



Honorarium Payments

1. Introduction

The Councils are committed to ensuring the fair and equitable reward of all of their staff members. To that end, it may be appropriate to make a one off payment to individuals to recognise additional duties taken on by a staff member which is not rewarded by an acting up payment or a formal secondment post.

The procedure sets out the criteria under and by which, such payments may be made to staff members as appropriate.

The intent of this procedure is to motivate staff members by providing a fair return for additional effort that is outside of the duties of their role. The scheme is entirely discretionary and does not form part of the contract of employment.

Any payments made to an staff member in any period is no guarantee that they will receive an honorarium payment in the future and is no indication of the level of honorarium that they might receive in any future honorarium payment period.

2. Definition

Honorarium A one off, unconsolidated payment, between £100 and £500 made to a staff member via the payroll in either the October and March payrolls, for undertaking a project or piece of work beyond that expected of the job role.

An honorarium payment is not:

- An **acting up** payment; which is awarded to a staff member for undertaking a proportion of a higher graded role
- A **secondment**: when a staff member undertakes the full duties of a higher graded post for a period of time

3. Roles and Responsibilities

Manager/Team leaders responsibilities

Managers/ Team leaders are responsible for:

- Submitting nominations as appropriate;

- Complying with relevant legislation.

Executive Managers/Chief Officers responsibilities

Executive Managers/Chief Officers are responsible for:

- The consideration, and approval or rejection of all nominations made in adherence to the procedure set out below.

4. Statutory Application and, or Constitutional Requirement

Relevant legislation:

- Employment Rights Act 1996
- Equality Act 2010
- Working Time Regulations 1998 (SI 1998/1833)

5. Procedure

Eligibility

All staff members are eligible to be considered for an honorarium payment. They must be an employee of the organisation on the date on which the honorarium is considered.

Staff members will not be usually be considered eligible for the payment of honorariums while in a probationary period or if they are currently under an informal or formal performance improvement plan.

Payment of honorariums will normally be considered in the following circumstances:

- Where a staff member has performed duties beyond the scope of their own position without the benefit of other reward or remuneration in recognition of this;
- Where a staff member has undertaken particularly onerous duties in addition to those normally attributed to their position;
- Where duties performed by the staff member have resulted in a clear benefit to the council(s), which would not have been received without the staff member's actions and those actions are not within the remit of their position;

Payment

Staff members shall receive payment of unconsolidated honorariums with their normal monthly salary payment for the months of October or March. All such payments shall be subject to the relevant statutory deductions in operation at the time of payment i.e. tax/national insurance, pension.

Nomination & Approval

It is the responsibility of the relevant manager to submit nominations, in line with the timetable, for an honorarium and recommendations as to the financial value, by completing the nomination form found in appendix 1.

All eligible staff members are subject to this honorarium scheme, there is no other scheme that applies to any staff groups to receive an honorarium.

All nominations must in the first instance be submitted to their Finance Business Partner for comment in light of available budget, before being agreed by the Section 151 Officer/Deputy Section 151 Officer and then finally considered by the relevant Executive Manager or Chief

Officer, who shall approve or amend and approve the recommendations therein as appropriate.

Nominations that have approval from Finance and the relevant Executive Manager or Chief Officer will be submitted to HR for approval at the HR board.

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 by Payroll in October and March.

6. Complaints or concerns

If an employee has a complaint or concern about the way in which their nomination has been dealt with, in the first instance they should raise this informally with their line manager or the HR department.

7. Equal opportunities

In line with its equal opportunities and dignity at work policies, the organisation will take steps to ensure that this procedure is not used in a discriminatory manner. The organisation will take steps to ensure that employees' dignity is respected at all times.



Appendix 1

Honorary Nomination Form

Nominator Details

Name:	
Position:	
Directorate:	
Date of nomination:	

Nominee Details

Name(s):	
Position(s):	
Directorate:	
Recommended bonus:	
Justification:	

Finance Comments

Name:	
Position:	
Date:	
Comments:	

Section 151 Officer/Deputy Section 151 Authorisation

Name:	
Position:	
Date:	
Comments:	

Executive Manager/Chief Officer Approval

Outcome:	
Date:	
Comments:	

HR Board Approval

Outcome:	
Date:	
Comments:	