

Appendix 4



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Honorarium Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Honorarium
Owner	Human Resources
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DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
CDC Personnel Committee	15 March 2023

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District Council.

DATE FOR REVIEW

No later than 16th March 2026 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

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1. Scope

- 1.1 This policy will apply to all employees of Cherwell District Council including the Chief Executive and the senior management team. This policy will not apply to third party or partner organisations where employees are not employed directly by the Council.

2. Introduction

- 2.1 There will be situations where an employee may be requested to undertake additional duties or cover the higher-level work of an absent employee or vacant post where an additional payment would be appropriate, but it does not justify a permanent adjustment to salary.
- 2.2 An honorarium will only be paid in circumstances where the interim arrangements last for a minimum of 4 weeks.
- 2.3 Ideally the interim arrangements will not exceed twelve months with regular reviews of the business requirement.
- 2.4 To ensure the Council meets its obligations under the equality act, it is essential that managers can demonstrate a fair process has taken place when awarding an honorarium.
- 2.5 The manager should seek advice from HR when considering awarding an honorarium.

3. Selection and formal approval process

- 3.1 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.
- 3.2 An 'acting up' opportunity will, in the majority of cases, be ring-fenced to a specific team within the service depending upon the skills and experience required to complete the work. If the position is not filled following this process, it should be advertised more widely across the Council.
- 3.3 Formal approval of an honorarium must be sought from the relevant Assistant Director by completing an Employee Contract Change form.

4. Reallocation of duties – same grade or lower

- 4.1 Where an employee is asked to undertake different duties to their current job description in order to assist with a change of priorities or the reallocation of additional duties and these duties are at the same grade or lower, it would not be appropriate to pay the employee an honorarium. 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 job descriptions.
- 4.2 In this particular scenario 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 their agreed working hours.

4.3 **Part-time workers**

If the employee is currently working parttime they may be agreeable to working additional hours (up to 37 hours per week). In such circumstances, payment for any additional hours worked would be at normal plain time rate.

5. **Awarding an honorarium – acting up to part of a role**

5.1 Where an employee is asked to cover some of the duties of a colleague at a higher graded post (determined through the job evaluation process), it may be possible to pay that employee an honorarium in recognition of the work which needs to be undertaken.

5.2 Alternatively, a manager may decide to share the honorarium amongst several employees and apply a percentage rate.

5.3 **Determining the honorarium payment**

In determining the level of honorarium payment, it is important for the manager to be able to assess what percentage of the total job the employee is being asked to undertake. The calculation of the honorarium should be broadly based on 25%, 50% or 75% of the higher grade.

5.4 Please refer to Appendix 1 for example calculations.

6. **Awarding an honorarium – acting up to a full role**

6.1 Where an employee is asked to cover the full duties of a colleague at a higher graded post (determined through the job evaluation process), it may be possible to pay that employee an honorarium in recognition of the work which needs to be undertaken.

6.2 The level of honorarium payment would be calculated at 100% of the higher grade.

6.3 Please refer to Appendix 1 for example calculations.

6.4 Alternatively, consideration could be given to offering a secondment if the postholder will not continue to undertake the duties of their substantive post, and fully undertake the duties of the higher graded post.

7. **Honorarium payments and increments**

7.1 Honorarium payments will be agreed between the manager and employee in advance and be regularly reviewed. The employee will receive a letter from HR confirming the agreed arrangements.

7.2 Salary progression will be based upon the salary and grade of the employee's substantive post.

7.3 When the period of acting-up ceases, the employee 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 an increment (if applicable).

Appendix 1 – Honorarium Example calculations

The calculation of an honorarium should be broadly based on 25%, 50% or 75% of the higher grade.

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. If this is less than the value of one increment, then one further increment should be awarded.

Example 1: covering 100% of duties

Current salary	=	Grade F point 3	=	£31,622.50
Acting up salary	=	Grade G point 1	=	£33,722.00
Calculation	=	£33,722.00 - £31,622.50	=	£2,099.50
		divided by 12 months	=	£174.96

Example 2: covering 75% of duties

Current salary	=	Grade E point 5	=	£29,222.50
Acting up salary	=	Grade G point 1	=	£33,722.00
Calculation	=	£33,722.00 - £29,222.50	=	£4,499.50
		£4,499.50 x 75%	=	£3,374.63
		divided by 12 months	=	£281.22 per month

Example 3: covering 50% of duties

Current salary	=	Grade K point 5	=	£57,720.00
Acting up salary	=	Grade L point 2 *	=	£58,700.50
Calculation	=	£58,700.50 - £57,720.00	=	£980.50
		£980.50 x 50%	=	£490.25
		divided by 12 months	=	£40.85 per month

* Point 2 awarded to ensure one full increment