Special responsibility allowances

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Reviewed as current: 10 May 2017
Owner: Head of Human Resource Management
Responsible work team: HRM Policy Group

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1 Policy statement

1.1 Special responsibility allowance (SRA) payments recognise staff undertaking duties in addition to those of their substantive post. SRA payments are not intended to reward staff for undertaking the duties of another post instead of the duties of their substantive post – that is a secondment.

2 Principles

2.1 Line managers have the discretion to propose SRA payments. When proposing payments, line managers should consider the following points:

- The time to be invested by the employee on the special responsibilities, and
- The extent to which additional duties or work is at a higher level.

2.2 SRA payments will not be made for fluctuations in volume, workload, or to cover sickness absence. Where considered appropriate, fluctuations in volume and workload may be recognised through the use of overtime payments. SRA payments may be provided in very exceptional circumstances, for example, large projects with significant additional workloads.

3 Level of award

3.1 Line managers may propose an SRA payment of up to 10% of the employee’s base salary (excluding London Weighting allowance, where applicable as a separate allowance). No SRA is to exceed the value of the difference between the maximum of the substantive grade and the maximum of the grade above. SRA payments are not to be paid for longer than 12 months (see paragraph on ‘Approval’ below).

3.2 The level of payment must be agreed by the relevant assistant commissioner/head of service and by the Head of Human Resource Management. It is anticipated that SRA payments for low levels of additional responsibility for relatively short periods of time, e.g. six months, would attract an SRA of up to 3%.

3.3 SRA payments will be met from within existing departmental budgets.

3.4 Pensionability is a matter for the applicable scheme rules. Firefighter and New Firefighter Pension Scheme members will not be eligible for pensionability of SRAs. Members of the LGPS will have any SRA treated as pensionable.

4 Approval

4.1 SRA payments will be considered by the relevant assistant commissioner/head of service together with the Head of Human Resource Management. Allowances may be provided for longer than 12 months with the agreement of the relevant Director.

4.2 Applications for an SRA payment are to be made on the special responsibility allowance application form (located using the following path: start > new office document > forms (stations) > personnel forms > special responsibility allowance application form.dot) and sent to HR Operations. Human Resource Management will notify individuals of the terms of any SRA agreed.

5 Termination

5.1 SRAs will normally be paid for a fixed period of time and all will therefore have a set termination date. SRA payments may also be terminated at any time with one months’ notice, albeit employees should be aware that SRAs will not normally be paid for more than 12 months.
Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

<table>
<thead>
<tr>
<th>EIA</th>
<th>28/08/2008</th>
<th>SDIA</th>
<th>06/11/2013</th>
<th>HSWIA</th>
<th>RA</th>
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

<table>
<thead>
<tr>
<th>Page/para nos.</th>
<th>Brief description of change</th>
<th>Date</th>
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<tbody>
<tr>
<td>Throughout</td>
<td>Reviewed as current, changes detailed below.</td>
<td>09/02/2011</td>
</tr>
<tr>
<td>Page 2 paras 3.2, 4.1 and 4.2</td>
<td>Human Resources changed to Human Resources and Development.</td>
<td>09/02/2011</td>
</tr>
<tr>
<td>Page 2 para 4.2</td>
<td>Employment Services changed to Operations.</td>
<td>09/02/2011</td>
</tr>
<tr>
<td>Page 3</td>
<td>SIA date added.</td>
<td>07/11/2013</td>
</tr>
<tr>
<td>Page 3</td>
<td>SIA date updated.</td>
<td>06/11/2014</td>
</tr>
<tr>
<td>Page 3 para 3.1</td>
<td>Addition of &quot;where applicable as a separate allowance&quot; in second line.</td>
<td>14/04/2014</td>
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<tr>
<td>Throughout</td>
<td>Reviewed as current with no changes made.</td>
<td>10/05/2017</td>
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Subject list

You can find this policy under the following subjects.

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Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

<table>
<thead>
<tr>
<th>Considered by:</th>
<th>FOIA exemption</th>
<th>Security marking classification</th>
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<td>(responsible work team)</td>
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