

Swindon Borough Council People Development

Title:	Acting up and Honoraria Policy
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Introduction

The Council recognises the need for employees, on occasions, to temporarily undertake additional duties or responsibilities of a higher graded role 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 grade of their role. It is important that this policy is applied in all situations to ensure consistency and fairness across the Council. Each request is managed with on a case by case basis using the Council's current authorisation process.

Acting up Payments	Acting up payments may be defined as a payment given to an employee where they are asked to undertake the full range of duties and responsibilities, which are considered to be of a higher level than the substantive grade of their post, on a temporary basis.
Honorarium Payments	Honorarium payments may be defined as a payment given to an employee being asked to undertake specific duties and / or responsibilities, which are considered to be of a higher level than the substantive grade of their post, on a temporary basis.

The purpose of this policy is to provide a framework under which payments should be made to employees who temporarily undertake additional duties and responsibilities.

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Who does it apply to?

This policy applies to all Swindon Borough Council employees.

Employees who have transferred to the Council under TUPE regulations will need their salary remuneration considered as part of any additional payment process.

This policy does not apply to those:

- Employed within schools.
- Other workers who supply services to the Council, such as freelancers or contractors.
- Casual workers and agency workers.

When does it apply?	When does it not apply?
<p>This policy applies when, at the request of the line manager, an employee:</p> <ul style="list-style-type: none"> • Acts up into a higher graded role, carrying out the full responsibilities of that role for some or all of their working hours; or • Carries out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or • Takes on additional duties within their role that is out of scope of their current role profile. 	<p>This policy does not apply if:</p> <ul style="list-style-type: none"> • An employee takes on additional duties or responsibilities to cover a period of planned leave of less than 4 weeks; or • The cover is for annual leave purposes; or • The change is permanent. In this case the role must be evaluated and possibly advertised, if applicable.

Acting up

Acting up payments may be defined as a payment given to an employee where they are asked to undertake the full range of duties and responsibilities, which are considered to be of a higher level than the substantive grade of their post, on a temporary basis (minimum of 4 weeks and a maximum of 9 months).

1. The timescale of the acting up period should be discussed with the employee and confirmed in writing. The temporary arrangement should not exceed 9 months, without re-approval, and must be reviewed at 5 months.
2. With the exception of long-term sickness absence, most instances of long-term absences are pre-planned. Arrangements to cover the post should therefore be made at the earliest opportunity in order to ensure the most appropriate cover.

Examples of when to apply an acting-up payment

- Temporarily filling a post until a substantive appointment can be made.
- Covering a post while another employee is on extended leave arrangements e.g. maternity leave, adoption leave, career break etc.
- Filling a role to cover long-term sickness absence (approx. at least 4 weeks).
- Carrying out a specific piece of work with a definitive end.

Selection process for acting-up

3. If it is clear in the employee's role profile for them to deputise, then they should be asked, in the first instance, to act up.
4. However, in the case that one or more employees have this specified in their role profile to deputise for the same manager, it may be necessary for a selection process to take place, whereby these employees would complete an Expression of Interest Form for this temporary arrangement. Please seek further advice from your HR Business Partner.

5. If there is no obvious employee to take on the work then the line manager should bring the opportunity to the attention of all employees within their team.
6. If the line manager is unable to identify a suitable employee from their team, the acting up opportunity should be advertised internally as a secondment opportunity, following the Council's recruitment process.

Acting-up payments

7. Where an employee undertakes the full duties and responsibilities of a higher graded role, the following is applied:
 - **NJC employees:** the salary should be no higher than the mid-point of the grade.
 - **Hay employees:** due to the current banding, please discuss salary requirements with your HR Business Partner.
8. If the role warranted a market factor supplement, then this should be included in the payment.
9. Employees who partially act-up should be given an honorarium payment and not an acting-up payment.
10. Employees who are on salary protection, but have been asked to undertake acting-up duties which is higher than their substantive grade, but not higher than their protected salary, are not entitled to receive any additional remuneration. Employees should, however, be encouraged to undertake the opportunity of acting up as part of their development to assist them in providing their promotion prospects.
11. Acting-up payments will commence from the day it starts.
12. Line managers need to ensure that any acting-up duties and responsibilities are monitored and reviewed on a regular basis.

Honoraria

Honorarium payments may be defined as a payment given to an employee for being asked to undertake specific duties and / or responsibilities, which are considered to be of a higher level than the substantive grade of their post, over an extended period.

13. Honoraria payments should not be paid where additional work is undertaken which is of a similar nature to the employee's existing role profile.

14. Honoraria payments are not applicable where an employee covers the full duties of a higher graded role. In these circumstances, the line manager should consider an [acting-up payment](#).
15. As with acting-up payments, the timescale of an honorarium should be discussed with the employee and confirmed in writing. This temporary arrangement should not exceed 9 months, without re-approval, and must be reviewed at 5 months.

Reasons for considering an honorarium

- Where there is a need for a specific piece of work to be carried out which may last for weeks / several months that is outside the normal scope of the employee's role.
- Where an employee is asked to undertake only a proportion of additional duties at a higher graded post in addition to their substantive duties.
- An honorarium may be shared amongst colleagues if it is considered that the work may require more than one employee to undertake.
- To undertake extra work that is particularly demanding.
- To operate in a difficult or unusual work context in comparison to their normal duties.

Honoraria payments

16. In determining the honoraria, the payment will need to be proportionate to the following factors:
 - The difference in grading between the role requiring cover and the job grade of the employee selected to cover.
 - The percentage of additional work to be undertaken.
 - The level of responsibility involved.
 - The duration of the period of absence. A clear start and end date will be agreed before payment is made and duties commence.
 - The level of support provided to the covering employee.
17. Line managers need to ensure that any additional duties are monitored and reviewed on a regular basis.

18. Honarium payments may either be paid as a lump sum for a one off specific piece of work or paid monthly where the requirement for the additional work lasts several months.

Authorisation process

19. Authorisation for acting-up or honoraria payments is completed using the current authorisation process. Details of this process are available on the [Managers Guide to Recruitment](#) page on the intranet.
20. If approved, the line manager must complete the relevant form within People Manager (MSS). Further information on this can be found in the [Vacancy Panel and Online Forms MSS How to Guide](#) which is available on the Managers Guide to Recruitment intranet page.

Timescales

21. Depending on the reasons, both acting up and honorarium arrangements should only be considered when an employee is asked to undertake duties for more than 4 weeks in duration.
22. Such arrangements should last no longer than 9 months in most circumstances.
23. Line managers should review all arrangements at the 5-month stage.
24. If it is anticipated that the arrangements will continue beyond a 9-month period the line manager, with guidance from their HR Business Partner, should make a decision whether to:
 - Continue for a further specified period (but no longer than a further 3 months);
 - Advertise as a temporary secondment; or
 - Advertise as a permanent role.

Roles and responsibilities

Line manager responsibilities

25. To ensure that they apply this policy consistently and fairly.
26. To monitor the period of acting up to ensure that the payment is still justified.
27. To ensure review periods are met.

28. To ensure that the current authorisation process is followed.

People Development responsibilities

29. To ensure that this policy is kept up-to-date and fit for purpose.

30. To ensure that any changes to this policy are communicated via the intranet following consultation.

31. To write to the employee confirming any acting-up or honoraria payment with a copy placed on their personal file.

32. To produce any reports required in order to monitor these payments.

Equalities

This policy has been Diversity Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Advice and further information

If you require help in accessing or understanding this policy you should contact your line manager or Trade Union Branch.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

For further information please contact your HR First Response. Trade Union members can also contact their Branch.