



**Service Policy: PODPOL02
Additional Responsibilities Allowance
Policy**

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Version	Date	Author	Reasons for Change
001	Oct 2011		Initial Version from D.Wright template
002	April 2014		Updated to include clarification of bands attributed to ARA's
003	April 2015		Updated to Reflect changes to operational pension scheme
004	April 2017		Annual Review
005	April 2018		Annual Review
006	April 2019		Annual Review
007	February 2020		Annual Review
008	March 2021		Updated to reflect written authorisation must be obtained following audit recommendation.
009	April 2022		Annual Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
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Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
SI	SI0433		Portal: Service Instructions

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff

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Legislation:

Title

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PODPOL02 Additional Responsibilities Allowance (A.R.A) Policy

1. Policy Introduction and Background:

An additional responsibility allowance (ARA) may be paid by the Authority for a specified period in recognition of an employee's additional skills and responsibilities undertaken in addition to the requirements of their normal role.

Payment of additional responsibility allowances do not currently form part of the employee's pensionable pay except for members of the Local Government Pension Scheme. For grey book employees this will alter in 2015 with the changes to the pension scheme.

2. Policy Explanation:

The Service is required to secure the provision of personnel necessary to efficiently meet all normal requirements for the purpose of carrying out its functions.

On occasions, it will be appropriate to request employees to take on significantly additional responsibilities and to reward those additional skills in accordance with this policy.

Where vacancies in the Establishment occur, and such vacancies need to be filled then it will be appropriate to consider whether a permanent or temporary appointment or promotion should be made to fill the vacancy, and in such cases an additional responsibility allowance may not be payable under this policy.

Additional Responsibility allowances are temporary and will be withdrawn following 28 days notice from the Fire and Rescue Authority.

ARA's should not be paid for more than 6 months or on a case by case basis for the confirmed and finite end date for a project plan.

Policy Implementation

Where a Manager identifies the prospect of a need for a specific additional responsibility ("the responsibility") to be undertaken for the performance of the Service's functions, they will:-

- (a) Obtain confirmation from their relevant Area Manager/ Director of the organisational need to have the responsibility undertaken, the level of payment proposed and the proposed end date for the ARA.
- (b) Obtain confirmation from the Director of POD or his/her nominee that the proposed responsibility is additional to the employee's role, and
- (c) Obtain an evaluation of the level of the roles/grades appropriate for performance of the special responsibility, and an evaluation of the allowance to be payable for performance of the responsibility from the Director of POD or their nominee.
- (d) Obtain confirmation from the Executive Director of Finance or their nominee of budgetary provision for payment of the ARA.

- (e) Confirmation detailed in points (A), (B) and (D) must be obtained in writing using the standard template form. Emailed authorisations will be attached to the template form.
- (f) POD will write to the employee to notify them of the additional responsibility, recording the responsibility to be undertaken, the date the ARA will end and the amount of the ARA to be payable.
- (g) Be responsible for ensuring that the responsibility is carried out and completed to the satisfaction of the Service.

Payment Levels

In order to ensure willingness of employees to undertake additional responsibilities an ARA will normally be offered at not less than 5% of the employee's current pay.

The relevant Area Manager/ Director will liaise with the Director of POD or his /her nominee to make an assessment on the level of ARA to pay by considering the additional responsibility the employees will undertake with reference to, for example,

- the additional decision levels for the employee
- physical skills or demands
- emotional or mental demands
- responsibility for people, financial resources, physical resources
- initiative and independence
- Changes to working conditions.

Payment will be allocated in percentage terms of 5, 10, 15% of their current pay or as agreed by the Director of POD to ensure the remuneration is appropriate to the responsibility.

Termination of the ARA

POD will confirm in writing to the employee how long the ARA will be paid for. They will provide 28 days' notice to the employee when the payment is going to terminate.

Where an employee is absent and is unable to undertake the additional responsibilities, the Authority will suspend the ARA payments to that employee until such time as the employee is able to return and carry out the duties.

In the event that an employee is overpaid in respect of an ARA, the Fire and Rescue Authority has the right to recover the overpayment once they have agreed the details of the overpayment with the individual.

3. Policy Implementation:

All Policies can be found on the [Website](#)