

Honoraria Policy



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Note: Please be aware that any printed copies of this document may not be the most recent version. You should check on the Intranet to ensure that you are using the current version.

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1. Introduction

- 1.1 The aim of this policy is to set out the criteria and eligibility for honoraria payments and ensure a consistent approach to how they are applied.
- 1.2 Under delegated authority, Heads of Service/Operational Directors may authorise honoraria up to a maximum limit of £7,000 per annum, per individual employee.
- 1.3 Honorarium payments are not applicable where an employee covers the full duties of a higher graded post. In these circumstances, the manager should consider acting-up arrangement (this will only be applicable for a minimum period of four weeks) and follow the Council's [Acting Up Procedure](#).

2. Scope

- 2.1 This procedure applies to all Council employees except employees engaged at or based at schools, who may have different arrangements. School Governing Bodies may adopt this policy if they wish.

3. Criteria for awarding honorarium payments

- 3.1 Honorarium payments can be made for:
 - A one-off, finite piece of work or project which is outside the normal scope of an **employee's duties**
 - Temporarily carrying out some, but not all, of the duties normally carried out by an officer on a higher grade
 - Carrying out additional duties and responsibilities outside the scope of their normal job for an extended period
 - Temporarily taking on additional duties pending a formal reallocation of work or a re-organisation
- 3.2 Honorarium payments do not apply:
 - For any periods of less than four weeks
 - When an employee is providing **cover for another employee's standard leave**

4. Initiating honorarium payments

- 4.1 Once a manager has identified circumstances where an honorarium may be warranted, they should discuss this with their Head of Service/Operational Director in the first instance.
- 4.2 The Head of Service/Operational Director should then consult with an HR Employment Relations Adviser who will undertake an evaluation of the additional duties proposed to determine the appropriate honorarium payment, which will be proportionate to:
 - The percentage of the employee's **time to be spent undertaking the additional duties**
 - The level of responsibility of the additional duties

- 4.2 The Head of Service/Operational Director should then prepare a Delegated Powers (DP) sheet (Appendix 1) giving details of:
- The employee's name and payroll number
 - The circumstances that warrant payment
 - The value of the payment
 - The period covered by the payment (start and end dates must be stated)
 - Any previous honorarium paid within the previous 12 months
- 4.3 If an extension to an existing honorarium arrangement is being authorised within a 12 month period, details of any previous honoraria must be included on subsequent DP sheets for reference and audit purposes.
- 4.4 The DP sheet should be sent to [HR Pay and Contracts](#) to initiate payments.
- 4.5 The line manager should write to the employee, confirming specific details of the honorarium payments (a template letter is provided in Appendix 2). A copy should be sent to HR Pay and Contracts, to be filed on the **employee's personal file**.
5. Funding and maximum limit of honorarium payments
- 5.1 **The value of the honorarium will be the difference between the employee's current scale point and the lowest scale point of the grade relevant to the additional duties.** This will be the basic rate of pay, exclusive of any allowances/ enhancements.
- 5.2 The amount of honorarium will be proportionate to:
- the percentage of additional work/duties to be undertaken
 - the level of additional responsibility involved
- 5.3 Honoraria will normally be **paid in monthly instalments with the employee's salary**. Where the honorarium applies to a one-off piece of work or project of up to 8 weeks in duration, a lump sum may be paid.
- 5.4 Heads of Service/Operational Directors have delegated authority to approve honoraria payments up to a maximum of £7,000 per annum per individual employee. This is strictly time-limited to one year.
- 5.5 Where additional duties are evaluated at more than £7,000 per annum the Head of Service/Operational Director should first consult with the Head of Human Resources. The Head of Service/Operational Director must then seek approval from Remuneration and Staffing Committee by submission of a report. HR will provide advice and support to compile the report and legal and finance comments will also be required.
6. Duration of honorarium payments
- 6.1 All honoraria payments must have a specified start and end date.
- 6.2 Honoraria will only be agreed for up to 6 months in the first instance. An extension beyond this of up to a further 6 months will be at the Head of Service/Operational Director's **discretion**.
- 6.3 Under delegated authority, extensions beyond 12 months may be made, in exceptional cases only. If the Head of Service/Operational Director wishes to extend the honorarium payments beyond 12 months they should first consult with the Head of Human

Resources and will be required to submit a report to seek approval from Remuneration and Staffing Committee. HR will provide advice and support to compile the report and legal and finance comments will also be required.

6.4 Heads of Service/Operational Directors should also consider the following alternative options to extending honorarium payments, seeking advice from HR Employment Relations as appropriate:

- Redesign and re-evaluate **the employee's post to integrate the additional duties**
- Redistribute duties amongst a number of posts and consult accordingly
- Advertise a supernumerary fixed-term position for completion of the additional work/project

7. Review and termination of honorarium payments

7.1 Management information on honorarium payments is included as part of Heads of Service/Operational Directors' monthly workforce reports. Heads of Service/Operational Directors and/or line managers should review honorarium payments at least every 3 months to assess whether they are still warranted. If not, the honorarium must be terminated and the employee and HR Pay and Contracts should be notified accordingly.

7.2 HR Pay and Contracts will notify the line manager one month before an honorarium payment is due to finish. The manager should also inform the employee that the honorarium is due to finish.

7.3 It is the responsibility of the relevant manager to inform their Head of Service/Operational Director and a relevant member of the Human Resources Employee Relations team of any changes or if the agreed additional work is not carried out.

7.4 All honorarium payments will be automatically terminated after 12 months unless the Head of Service/Operational Director has advised HR Pay and Contracts that they have obtained authorisation from Remuneration and Staffing Committee for an extension.

7.5 The Head of Human Resources will keep a record of all honoraria which will be reported annually to Remuneration and Staffing Committee detailing:

- Amount paid to each employee
- Criteria used for the payment
- Period covered by the honorarium
- Date approved for payment

8. Payment of honoraria to employees who are absent from work

8.1 Honoraria payments are made to employees on the basis that they are actively undertaking additional duties. Where an employee who is receiving an honorarium is absent from work for more than two weeks then the manager should review the payment (Note: this includes sickness absence but does not include authorised annual leave).

8.2 If an employee commences maternity, paternity or adoption leave, honorarium payments will be suspended and reviewed on the return of the employee.

- 8.3 Managers are responsible for informing employees of any suspension/review of honorarium payments due to employee absence and for notifying HR Pay and Contracts accordingly.
9. Payment of honoraria during last year of service
- 9.1 Under delegated authority, **the payment of honoraria during an employee's last year of service** (where this is known) should only happen in exceptional cases and will be subject to the following:
- a) The Head of Service/Operational Director should discuss any proposal with the Head of Human Resources in the first instance, at the earliest opportunity.
 - b) This must be followed by consultation with the Head of Legal and Constitutional Services, and the Secretary and the Chairman of the Remuneration and Staffing Committee, **to discuss the effect on the employee's pension payments**. Any discussions with the Committee Chair should be facilitated through the Head of Human Resources.
10. Review of policy, funding and maximum payment
- 10.1 Any changes to the policy or payment range will need to be authorised by the relevant Committee and/or Chief Executive as appropriate.

Delegated Powers Decision Sheet

1. Minutes under which powers were delegated (number and date)	2. Decision	3. Signature of Officers acting under delegated powers	4. Date decision taken	5. Referred for action to (Dept./Officer)	6. Initiating Officer's reference and File Number
	<p>DELEGATED POWERS</p> <p>To approve Honorarium Payments as follows:</p> <p>Name of Employee:</p> <p>Job Title:</p> <p>Payroll Number:</p> <p>Reason for payment:</p> <p>Amount: £</p> <p>Start date: End date:</p> <p>Have job activities been evaluated? Yes <input type="checkbox"/></p> <p>Is this an extension of existing payment?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, give details below including when the honorarium was first initiated and rationale for the extension)</p>				

Template letter from manager confirming honorarium

Dear *[insert employee name]*

Re: Honorarium Payment

I am writing to confirm our recent discussion concerning honorarium payment.

This has now been approved and you will receive an honorarium payment in respect of the following additional duties /project *[delete as appropriate]*, in accordance with the Council's Honoraria Policy

[insert details of duties/project]

Insert as appropriate:

The honorarium of £ *[insert amount]* is payable from *[insert start date]* to *[insert end date]* and will be payable in instalments with your salary.

or

The honorarium of £ *[insert amount]* is payable as a lump sum with your salary.

Please note that continuation of honorarium payments will be subject to satisfactory completion of the duties/work outlined above and will be kept under review for the duration of the period above.

Yours sincerely

[insert name and job title of manager]

CC. HR Pay & Contracts