



**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Honorarium Policy

## DOCUMENT CONTROL

<b>Organisation(s)</b>	Cherwell District Council (CDC)
<b>Policy title</b>	Honorarium
<b>Owner</b>	Human Resources
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## DOCUMENT APPROVALS

This document requires the following committee approvals:

<b>Committee</b>	<b>Date of meeting pending approval</b>
Personnel Committee	04 March 2026

## DOCUMENT DISTRIBUTION

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

## DATE FOR REVIEW

No later than 01 March 2029 but sooner if impacted by legislative changes.

## REVISION HISTORY

<b>Version</b>	<b>Revision date</b>	<b>Summary of revision</b>
2.0	04/03/2026	Three year scheduled review

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## **1 Scope**

- 1.1 This policy applies to all employees of Cherwell District Council. It does not apply to agency workers, consultants, contractors, volunteers, or interns.

## **2 Introduction**

- 2.1 There will be situations where employees are asked to temporarily undertake higher-level duties. This may be to cover a colleague's long-term absence or a vacant post. An honorarium is a suitable short-term method of compensating these employees.
- 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 and there should be regular reviews of the business requirement.
- 2.5 The manager should seek advice from their HR Business Partner when considering awarding an honorarium.

## **3 Selection and formal approval process**

- 3.1 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 there is more than one person who could be eligible to receive an honorarium.
- 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.

## **4 Reallocation of duties – same grade or lower**

- 4.1 When an employee is asked to take on duties that differ from their current job description due to changing priorities or the redistribution of work, and those duties are at the same or a lower grade, an honorarium would not be appropriate.

These tasks fall under the expectation to carry out "additional duties commensurate with the grade of the post," as outlined 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**  
Part-time workers may be agreeable to working additional hours (up to 37 hours per week). In such circumstances, payment for any additional hours 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 should be regularly reviewed.

7.2 Honorarium payments are paid monthly. The employee will receive a letter from HR confirming the agreed arrangements.

7.3 Honorarium payments will be pro-rated for part time colleagues.

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

7.5 When the honorarium period 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 honorarium period and applying an increment (if applicable).

## Appendix 1 – Example calculations

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

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	=	£36,111.00
Acting up salary	=	Grade G point 1	=	£38,370.50
Calculation	=	£38,370.50 - £36,111.00	=	£2,259.50
		divided by 12 months	=	£188.29 per month

### Example 2: covering 75% of duties

Current salary	=	Grade E point 5	=	£33,527.50
Acting up salary	=	Grade G point 1	=	£38,370.50
Calculation	=	£38,370.50 - £33,527.50	=	£4,843
		£4,843 x 75%	=	£3,632.25
		divided by 12 months	=	£302.69 per month

### Example 3: covering 50% of duties

Current salary	=	Grade K point 5	=	£64,541.50
Acting up salary	=	Grade L point 2 *	=	£65,638.00
Calculation	=	£65,638.00 - £64,541.50	=	£1,096.50
		£1,096.50 x 50%	=	£548.25
		divided by 12 months	=	£45.69 per month

\* Point 2 awarded to ensure one full increment