

OADBY & WIGSTON BOROUGH COUNCIL HONORARIUM AND ACTING UP POLICY AND PROCEDURE OCTOBER 2014

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Author	Lynn Middleton, HR Officer
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Appendix 1 – Honorarium & Acting Up Payment Form

PART 1: Purpose

The purpose of the honorarium and acting up policy and procedure is to provide a framework under which payments should be made to employees of Oadby and Wigston Borough Council (“the Council”). This policy and procedure is to enable the Council to ensure there is scope to resource short term gaps whilst the employee can gain valuable experience to enhance career development prospects and/or to ensure the service provision continues to be delivered as required.

Employees are entitled to be fairly rewarded, on the basis outlined below, for being asked to undertake additional responsibilities which are above and beyond the scope of the grade of their post.

PART 2: Scope

Honorarium and acting up payments will be available to all Council posts and grades, subject to fulfilling the approved criteria.

All opportunities for honorarium and acting up duties for discrete and time limited project work will be advertised internally as per the Recruitment and Selection Policy and Procedure

Honorarium and acting up payments are intended to be used as short term measures. It is important that managers regularly review the situation.

It is not appropriate to use such payments as a means for covering short absences, such as annual leave or short term sickness absence which is expected to last less than 4 weeks.

This policy and procedure forms part of the Employee Handbook and is available on itrent. It will also form part of the induction process of new employees. The policy and procedure does not form part of the normal terms and conditions of employment of any employee.

The Council reserves the right to change the terms of this policy and procedure from time to time in order to comply with legislative requirements or as otherwise necessary, following appropriate consultation with the Trade Union in cases of substantial variation. Trade Unions will not be consulted on minor changes to the policy, for example, font, paragraphing and grammar where it does not change the overall essence of the policies intentions.

PART 3: Equal Opportunities

The Equality Act 2010 provides the legal framework to combat unlawful discrimination and provides public authorities with general and specific duties relating to equality. The Council will do its utmost to uphold these duties and will always have due regard for the requirement to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

The Council is committed to having a dignified and respectful working environment which includes and encourages all staff to develop and make progress.

This policy and procedure enhances the Council’s approach to equality by ensuring openness and transparency.

PART 4: Roles and Responsibilities

Senior Management Team	<ul style="list-style-type: none"> • Responsible for approving and authorising honorarium payments
Line Manager / Head of Service	<ul style="list-style-type: none"> • Responsible for preparing and submitting a business application and completing a “payment for honorarium and acting up form” to Senior Management Team, requesting approval and authorisation. • Responsible for monitoring and reviewing the honorarium and acting up arrangements ongoing at 6 monthly intervals. • Responsible for ensuring that such opportunities are published as widely as possible; particularly to those without access to Council email.
HR (Human Resources)	<ul style="list-style-type: none"> • To advise and support line managers and employees in the application of this policy and procedure • To process payroll amends subject to receipt of the approved “payment for honorarium and acting up form” and provide written confirmation to the employee. • HR are responsible for advertising all opportunities.
Corporate Resources	<ul style="list-style-type: none"> • Where assistance from HR is unavailable or not permissible a suitably trained officer from Corporate Resources will be nominated to assist and advise.

Trade Union Workplace Colleague or	<ul style="list-style-type: none">To advise and support union members in the application of this policy and procedure
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PART 5: Procedure – Honorarium of Part Duties

Honorarium

An honorarium payment may be defined as a payment given to an employee for being asked to undertake specific duties and / or responsibilities, which are considered to be of a higher level than their substantive duties.

An honorarium payment may be granted in the following circumstances:

- Where an employee undertakes a **significant proportion** of, (part duties not all), higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
- Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated as having higher level duties.
- Where higher graded duties and responsibilities are undertaken for a fixed period as part of a special project.

This is not an exhaustive list as there may be other circumstances which warrant an honorarium payment; managers may seek further advice and assistance from HR.

Honoraria will not be paid where additional work is undertaken at the same band or below the individual's existing salary.

Honorarium payments may either be made as a lump sum for a one off specific piece of work or paid monthly where the requirement for the additional work last several months and must not exceed a total of 12 months.

Selection Process

In order to ensure a fair process, it is recommended that line managers give employees the option to express an interest in available opportunities.

Line managers should ensure that the employee selected to carry out the duties, meet the skill requirements for the additional responsibilities and/or duties associated with the post they are covering.

If more than one employee has expressed an interest, then an appropriate selection process should be carried out.

Where there is a requirement for additional work to be carried out by more than one employee, the line manager should discuss the allocation of duties with the selected employees before the work commences.

Payment Calculation

Payment will be based on the difference between the substantive grade, the grade of new duties being undertaken and the percentage of time spent on these new duties.

Please note: under this process the payment calculation for an employee will not exceed more than 2 salary bands.

These additional responsibilities must be assessed by HR through the Job Evaluation, prior to approval being sought.

Method of calculation

$$P = D \times \%$$

Where:

P = Amount of current pay

D = Difference between employee's current salary and the bottom spinal column point of the grade of the post they will be carrying out additional responsibilities for.

% = Proportion of time spent on the extra duties of the higher post (as a decimal)

Example:

The difference between the two salaries = £10,000

Employee spends 25% of their time on these new duties → £10,000 x 0.25 = £2500 = amount payable

The manager is responsible for completing the "Honorary and Acting Up Payment Form" – see **Appendix 1**. Once this has been approved by Senior Management Team, HR will process the payment via payroll and confirm the details in writing to the employee.

One off Honarium

A one off honarium payment can be made for the purposes of rewarding exceptional performance. Such payments are applicable to employees who are performing outside the scope of their post, dependent upon the circumstances of each case, or where the additional duties are particularly onerous.

One off payments should only be used where an employee undertakes a significant amount of work which does not form part of their substantive job description or role requirements. One off payments shall not be made in circumstances where an employee undertakes work of a higher graded post over a sustained period as honarium or acting up arrangements may be more appropriate where this is the case.

Where it is deemed that a one off payment may be awarded to an employee, the Head of Service will devise a business case to the Senior Management Team detailing the reasons for the payment and confirming how the costs of such payments can be met. In deciding whether or not an employee should be awarded with a one off honarium payment, factors such as the volume of higher graded tasks undertaken, the time taken to complete them and the conditions the employee worked under at the relevant time should be considered.

One off honorarium payments shall be paid as a lump sum and shall not exceed the sum of £2000 per employee in any one year.

PART 6: Procedure – Acting up of Full Duties

Acting Up

In deciding how to fill a post which has been temporarily vacated, line managers should first consider if there are any alternative ways in which the work can be redistributed or reorganised, thus avoiding the necessity of having an acting-up arrangement.

Acting up allowance is payable only where an employee undertakes the **full** duties and responsibilities of a higher graded post for a continuous period of at least four weeks. Other than in exceptional circumstances, individuals who volunteer to act up for short periods of time (i.e. up to 4 working weeks) will be expected to do so as part of the normal process of working as a member of a team. They will still gain the experience and development associated with assuming the higher level responsibilities involved, however, they will not receive any additional payment. Acting up may occur as a result of:

- Temporarily filling a post until a substantive appointment can be made
- Filling a key post while another employee is on maternity leave
- Filling a key post to cover long term sickness absence
- Filling posts due to other temporary extended leave arrangements e.g. secondments, career breaks

It is not appropriate to use acting up allowance as a means for covering annual leave save in exceptional cases where the annual leave period exceeds 4 weeks and it is with the Head of Service and Senior Management for approval.

The duration of the period of acting up should be indicated before it commences and confirmed in writing to the employee by HR.

The manager is responsible for completing the “Honorarium and Acting Up Payment Form” – see **Appendix 1**. Once this has been approved by Senior Management Team, HR will process the payment via payroll and confirm the details in writing to the employee.

It must be remembered that an acting up arrangement is a temporary arrangement and in no circumstances should such arrangements exceed 12 months in total. In any event, acting up positions should be renewed on a quarterly basis.

Selection Process for Acting Up

With the exception of sickness absence, most instances of long term absence are pre-planned. Arrangements to cover the post should therefore be made at the earliest opportunity in order to ensure the most appropriate cover.

If a deputy exists to the temporarily vacant position i.e. as clearly outlined within their existing role profile, then that employee should be asked to act up first, wherever suitable. In the case of more than one deputy being capable to act into the temporary vacancy, it will be necessary for a selection process to occur. If there is no clearly identified deputy, then the line manager should bring the opportunity to the attention of all appropriate employees within the team/section. If it is unclear who should be classed as eligible, HR advice should be sought. If the line manager wishes to reach a wider pool of employees or has been unsuccessful in identifying a suitable candidate from within their own service area, the acting up opportunity will be advertised internally as a secondment opportunity. However, it should be noted that the secondment of an employee from another service can only take place with the agreement of the line manager of the service concerned as well as the Head of Service and this should be made clear in the advert. See the Secondment Policy and Procedure for further guidance.

In the case of there being more than one suitable candidate, competitive interviews should be held. Acting up may be shared between two employees on a pro-rata basis.

It is appreciated in the case of unplanned long term absence that it may not be practicable to implement the acting up procedure with immediate effect. In this instance, alternative interim arrangements may need to be considered whilst the selection procedure is conducted e.g. opportunity to work additional hours. A thorough selection process will take no longer than two months to complete, therefore, any interim arrangements should not exceed this timescale.

Payment Calculation

Where an individual undertakes the full duties and responsibilities of a more highly graded post, they should receive the salary appropriate to the bottom point of the higher graded post.

Method of calculation

$$P = B$$

Where:

P = Amount of employees current substantive pay

B = bottom SCP of the grade of the higher post being acted up to

Please note: under this process the payment calculation for an employee will not exceed more than 2 salary bands.

Additional payments will be made from the first day of duties.

Employees who are on protected salaries and undertake duties of a higher grade than their evaluated grade, but not higher than their protected salary, are not entitled to receive any additional remuneration. They should still be encouraged to undertake the opportunity of acting up as part of their development to assist them to improve their promotion prospects.

Terms and Conditions

Employees will be subject to all terms and conditions of the higher graded job role. Payment will be received for the hours/duties assumed in the temporary post. Therefore, overtime worked (if applicable) on a regular basis will not be payable if they are not undertaken.

When the period of acting up has lapsed, the employee will revert to the substantive job role and salary (if still available). Please refer to the principle of Secondment Policy and Procedure regarding returning to the substantive post and the Organisational Change Policy and Procedure.

PART 7: Timescales

Depending on the reasons for the payments, both honorarium and acting up arrangements should only be considered when an employee is asked to undertake duties for more than 4 weeks in duration.

It must be remembered that honorarium payments and acting up arrangements are temporary and in no circumstances should such arrangements be allowed to exceed 12 months. In any event arrangements should be made to regularly review at quarterly intervals.

PART 8: Process for Implementation

In order to request the award of an honorarium or acting up payment, the employee's Head of Service should complete a business case and submit this to Senior Management Team for approval, who will consult with HR for compliance.

Senior Management Team should be satisfied that the request meets the criteria for awarding the payment to an individual employee or number of employees and that this is supported by a sound business case. The case should include the following:

- The reason for the proposed payment, for example to cover a long term absence or undertake a specific piece of work
- Posts affected and grades of the substantive and higher level/additional duties involved
- The extent of different and/or additional duties involved, i.e. full or partial, if partial quote percentage
- The duration; specifying dates
- Any alternatives considered
- Cost - the calculation of the amount of payment should be made in accordance with the criteria for calculating payments detailed in this policy and procedure.

PART 9: Other Factors

Impact of National Pay Award and Annual Increments

Honorarium and acting up payments will be increased in line with the annual pay awards

Incremental Progression

Where an employee is due to be paid an increment point within their substantive post and are undertaking duties at a higher grade, the amount of honorarium paid should be reduced. This is to ensure that their pay reflects the difference between the pay band of the substantive post and the lowest pay spinal point of the grade associated with the duties being undertaken. In these circumstances HR will liaise with payroll in order to re calculate the payment.

Advertising

Opportunities for discrete and time limited project work, which may be promotional, should normally be advertised in accordance with recruitment and selection policy and procedure

Equality of Opportunity

Part time and job share staff should be given equal opportunity in regards to acting up and honorarium payments.

Job Evaluation

Where the change to the job role is permanent, it should be re-evaluated under the job evaluation scheme to take the new duties into account.

Monitoring

The Head of Corporate Resources will ensure that up to date data is held and retained on all honorarium and acting up payments in order to ensure equality and fairness of treatment at all times in terms of the operation and implementation of the scheme.

The Head of Corporate Resources will report progress to the Senior Management Team. This will form part of the Annual Pay Policy Review.

Notice

Any decision to terminate the acting up or honorarium before the agreed end date should be made by giving one month's notice on either side.

PART 10: Review and Monitoring

This policy and procedure will be reviewed jointly by Trade Unions (on behalf of the employees) and the management team on a biennial basis.

The Head of Corporate Resources will have delegated responsibility to make minor and insignificant changes, such as changes to grammar, spelling, paragraphing and font for example, without Trade Union consultation.

PART 11: Note

For the purpose of this policy and procedure where assistance from HR is unavailable, a substitute from Corporate Resources will be nominated to assist.

At all times those with access to email facilities will receive all communication under this policy and procedure marked 'Private and Confidential' through this means.

For those employees who do not have access to email facilities or who are absent from work through sickness or otherwise, communication under this policy and procedure marked 'Private and Confidential' will be delivered by hand or by first class post

Appendix 1: Honarium & Acting Up Payment Form

This form should be completed by the relevant Head of Service and the employee's Line Manager in order to request an honorarium/acting up payment. This form should be submitted to the Senior Management Team for authorisation. Payment may only be actioned when it has been duly authorised.

Please consult the Honarium and Acting Up Policy and Procedure or contact the HR Team if you require assistance in completing this form.

<u>Honarium and Acting Up – Employee details</u>		
Date:		
Name of employee:		
Employee's job title:		
Employee's service area / team:		
Employee's Line Manager:		
Current grade & SCP		
Grade of higher graded post:		
Name of person completing form:		
<u>Type of payment requested:</u>		
Acting Up <input type="checkbox"/>	Honarium <input type="checkbox"/>	One-off honorarium <input type="checkbox"/>
Duration of payment (dates):	From:	To:
<u>Reason(s) for payment request & payment calculation (please use additional sheets if necessary):</u>		
<u>Authorisation</u>		
Line Manager:	Signature:	
Head of Service:	Signature:	
By signing this agreement the employee acknowledges that in the case of redundancies or restructuring taking place in the substantive area, they are placing themselves in a position of risk in that they may not be able to return to their original substantive post, if the same is not available in accordance with the <u>Organisational Change Policy and Procedure</u> .		
<u>Senior Management Authorisation:</u>		
Name:	Signature:	
Date of authorisation:		
<u>HR Use only</u>		
Employee No:	Amount of pay:	
Actioned by:	Date:	
Countersign:	Date:	

Payroll notified (date):	Payroll actioned (date):
Confirmation sent to employee: Yes/No	

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