



## Appendix 1

### JOINT HONORARIUM POLICY

#### 1. INTRODUCTION

##### Scope

- 1.1 This policy will apply to all employees of South Northamptonshire and Cherwell District Councils including the Chief Executive and Joint Management Team. This policy will not apply to third party or partner organisations where employees are not employed directly by either Council.

#### 2. GUIDING PRINCIPLES

- 2.1 There will be situations where an employee may be requested to undertake some additional duties, or to cover the higher level work of an absent employee on sick leave, a vacant post or a period of maternity leave on a temporary basis, where some form of additional payment would be appropriate, but would not necessarily justify a permanent adjustment to salary by means of a re-evaluation of their substantive post. These arrangements are detailed in the following Sections of this policy;

**Section 5 – REALLOCATION OF DUTIES – SAME GRADE OR LOWER**

**Section 6 - AWARDED AN HONORARIUM – ACTING UP TO PART OF A JOB**

**Section 9 - AWARDED AN HONORARIUM - ACTING UP TO THE FULL RANGE OF DUTIES AT A HIGHER GRADE**

- 2.2 An Honorarium will only be paid in circumstances where the interim arrangements last for a minimum of 4 weeks. They should be reviewed at the end of a six month period at the latest.

#### 3. EQUALITY ACT

- 3.1 In the application of this policy, it is important that Managers are aware of the Councils' responsibilities under the Equality Act 2010. It is important that Managers can demonstrate that a fair process has taken place to ensure that the most appropriate person is selected to undertake any of these special arrangements.
- 3.2 Under the Equality Act 2010, Councils have a duty to create and publish a Single Equality Scheme which encompasses the above act and how we intend to meet all the requirements of these duties. The Single Equality Scheme is a three year plan and will be reviewed on an annual basis.

#### 4. SELECTION AND FORMAL APPROVAL PROCESS

- 4.1 Where there is more than one person who could be eligible for an honorarium then it is important that a fair selection process is undertaken.
- 4.2 Depending upon the scale of the arrangements required, an honorarium may be

awarded to individual employee(s) on a case by case basis taking account of the skills and experience required to undertake the additional work.

- 4.3 An 'acting-up' opportunity will in the first instance be ring-fenced to a specific team of employee(s) within the service depending upon the skills and experience available to undertake the required work. If the position is not filled following this process, it should be advertised more widely across both Councils.
- 4.4 The line manager should seek advice from an HR Business Partner when considering awarding an honorarium or implementing an 'acting-up' arrangement.
- 4.5 Formal approval of any honorarium or 'acting-up' arrangement must be sought from the relevant Head of Service and Director by completing the Contract Amendment Form in **Appendix 1** to request an Honorarium.

## **5. REALLOCATION OF DUTIES – SAME GRADE OR LOWER**

- 5.1 The first option is for an employee to be asked to undertake some different duties to their current job description in order to assist with a change of priorities or the reallocation of additional duties.
- 5.2 Where these additional duties are at the same grade or lower than the current grade of the employee, it would not be appropriate to pay the employee who is undertaking different duties any additional payment, since the work they are undertaking is at the same grade. This is deemed to be covered by the requirement to undertake any 'additional duties commensurate with the grade of the post' as referred to in the job description.
- 5.3 In this particular case where some different duties are being undertaken, it would be necessary for a discussion to take place between the manager and the employee regarding work priorities in order that the employee is able to work to an agreed level of efficiency within the standard working hours.
- 5.4 **Part-time workers**  
If the employee is currently working part-time then they may be agreeable to working some additional hours to take them up to full time working ie.37 hours per week. In such circumstances, payment for any additional hours worked would be paid at normal plain time rate.

## **6. AWARDING AN HONORARIUM – ACTING UP TO PART OF A JOB**

- 6.1 The second option is to ask an employee to cover part of the work of a colleague at a higher graded post (already determined through the JE process). In this case, it may be possible (following advice and agreement from the relevant Head of Service and HR Business Partner) to pay that employee an honorarium in recognition of the work which needs to be undertaken.
- 6.2 Alternatively, a manager may decide to share the honorarium amongst several employees.

## **7. DETERMINING THE HONORARIUM PAYMENT**

- 7.1 Where the grade of the post which is required to be covered has not been identified, this will be determined through the Job Evaluation process.

7.2 In determining the level of the honorarium payment, it is important for the line manager to be able to assess what percentage of the total job are the additional tasks which the employee is required to undertake. The calculation of the honorarium would be based upon broadly, 25%, 50% or 75% of the SNC point 1 or CDC point a on the new grade, depending upon the employer.

7.3 If the process outlined in Section 7.2 does not give the employee an increase in pay then they would move to the next point on the incremental scale.

8. Please refer to **Appendix 2** for the Calculation of the Honorarium or Acting-up payment.

## 9. **ACTING UP TO THE FULL RANGE OF DUTIES AT A HIGHER GRADE**

9.1 This is the third option and the advice and agreement of the relevant Head of Service and HR Business Partner must be sought in relation to this option. The payment must be calculated and applied as set out in **Appendix 2** of this policy.

## 10. **DETERMINING THE ACTING-UP PAYMENT**

10.1 When acting-up, the employee should receive no less than the equivalent of one full increment. In some cases, this will involve simply transferring to the grade of the higher post. For CDC employees, this would be to point a of the grade and for SNC, point 1 of the grade. If this is less than the value of one increment, then one further increment should be awarded.

## 11. **ACTING-UP PAYMENT AND INCREMENT**

11.1 This acting-up payment will be agreed between the manager and employee in advance and the arrangement will be reviewed within a maximum of 6 months. The employee will receive a letter setting out the arrangements for the acting-up period. The letter will also set out the terms and conditions of the acting-up post.

11.2 When the period of acting-up ceases, the individual will revert to his/her original grade and salary point, prior to the period of acting-up unless they received an increment during the period they were acting-up.

11.3 When an individual is entitled to an increment in accordance with the Employing Council's Pay Policy, whilst acting-up, the following will apply;

11.3.1 Salary progression will be based upon the salary and grade of their substantive post.

11.3.2 When the period of acting-up ceases, the individual will revert to their substantive grade, taking account of any incremental progression. This is calculated by taking their original salary point the day prior to the commencement of the acting-up and applying the increment (if applicable) in accordance with the Local Pay Policy.

## 12. **ACTING-UP PAYMENTS AND PERFORMANCE APPRAISAL SCHEME**

12.1 Where any of the above arrangements are put into place, there may be an impact upon the employee performance appraisal process. It is advisable to contact an HR Business Partner to seek advice and guidance on the implications of any of these arrangements upon the process.

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Issue 1: November 2013 (Joint Policy)  
Issue 2: December 2013 (Joint Policy)

## Appendix 1 – CONTRACT AMENDMENT FORM TO REQUEST AN HONORARIUM

(To be included)

### Appendix 2 - EXAMPLES

The following examples illustrate how this policy works in practice:

#### SNC Payscale example

2.1.1 An employee who is currently at SNC grade 6, point 3, is asked to 'act-up' into a post which has been evaluated as being on grade 5. The acting-up salary would be calculated as follows:

Current salary	-	Point 3 on grade 6 (currently £28,416pa)
Add one salary point	-	Point 4 on grade 6 (currently £29,451pa)
Bottom of new grade Nearest equivalent at no loss on grade 5	-	Point 1 on grade 5 (£29,040). This is less than the new salary including one increment. Point 2 on grade 5 (currently £30,198pa)

2.1.2 Where a percentage is being applied then this will need to be taken into account in the calculation of the agreed payment.

2.1.3 If the same employee was entitled to an increment whilst acting-up, then progression to SNC grade 5, point 3 would take place. This assumes that incremental pay progression is not in place at SNC.

2.1.4 When the same employee ceases acting-up after an increment has been applied, their salary on return to grade 6 would be calculated as follows:

Original salary point on substantive grade	-	Point 3 on grade 6
<i>Increment from a start point of Point 3 (normally effective from April)</i>	-	Point 4 on grade 6

## CDC Payscale example

2.2.1 An employee who is currently at CDC grade 7, point b is asked to 'act-up' into a post which has been evaluated as being on grade 8. The acting-up salary would be calculated as follows:

Current salary	-	Point b on grade 7 (currently £28,331.19 pa)
Add one salary point	-	Point c on grade 7 (currently £29,361.41 pa)
Bottom of new grade Nearest equivalent at no loss on grade 8	-	Point a on grade 8 (£31,421.86). This is more than the new salary

2.2.2 Where a percentage is being applied then this will need to be taken into account in the calculation of the agreed payment.

2.2.3 If the same employee was entitled to an increment whilst acting-up, then progression to point b on grade 8 would take place. This assumes that incremental pay progression has been applied at CDC.

2.2.4 Where an employee is currently on the top of the scale, they would move to the nearest point at no loss on the higher grade.

2.2.5 When the same employee ceases acting-up after an increment has been applied, their salary on return to grade 7 would be calculated as follows:

Original salary point on substantive grade	-	Point b on grade 7
<i>Increment from a start point of point c (normally effective from April) (Taking account of incremental pay progression.)</i>	-	Point c on grade 7