the wider CCG and externally if required.

Protection Arrangements

- 13.19** Where an individual is currently under a pay protection arrangement and is then temporarily promoted into a role where protection is no longer required, the period of the temporary promotion will be deducted from the period of protection.

Example:-

- 13.20** An individual is a Band 2, protected on the top of Band 3. This period of protection is for 3 years. After 6 months, they are temporarily promoted into a Band 4 and this temporary promotion lasts for 8 months. They then revert back to Band 2 with protection with a further 22 months of protection left at the top of Band 3.