



## Service Policy: PODPOL02 Additional Responsibilities Allowance Policy

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### Amendment History:

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
010	March 2025		Annual Review

### Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	ON PORTAL

### Civil Contingencies Impact Assessment:

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### 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

### Ownership:

FOI exemption required?	Yes	URL
	No	Reason

### 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.

### 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 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 usually be paid for more than 6 months. A case-by-case approach will be taken when related to projects with a confirmed end date.

### 3. Policy Implementation:

#### 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 / Functional Lead 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 Director of Finance & Procurement 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**

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 / Functional Lead 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 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.

If 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.

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