

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee  
**DATE:** 20<sup>th</sup> October 2014  
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**WARD(S):** All

### **PART 1** **FOR INFORMATION**

#### **Update on the use of Honorarium Payments**

##### **1 Purpose of Report**

This report has been produced for Members following a request to update the committee on how honorarium payments are awarded to staff.

##### **2 Recommendation(s)/Proposed Action**

**The Employment & Appeals Committee to note the contents of the report.**

##### **3 Supporting Information**

The Council has an agreed honorarium scheme which provides managers with a mechanism to reward individual employees for exceptional contributions to the work of the council which are above the normal remit of their substantive post. These contributions are normally of a temporary nature and include:

- undertaking part of the duties of a higher graded post over an extended period
- undertaking additional duties and responsibilities which are exceptionally onerous
- undertaking project work outside the scope of the substantive post

There are other situations which may arise whereby managers may need to exercise their discretion as to whether an employee should be rewarded in recognition of their contributions for specific work.

Please note that honoraria payments are not paid when an overtime payment would be appropriate.

There is a strict authorisation process to ensure that payments are consistent and fairly reflect the nature of the additional contribution made. The HR professional team contribute to the discussion and provide guidance on what would be a suitable payment, taking into account the nature of the work undertaken, or the level of the post for which additional duties are being undertaken on a temporary, and sometimes extended, basis.

The Council's published guidance note is available on SBCInsite and clearly sets out the purpose of the honorarium payment scheme and provides guidance regarding an appropriate level of payment and the agreed authorisation process for implementation and monitoring. This is attached to this report as Appendix A.

A breakdown of the honorarium payments made for the period 1<sup>st</sup> March 2014 to 31<sup>st</sup> August 2014 -6 month period) are shown below:

Directorate	Reason for payment	Date of payment	Amount of payment £	Totals per directorate
CCS	Recognition of additional responsibilities	08/05/14	898.5	
CCS	Covering duties of vacant post	08/05/14	888	
CCS	Undertaking additional duties	04/08/14	1200	
CCS	Undertaking additional duties	04/08/14	1812.5	4799
RHR	Undertaking additional duties	15/05/14	671	
RHR	Undertaking additional duties	15/05/14	671	
RHR	Undertaking additional duties	15/05/14	587	
RHR	Undertaking additional duties	04/06/14	450	
RHR	Additional workload due to vacant posts	10/06/14	877.77	
RHR	Additional workload due to vacant posts	10/06/14	886.85	
RHR	Recognition of support provided due to vacant post	23/06/14	447.32	4590.94
Wellbeing	Acting up responsibilities	30/06/14	445	
Wellbeing	Undertaking duties at a higher level	31/07/14	156.6	601.6
CE	Covering for an absent member of staff	09/06/14	220	
CE	Additional work in recovering monies for the council	30/06/14	190	410
<b>TOTAL PAYMENTS FOR PERIOD 01/03/2014 to 31/08/2014</b>				<b>10,401.54</b>

### Conclusion:

The data shows that payments are awarded in cases where staff are covering vacant, and sometimes higher level, posts and also where staff are making an exceptional contribution to the work of a service area.

Scrutiny is provided by Finance and HR, which is demonstrated in the level of payments awarded, which are in line with the guidance issued.

Finance ensure that payments are covered within departmental budget allocations.

## HONORARIA PAYMENTS

### Introduction

- An honoraria payment may be given to an employee in recognition of undertaking, temporarily, additional or outstanding extra work, which falls in either of the following categories:
  - ✓ outside the normal scope of the duties and responsibilities of the employee
  - ✓ over an extended period undertaking part of the duties of a higher graded post
  - ✓ or where the additional duties and responsibilities which are exceptionally onerous
- Other situations may arise whereby managers will need to exercise their discretion as to whether the employee should be rewarded in recognition of their contributions for specific work.
- Honoraria will not be paid when an overtime payment would be appropriate.

### Level of Payment

- Directors should action under delegated authority to approve any honoraria payments.
- Any decisions will be shared with CMT for consistency prior to final approval.

**Decisions on payment should be based at the discretion of the line manager, as consideration should be given to the nature and complexity of the additional work undertaken by the employee.**

- For part-time employees the level of payment should be pro-rata for the number of hours worked per week.
- In instances where more than one employee is sharing the completion of a particular task/project the level of payment should be distributed accordingly.
- The amount of the payment should be considered in the light of the duties undertaken, (their complexity and nature and additional burden that they place on the employee), consideration may include:
  - ✓ A sum to recognise the contribution made and consistent with other honoraria payments made;
  - ✓ The payment equivalent to an increment or two
  - ✓ The proportion of a higher graded post being undertaken

### Process and Monitoring

- A form must be completed, by the manager, stating details of the employee, honorarium payment and justification for the payment.
- Human Resources will provide information and advice in processing the appropriate type of payment to be made and will calculate the amounts to be awarded.
- The manager must get approval from the following authorised signatories to progress the payment:
  - Finance Manager
  - Department Director
  - HR Business Partner
- The HR Business Partner will then forward the form to payroll to administer the payment.

- The employee should be notified in writing of the honorarium payment by the Manager.
- E\_HR Team will ensure that the details of employees and the honoraria amounts are monitored.
- For further advice and guidance speak to the Human Resources Services Team.