**APPENDIX 1**

Enquiries to:

Direct Dial:

Date:

**CONFIDENTIAL**

Dear

**Temporary acting up arrangements**

As discussed, I am writing to confirm that for an initial {time} month period you will act up into the post of {job title}.

[You will not perform the full range of duties of the post. However you will undertake {details of expected areas role will cover}].

This acting up arrangement is effective from {date} and will terminate on {date}, [or until the post holder returns from ……….. if this is sooner]. At the end of this period you will revert back to your substantive post of {job title}.

For the duration of this acting up arrangement, you will receive an allowance for undertaking higher duties equivalent to …………% of the difference between your current SCP, …………….. and the minimum SCP of the grade for the post to which you are acting up i.e. ………………………. Where relevant, incremental progression will apply.

Payroll Services have been advised of this amendment and any necessary adjustment to your pay will be made shortly.

All other terms and conditions of service will remain as previously intimated.

You should note that this letter constitutes a formal amendment to your contract of employment and should be attached to your Statement of Particulars and any other relevant documents issued to you.

Please confirm acceptance of this amendment by signing the enclosed copy letter and returning it to me within 14 days.

Yours sincerely,

I have received the original of this letter and hereby confirm my acceptance of the amendment to my contract of employment.

Signature………………………………. Date…………………