

FERRYHILL TOWN COUNCIL



POLICY

HONORARIUM AND ACTING UP

PURPOSE

- 1.1 The purpose of this Policy is to set out the principles under which additional payments should be made to employees who temporarily undertake additional duties and responsibilities at the request of management. Not only can the opportunity to do this benefit the Council, in that it will enable specific services needs to be met quickly, it will also support investment in our workforce providing an employee with a valuable opportunity to develop their skills and gain experience, in preparation for possible future promotion/development. 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.

2. HONORARIUM

- 2.1 An honorarium payment may be granted in the following circumstances:
- Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
 - Where an employee undertakes work from a different job in addition to their own role, with no additional staffing resource, and the work is paid on a higher grade.
 - Where someone is asked to take on an additional time limited area of work that would require them to develop new skills or undertake specific relevant training
- 2.2 Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description.
- 2.3 Payment of any honorarium will only apply to situations of more than 4 weeks in duration and will be for a maximum of 12 months, unless exceptional circumstances exist.

3. ACTING UP ALLOWANCE

- 3.1 Acting up allowance is payable only where an employee is authorised to take on the full duties and responsibilities of a higher graded post. Payment will be made from day one of the formal acting up arrangement having been put in place and whereby the full duties of the higher-graded post are being carried out. This may occur as a result of:
- Temporary filling of a post until a substantive appointment can be made.
 - Filling a key post while another employee is on maternity leave, additional paternity leave or statutory adoption leave.
 - Filling a key post to cover long term sickness absence.
 - Filling posts due to other temporary extended leave arrangements eg secondments.
- 3.2 Payment should be based on the salary which would apply were the officer to be promoted to the higher level post, which would normally be the bottom point of the higher grade.

F01

- 3.3 Where a possible acting up situation arises, it is important that all employees eligible are given the opportunity to express an interest in being considered. The role will be advertised internally.

4. **APPROVAL**

- 4.1 The Town Clerk will consider all situations where an honorarium or acting up allowance may be justified. He/she will report the situation, with recommendations, to a meeting of the Council's Personnel Sub-Committee.
- 4.2 Honorarium payments and acting up allowances should be capable of being met within existing budgets.