



Policy, Finance and Development Committee	24 March 2015	For Decision
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Title: **Honorarium update**

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1 Introduction

This report has been produced for Members following a request to update the committee on how honorarium and acting up payments are awarded to staff and financial details of existing payments over the last 12 months (February 2014 – January 2015).

2 Recommendations

That Committee notes the contents of the report.

3 Information

The Council approved the revised Honorarium and Acting Up policy and procedure at the Policy, Finance and Development committee on 28 October 2014.

This policy and procedure provides managers with a mechanism to reward individual employees for exceptional contributions to the work of the Council which are above the normal remit of their substantive post.

Honorarium contributions are normally of a temporary nature and include:

- 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.

There are other situations which may arise whereby managers may need to exercise their discretion as to whether an employee should be rewarded in recognition of their contributions for specific work. 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.

Please note that honoraria payments are not paid when an overtime payment would be appropriate.

Acting up payment 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 and 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

An acting up arrangement is a temporary arrangement and in no circumstances should such arrangements exceed 12 months.

A breakdown of the honorarium and acting up payments made for the last 12 months is shown below:

Service Area	Reason for payment	Amount of Payment	Start date	End Date
A	Acting up duties	£630 per month	08.03.2013	ongoing
B	One off honorarium payment	£1,500 (one off payment)	28.02.2014	28.02.2014
C	Acting up duties	£41.50 per month	28.02.2014	30.04.2014
D	Acting up duties	£261.25 per month	14.10.2013	31.03.2015

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Implications	
Equalities (KG)	An Equality Impact Assessment on the policy and procedure has been conducted.
Financial (PL)	A supplementary budget request will be required or alternative virement from another budget will be required to balance costs of such additional expenditure, as honoraria cannot be budgeted for because there is no current provision for contingencies in this regard.
Legal (KG)	Honoraria payments as set out in the policy are either one off payments or payments with an expiry of 12 months.
Risk (KG)	CR1 – Decreasing Financial Resources, CR4 – Reputation Damage , CR 8 - Organisational / Transformation Change