

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Tracey Carter, Portfolio Holder, Governance and Customer
Maxine O'Mahony, Executive Director Strategy & Governance

To: South Holland District Council, 27 November 2019

Author: Claire Burton, HR Manager

Subject: Honorary Policy

Purpose: To approve the new honorary policy

Recommendation(s):

- 1) That the honorary policy is approved, subject to receiving formal sign off from the unions.

1.0 BACKGROUND

- 1.1 SHDC has an honorary policy in place which was last amended in June 2008. The current policy only allows an honorary to be given if the post holder is undertaking the full duties of a higher graded post. HR practice is now that this definition is actually a secondment and is treated in that manner.
- 1.2 The new policy has been revised to ensure that it is fit for purpose and reflects our current and future workforce.
- 1.3 The policy has been considered by the Performance Development Panel and recommended to be considered at Full Council. Points of discussion/clarification were;
 - 1.3.1 There is no appeal process as part of this policy. Should an employee believe they should have received an honorary payment, the process would be for them to raise an informal/formal Grievance.
 - 1.3.2 The policy states that a payment will only be given if there is sufficient budget to allow this.
 - 1.3.3 Other formal options to recognise staff are; as part of the Performance Development Review Process, One to One's and through the annual Value in People Awards event. Consideration was given to other options, for example vouchers were considered, however payment was considered to require less administration and be more valued by staff.
 - 1.3.4 Confirmation was given that the current pay scheme does not allow managers to increase employees pay for 'good performance' i.e. there is not a Performance Related Pay Scheme in place.
 - 1.3.5 Members expressed that this policy was consistent with that of other organisations.

2.0 KEY FEATURES OF THE NEW POLICY

- 2.1 It is acknowledged that a mechanism needs to be in place to reward staff who take on additional work outside of their current role and this reward needs to be consistent, assessed fairly and only given in exceptional circumstances.
- 2.2 For the purpose of the new policy an honorarium is; a one off payment, between £100 and £500 made to an staff member via the payroll, for undertaking a project or piece of work beyond that expected of the job role.
- 2.3 Requests will be considered at 2 points in the year and all Managers will be notified of the timescales for submission of nominations, these points will be in the months of September and February with payments to be made in Payroll in October and March.

3.0 OPTIONS

- 3.1 Approve the new honorarium policy
- 3.2 To retain the current honorarium policy dated June 2008
- 3.3 Remove any honorarium and have no mechanism for rewarding staff

4.0 REASONS FOR RECOMMENDATION(S)

- 4.1 To reward staff where applicable in exceptional circumstances in a fair and consistent way

5.0 EXPECTED BENEFITS

- 5.1 Managers have a mechanism to reward staff which is fairly assessed

6.0 IMPLICATIONS

6.1 Constitution & Legal

- 6.1.1 None

6.2 Financial

- 6.2.3 There is a current provision for this and this is proposed to remain the same

6.3 Staffing

- 6.3.1 None

6.4 Stakeholders / Consultation / Timescales

- 6.4.1 Consultation has taken place with Unions – no negative feedback received to date. Currently awaiting final formal sign-off.

6.5 Corporate Priorities

- 6.5.1 None

6.6 Equality and Diversity/Human Rights

6.6.1 The pay decisions made are fair, equitable and transparent.

6.7 Risk Management

6.7.1 None

7.0 WARDS/COMMUNITIES AFFECTED

7.1 None

8.0 ACRONYMS

8.1 None

Background papers:- None

Lead Contact Officer

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Key Decision: No

Exempt Decision: No

This report refers to a Non-Mandatory Service

Appendices attached to this report:

Appendix A: Honorarium Policy