

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER 2023

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for Decision

Wards Affected: All wards

Revised Honoraria and Acting Up Schemes

1. Purpose of Report:

The purpose of this report is to seek Member approval to revise the Council's Honoraria Scheme and Acting up Scheme.

2. Executive Summary:

Provided below is a summary of how both schemes are utilised:-

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
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

The **Acting Up** scheme sets that employees are eligible for an acting-up payment in circumstances where they are requested to carry out the full duties and responsibilities of the higher graded post; the payment applies from the first day or shift that they are asked to carry out these duties.

The revised schemes have been amended to take into consideration feedback from employees, managers and Trade Union representatives who attended focus group sessions. The aim of the focus groups was to ensure a wide range of views were built in to the amended Schemes and that the schemes will be fit for purpose. The Honoraria Scheme has also been amended in line with inflation.

3. Background:

Both of these Schemes were introduced in 2008 at the same time as the Council implemented Job Evaluation outcomes and a revised equality proofed Pay and

Grading Structure; at that time the schemes were developed to ensure they were in line with equal pay legislation.

The Honoraria and Acting Up Schemes apply to National Joint Council for Local Government Services ('Green Book') employees.

4. Review

The following amendments have been made to the Honoraria Scheme:

- A clear emphasis on honoraria payments being used as an exception rather than the norm. A requirement for honoraria payments to be submitted in a timely manner wherever possible
- An increase to the payment table in-line with inflation
- Grades now are listed individually rather than grouped together
- Examples are now included in relation to the category of honoraria to assist managers

The following amendments have been made to the Acting Up Scheme:

- Guidance has been developed for managers to support the selection of employee(s) for Acting Up duties where necessary
- Where employees complete a years' service in their acting up position, within a 2 year period, they will receive the next spinal column point to ensure they have incremental progression.

Example

Two 6 month periods as a Gritting Operative in 2021 and 2022, the employee will start on the next spinal column point of the grade in 2023 as a Gritting Operative.

Should members approve both these Schemes, they will be implemented with effect from 1st February 2024.

5. Communication of the Schemes

It is important that the revised schemes are communicated widely across the Council. We will do this by including an article in the Council's Sway and In The Loop; we will advertise the schemes on NPT Connect and Viva Engage. Additionally, we will send an email to all Heads of Service and Accountable Managers requesting they cascade details of the revised Schemes to all their service areas.

6. Financial Impacts:

An increase in honoraria payments and the amendments to acting up will increase the amount paid to individual employees, and services will fund these payments from within their existing salary budgets. The increased amounts in the Honoraria Scheme are in line with the increase in inflation since the policy was originally developed. It is anticipated that these Schemes will be a tool for Accountable Managers to provide development opportunities for their employees as part of succession planning arrangements and also to reward them appropriately.

7. Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 3 & 4 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

8. Valleys Communities Impacts:

No Impacts.

9. Workforce Impacts:

It is anticipated that the increase of payments in the Honoraria Scheme and the amendments to the Acting Up Scheme will positively impact on our workforce. It will also be a solution to some recruitment and retention issues and will support succession planning.

10. Legal Impacts:

No impact.

11. Risk Management Impacts:

No impact.

12. Crime and Disorder Impacts

No impact.

13. Counter Terrorism Impacts

No impact

14. Consultation:

There is no requirement under the Constitution for external consultation on this item. The proposed revisions to this policy have been fully endorsed by the Trade Unions as both they and their members have been involved in the amendments.

15. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the revised Honoraria and Acting up Schemes.

16. Appendices:

Appendix 1 – Revised Honoraria Scheme

Appendix 2 – Revised Acting up Scheme (Including selection matrix)

Appendix 3- First Stage Integrated Impact Assessment – Honoraria Scheme

Appendix 4- First Stage Integrated Impact Assessment – Acting Up Scheme

17. List of background papers:

None.

18. Officer Contact

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