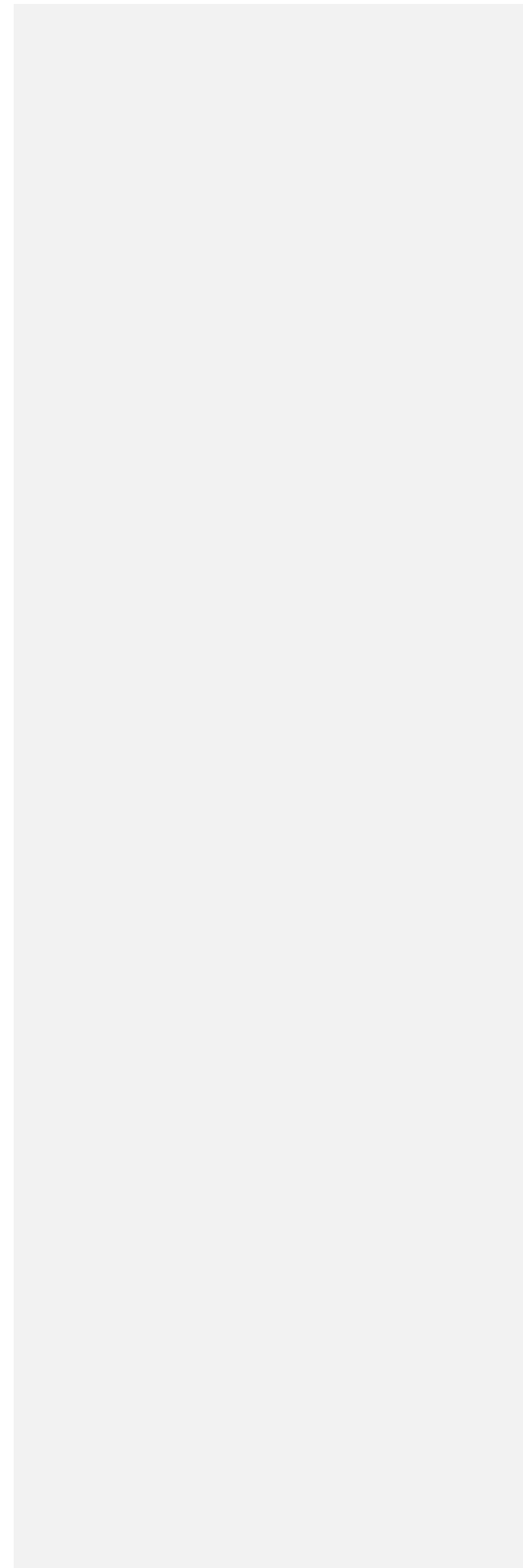
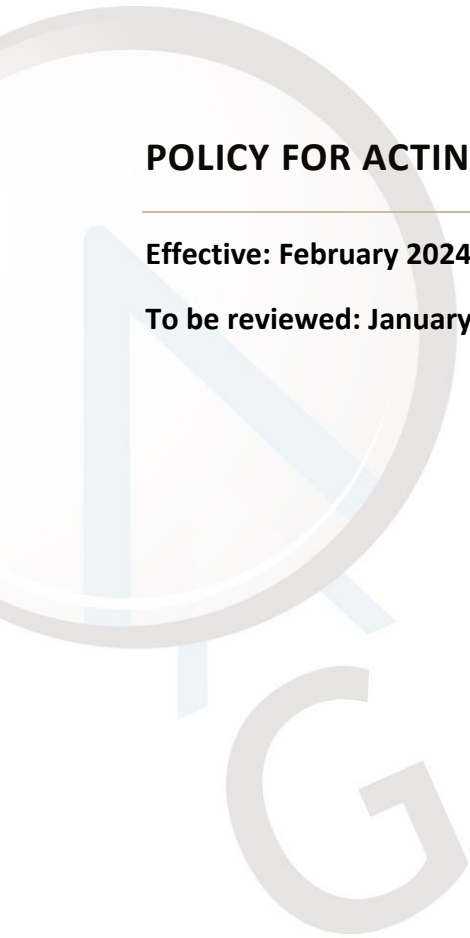




POLICY FOR ACTING ALLOWANCES

Effective: February 2024

To be reviewed: January 2027



***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 acting opportunities of a year or more, positions will be advertised in accordance with the requirements of Personnel Regulations 31(2) or an exemption sought from the Governor (via PoCS & the Deputy Governor). Exemption requests will be rare and only be sought if there is only one suitable staff member that could fulfill the requirements of the role.

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 the Auditor General.

COVER FOR THE 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 Deputy Auditors General will not all be absent from work at the same time if at all avoidable. 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 no Deputy Auditor General is available then an Audit Manager will be expected to act as the Auditor General.

COVER FOR DEPUTY AUDITORS GENERAL

8. An Audit Manager with financial audit responsibilities will be expected to act up into the position of Deputy Auditor General (Financial Audit) and an Audit Manager with performance audit responsibilities 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. 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.

Commented [CA1]: I have amended this so that it is clear that the one week threshold applies to all posts not just the CSM.

COVER FOR AUDIT MANAGERS

9. The Office considers the ability to act in the Audit Manager posts as a development opportunity for the Audit Project Leaders (APLs) and 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 Audit Manager absences. The Auditor General and Deputy Auditors General will consider when Audit Manager roles needs backfilling and this will depend on the length of absence planned and time of year.

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 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 2022 Revision (Schedule 1 section 3f), 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 such other point on the remuneration band of the substantive post as the appointing officer 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.