

# Acting up and Honoraria Payments

## Criteria for awarding acting up and honoraria payments

### 1. Principles

1.1 The policy and payment criteria for both acting up and honoraria payments will apply to all posts, regardless of the amount of payment involved.

1.2 Payment of any acting up or honorarium will only apply to situations of more than four weeks in duration.

1.3 Payment of any acting up or honorarium will usually be for a maximum of 12 months.

1.4 If an honorarium or acting up arrangement is to continue beyond six months, it should be reviewed at six months and in any event, in normal circumstances, should not exceed 12 months.

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

1.6 Senior officers are expected to work flexibly and honoraria provisions will not normally apply to officers on Hay Band F and above, other than in very exceptional circumstances agreed by the Chief Executive.

1.7 Project work, including cross cutting corporate project work and project work involving external partners is a requirement of all senior officers on Hay Band F and above and will not, normally, merit an honorarium payment.

1.8 Departments will ensure that this requirement is reflected in job descriptions for all posts at third tier level in the new departmental structures, subject to collective agreement.

1.9 Opportunities for discrete and time limited project work, which may be promotional, should **normally** be advertised in accordance with agreed recruitment and selection guidelines and will be appointed to at the evaluated rate for the project duties and responsibilities concerned.

**1.10** Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description i.e. of the same type at the same level.

**1.11** A fully documented business case should be made by the department to support all proposals for acting up and honoraria payments.

**1.12** The business case will include evidence to illustrate the following:

**1.12.1** The reason for the proposed payment, for example to cover a long term absence or undertake a specific piece of work

**1.12.2** Posts affected and grades of the substantive and higher level / alternative duties involved

**1.12.3** The extent of different and /or additional duties involved i.e.- full or partial, if partial quote percentage

**1.12.4** The duration, specifying dates from and to

**1.12.5** Alternatives considered. In many situations the need for extra work of the same type to be undertaken on a temporary basis can be accommodated without the need for additional payment.

**1.12.6** Cost. The calculation of the amount of payment should be made in accordance with the guidance set out under the criteria for calculating payments

**1.13** These rules should normally be applied in each case, however, where this can be demonstrated by the business case; in very exceptional cases it may be more appropriate to adopt a token payment approach.

## **2. Process**

**2.1** The circumstances potentially justifying an honorarium, and where possible the likely period involved, shall be identified at the outset and agreed with the employee.

- 2.2** The manager should submit their written business case, listing all the elements set out in 1.above, to their departmental management team.
- 2.3** The advice of the HR Service should be sought as necessary and the proposal copied to the Head of HR.
- 2.4** Corporate Directors will apply the criteria at 1 above and decide whether honoraria or acting up proposals should be implemented, seeking the advice of the HR Service as necessary.
- 2.5** Decision reports on honoraria should be constructed in such a way as to avoid the need for exemption.

### **3. Definition**

#### **3.1 Acting up**

- 3.1.1** An “acting up” situation is defined as one where an employee(s), for any reason other than annual leave, is called upon to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks.
- 3.1.2** Acting up may be shared between two parties on a pro- rata basis. To qualify as “acting up”, the employee(s) concerned must undertake **the full duties and responsibilities** of the higher level post, as set out in the agreed job description, for the duration of the period concerned i.e. 100 percent of the duties for a specified percentage of the time.
- 3.1.3** Consideration should be given to advertising more widely in longer term situations such as maternity cover.
- 3.1.4** After four weeks, an approved acting up payment commensurate with the evaluated grading of the post temporarily occupied will be made, backdated to the first day of acting up, period, as set out in the business case.

## **3.2 Honoraria**

**3.2.1** An honorarium payment may be granted in circumstances where employees temporarily undertake a proportion of a higher level of duties and responsibilities outside the scope of their normal post, where these are significant and over an extended period, but short of undertaking the full duties and responsibilities of the higher graded post.

**3.2.2** Such circumstances may include:

**3.2.2.1** 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.

**3.2.2.2** A substantial addition of some higher level duties to the employee's job for a specific period and where a permanent re-evaluation as a changed job is deemed inappropriate.

**3.2.3** The proposed payment shall be paid in the normal pay cycle and shall have regard to:

**3.2.3.1** The evaluated level of the higher graded job. This may necessitate a reference to the Job Evaluation team if the higher level work has changed significantly.

**3.2.3.2** Any additional hours over and above the employees existing contractual hours worked over the applicable period. These will be remunerated at plain time rates, subject to the discounting of four hours each week or any extra working associated with the employee's substantive job, whichever is greater.

**3.2.3.3** Pro rata principles where applicable e.g. two or more employees sharing a higher graded post by undertaking separate and distinct duties within it.

