



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Honorarium Scheme

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD dynodedig.

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Version	Date	Action
Version 1	2008	Policy
Version 2	January 2023	Amended Scheme (including employee feedback)

1. Purpose and Scope

The Council recognises the need for employees, on occasions, to temporarily undertake additional duties or responsibilities of a higher level for a limited period of time. Employees are entitled to be rewarded fairly for the work they have been asked to undertake, which is above and beyond the scope of their current role. It is important that this policy is applied in all situations to ensure consistency and fairness across the Council.

This policy applies to all employees covered by the National Joint Committee for Local Government Services ("Green Book")

2. Definition

An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months. If honorarium payments are required for more than a 12 month period, other arrangements should be sought under the recruitment and selection policy. In exceptional circumstances, the Head of Service and HR may approve payment beyond 12 months.
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

In both of the above circumstances, honorarium payments are to be initiated by the line manager and **must be** agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

Wherever possible requests for an honorarium should always be submitted in a timely manner and before the employee is asked to undertake the additional duties.

Honoraria **should not** be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

Accelerated increments within an employee's pay scale are not permitted due to Equal Pay considerations.

3. Principals of Application

Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, and should be paid as soon as possible after the completion of that task **or** monthly/regular payments where appropriate.

To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.

The payment of honoraria should be for exceptional circumstances only.

4. Payment Levels

In deciding the level of payment to be made, the following should be taken into consideration:

- The nature, scope and level of difficulty of the additional duties/responsibilities
- The length of time involved
- The impact on the employee's normal role
- The level of 'new' learning for the employee
- Current level of pay

All honoraria payments will be made on a monthly basis.

Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a monthly basis and reference made to section 2 of this scheme.

5. Monitor and Review

This policy will be reviewed in two years or as a result in change of legislation or operational practices. The trade unions will be consulted.

6. Grievances

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

7. Honorarium Form

HONORARIA PAYMENT AUTHORISATION (PART 1)

Please note that honoraria payments can only be paid in accordance with the Schedule of Payments detailed in Part 2 of this form

Payroll No.:	Name:
Directorate:	Authorising Manager:
Job Title:	Section:

Please explain why this is the most cost effective means of delivering the service and that the following points have been considered:

- **Not carrying out the duties**
- **Allocating the duties to a post holder on a higher grade**
- **The consideration that has been made to more cost effective alternatives**

HONORARIA PAYMENT DETAILS (PART 2)

Payroll No:	Name:
Directorate:	Authorising Manager:
Job Title:	Section:

Reasons for Honorarium

Reason A	Employees who are requested to perform additional duties within the scope of their substantive post however working of a higher volume e.g already performing the duties.
Reason B	Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post which requires them to undertake some new learning this could be shadowing other employees or attending webinars or E-learning.
Reason C	Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post which requires them to undertake additional learning, training and development in order to fulfil the requirements of the post.
Reason D	Working on specific tasks of a project nature out of the scope of the employees usual responsibilities

		Reason Category and Percentage Payments			
Employers Grade	Base Annual Payment (£)	A 80%	B 100%	C 200%	D 80%-100%
1	333	266	333	666	266-333
2	413	330	413	826	330-413
3	493	394	493	986	394-493
4	573	458	573	1,146	458-573
5	653	522	653	1,306	522-653
6	733	586	733	1,466	586-733
7	813	650	813	1,626	650-813
8	893	714	893	1,786	714-893
9	973	778	973	1,946	778-973
10	1,053	842	1,053	2,106	842-1,053
11	1,133	906	1,133	2,266	906-1,133
12	1,213	970	1,213	2,426	970-1,213
13	1,293	1,034	1,293	2,586	1,034-1,293

Honorarium Calculation in accordance with the Schedule of Payments

Employee's Grade: _____ :

Reason Category : _____ :

Payment Percentage: _____ :

Annual Payment : _____ :

Start Date: _____ :

End Date: _____ :

NB: Employees in receipt of benefits should seek advice as payment may affect benefits

Authorisation:

Manager _____ Date: _____

Accountable Manager _____ Date: _____

Agreed:

Employee: _____ Date: _____

<u>Forward to Payroll</u>	<u>Received by Payroll</u>