

# HONORARIA POLICY

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## POLICY STATEMENT

The Council recognises that it may be necessary from time to time to apply an additional payment when a colleague is requested to 'act up' into a higher graded post or temporarily undertake additional duties associated with a higher graded post.

Where changes to the job are likely to be permanent, the post should be re-evaluated under the Council's Job Evaluation scheme and a formal grade established.

The purpose of this Policy is to ensure that the additional payments are properly considered and implemented on a consistent basis. This policy sets out the criteria that will apply for all posts regardless of the amount of payment involved.

This policy is inclusive of partners of the opposite or same sex. In its application, this policy seeks to ensure that there is no discrimination against employees either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## HONORARIUM PAYMENTS

### **Acting Up**

An honorarium payment may be made where an employee is requested to undertake some (or all) of the duties or responsibilities of a higher graded post.

Payment of any honorarium will only apply to situations of more than one month's duration and backdated to day one.

Where the duties to be covered are part of 'acting up' in a higher graded post and/or are responsibilities of a higher grade, the payment should be calculated as a proportion of the difference between the existing salary and the minimum salary of the higher graded post. In such cases the full amount or percentage of the difference between the existing salary and the minimum salary of the higher grade should be paid.

A review of the acting up arrangement should be undertaken after a period of 18 months.

### **Additional Duties**

Where an honorarium payment is applied in cases other than those where colleagues are 'acting up' into higher graded posts (for example: project work, specific work programme, new tasks), honorarium payments will be for a maximum period of 18 months. If there is an expectation that the duration of the work will be longer, the post will be re-evaluated using the Council's job evaluation scheme.

Where an honorarium is in place the basis of which consists of duties that have been incorporated into the job evaluation questionnaire and evaluated, the assessed grade will be applicable from date of the job evaluation assessment and the honorarium payment will cease.

## **All honoraria payments**

As an additional payment to basic salary, the Council is mindful of the equal pay position and as such all honoraria payments are temporary, subject to review and have to be objectively justified.

Types of evidence include

- The reason for the payment e.g. to cover for long term absence or undertake a specific piece of work
- Post affected and the grades of the substantive post and of the potential higher level/grade of the work to be covered
- Whether the extent of the duties are full or partial, if partial then a percentage must be given
- Cost. The calculation of the amount per month the employee would receive.

Where longer term situations may apply e.g. maternity cover, consideration should be given to advertising the post following the Council's normal recruitment processes.

Employees in receipt of a protected salary that undertake acting up duties higher than their evaluated post but less than their protected salary are not entitled to receive an additional payment.

## **PAYMENTS**

The above payments can be made as a regular monthly amount if the details are known in advance, or they can be made as a retrospective one-off payment at the end of the relevant period. All honoraria payments are subject to approval by Head of Service/Chief Officer.

# People Services

## HONORARIA REQUEST FORM

**DIRECTORATE**.....

**TEAM:** .....

**Employee Name**.....

**Payroll number** .....

**Acting up Duties (higher graded post) YES / NO**

**OR: Additional Duties YES / NO**

Business case and calculation .....

.....

.....

.....

Honoraria payment (£ monthly/or £ whole payment):

.....

**REVIEW DATE:** (Acting up Duties - after a period of 18 months) .....

**END DATE:** (Additional Duties - maximum period 18 months):

.....

Start date of Honorarium .....End date of Honorarium .....

Is this a continuation YES/NO If YES please enter original start date:

.....

Name of Manager.....

Signature of line manager .....

Date.....

Honorarium approved by Head of Service/Chief Officer Yes / No

(If Honorarium not approved, please give a reason).....

.....

Signature of Head of Service/Chief Officer .....Date .....

## VERSION CONTROL

<b>Title</b>	HONORARIA Policy
<b>Owner</b>	People Services HR
<b>Approved by</b>	JAG, SLT
<b>Date</b>	1) August 2008 2) February 2021
<b>Version Number</b>	2
<b>Review Date</b>	3-5 years. 2024 – 2026
<b>Status</b>	DRAFT
<b>Consultation</b>	SLT, Audit, People Services, Trades Unions,