

Role Anomaly & Acting Arrangements Register

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Important

Use this register to keep RemCo / EXCO conversations factual. It records **issues for discussion**, not legal findings. It is **not** an equal-pay audit certificate and **not** legal advice. Escalate material equal-value concerns to HR and counsel.

Register header

Field	Client entry
Organisation	
Period covered	
Framework in force	
Maintained by	
Last RemCo circulation date	

Anomaly log (add rows as needed)

ID	Type*	Role title	Incumbent status (vacant / filled / acting)	Grade on file	Issue summary	Since (date)	Risk to rem narrative (L/M/H)	Proposed next step	Owner	Target forum	Status
A-001											
A-002											
A-003											
A-004											
A-005											

*Type codes: **ACT** acting arrangement · **CRP** grade creep / content drift · **ORN** orphan / unique title · **BND** outside band · **EQV** equal-value flag (for HR/legal) · **OTH** other

Acting arrangements detail (optional second table)

ID	Acting title	Against which vacant / substantive role	Acting allowance / rem treatment (client data)	Start	Review / end	JD for acting seat current? (Y/N)	Grade decision needed? (Y/N)

Monthly hygiene ticks

- New acting arrangements added within policy window
- Closed items archived with decision reference
- Stale grades on anomaly list scheduled for JE refresh
- Public Service seats (if any) flagged separately from Paterson estate
- Soft check: no proprietary scoring claims inserted into notes

RemCo extract (copy forward)

Top five items for the next committee pack:

1. _____
2. _____
3. _____
4. _____
5. _____

Discuss anomaly clean-up and grade currency: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za Enquire:

<https://www.divineict.co.za/index.html?engagementType=remco-readiness#contact> Parent guide: </guides/remco-readiness-grades-and-bands.html> Related: </assets/pdfs/remco-readiness-one-pager.pdf> · </assets/pdfs/fair-responsible-pay-narrative-inputs-sheet.pdf>

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