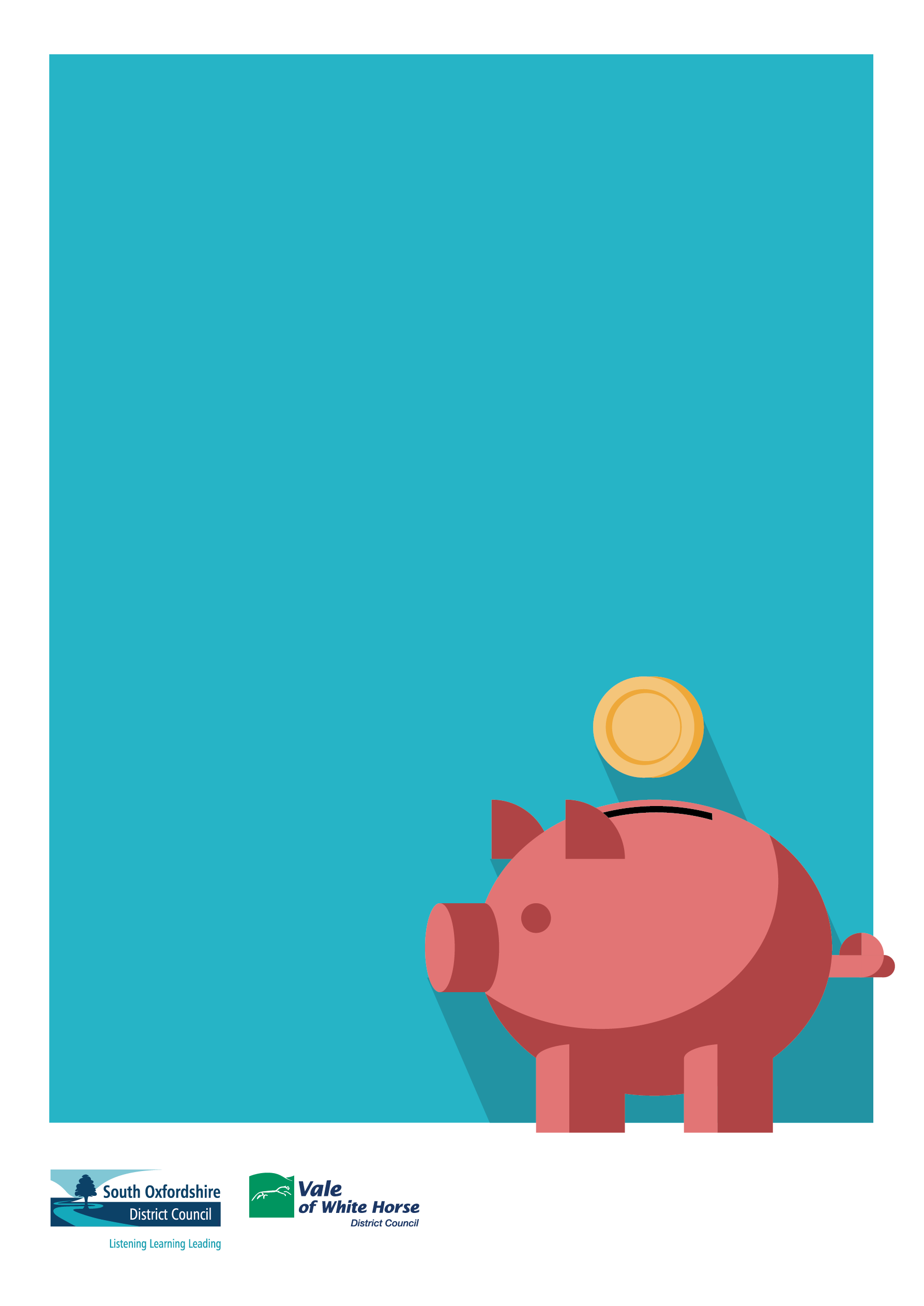
Honorarium Policy



**South Oxfordshire and Vale of White Horse District Councils**

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# Change Record­­

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| Change Record | |
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# Introduction

## Purpose

The councils recognise that it may be necessary from time to time to apply an additional payment when an employee is requested to ‘act up’ into a higher graded post or temporarily undertake additional duties associated with a higher grade.

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 honorarium payment involved.  
Where changes to the job are likely to be permanent, the post should be re-evaluated under the councils’ Local government single status job evaluation scheme and a formal grade established.

## Scope

This policy applies to all permanent and temporary employees of the councils, excluding contractors/agency workers, who are the employees of third parties.

The councils reserve the right to revise, withdraw or replace policies at any time and to introduce new policies from time to time to reflect the changing needs of the organisations.

This policy document supersedes any previously existing or alternative policies, agreements or arrangements relating to honorarium payment processes at the councils.

## Contractual status

This policy forms part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The council will consult all employees on any major changes to the policy.

## Relevant legislation

Data Protection Act 2018

Employment Rights Act 1996  
Equality Act 2010

## Alternative formats

Please do not hesitate to contact a member of the Strategic HR Team if you would like this policy in an alternative format. Email: [hradminandpayroll@southandvale.gov.uk](mailto:hradminandpayroll@southandvale.gov.uk) or Telephone: 01235 422196.

# Policy

## Honorarium payments - general

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

If there is more than one suitable employee, with the appropriate skills and experience to undertake the additional duties or responsibilities, then a selection process will need to be followed to determine the best person to undertake those duties or responsibilities. For further information in relation to the selection process please see appendix 1.

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

Honorarium payments should be for a maximum of 12 months. If the honorarium payment is likely to exceed 12 months, this should be considered as a permanent change and the post will need to be re-evaluated using the councils’ job evaluation scheme.

Where longer term situations may apply e.g. maternity cover, consideration should be given to advertising the post following the councils’ normal recruitment procedure.

There may be occasional circumstances where specialist roles may attract a higher salary in the external market which may make it difficult to recruit and retain staff. In these exceptional circumstances a market premium may be considered. For further information please see the councils’ market premium policy.

## Honorarium payments for statutory duties

There may be occasions where the Head of Paid Service has specifically asked a member of staff to undertake additional responsibilities in addition to their role e.g. Deputy s.151 Officer.

Payment of honoraria for staff who have been requested to undertake statutory duties will be reviewed on an annual basis, in line with the annual pay review.

## Procedure and approval process

In the event that a manager wishes to request an honorarium payment for a member of staff, they should develop and submit a business case to support the application for an honorarium payment using the [request for honorarium payment form](#_Request_for_honorarium). This would need to be agreed and submitted to the Head of Paid Services for approval.

Types of evidence include:  
• The reason for the payment, e.g. to cover for long term absence, or to undertake a specific piece of work  
• Details of the post affected and the grades of the substantive and potential higher level post  
• Whether the extent of the duties are full or partial, if partial then a percentage must be given  
• Cost – calculation of the amount per month the employee would be entitled to receive.

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.

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.

## Payment

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.

If a member of staff is in receipt of an honorarium payment whilst pay reviews are being conducted, the honorarium payment will be discussed with the line manager to determine if this needs to be amended.

If an individual in receipt of an honorarium leaves the councils and does not share the role or job description with another, the role will be recruited at the evaluated grade unless agreed otherwise by the Head of Paid Service.

Honorarium payments will be clearly marked on the staff members payslip as “Honorarium”.

# Request for honorarium payment form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  | Service Area: | |  |
| Team: |  | Job Title: | |  |
| Employee number: |  | Managers Name: | |  |
| Business Case: | | | | |
|  | | | | |
| Payment calculation: | | | | |
| Current grade: |  | | Current salary: |  |
| New grade: |  | | New salary: |  |
| Difference in pay (annual): |  | | Difference in pay (monthly): |  |
| Start date of honorarium payment: | | |  | |
| End date of honorarium payment: | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: | | | |
| Managers Name: |  | Managers Job Title: |  |
| Date: |  | Signature: |  |

|  |
| --- |
| Approved by the Head of Paid Service (in consultation with the Head of Corporate Services):  (attach email rationale here) |
|  |

# Appendix 1 – Selection Process

1. Manager to develop business case to include details of equivalent grade, associated costs and rationale and email Head of Paid Service for approval
2. If approved, manager to inform the team that additional responsibilities have been identified and that they are looking for someone within the team to support
3. Manager to ask each member of the team if they are interested in the potential opportunity
4. Manager to provide the team with a deadline to submit an [expression of interest form](http://10.124.56.230/wp-content/uploads/2020/10/Expression-of-Interest-form-2020.doc)
5. Manager to receive expressions of interest
6. Manager to hold informal selection process with any member of the team who has expressed an interest, this would involve a short 30-minute conversation with structured questions to assess the suitability of the staff member and their skills against the additional responsibilities required
7. Where there are several expressions of interest received, the manager should liaise with a member of the Strategic HR team to support them with selection process
8. Manager to evaluate who is best suited to undertake the additional responsibilities
9. Manager to inform all members of staff of the selection process outcome
10. Manager to complete the attached form and submit to Head of Paid Service for authorisation, who will consult with the Head of Corporate Services, prior to forwarding to [hradminandpayroll@southandvale.gov.uk](mailto:hradminandpayroll@southandvale.gov.uk) for processing