

FRINTON AND WALTON TOWN COUNCIL



ACTING UP POLICY (Temporarily stepping up into a role)

and

HONORARIA POLICY

Approved: 19th July 2024 at FTC
Review due: July 2025

Frinton and Walton Town Council\Town Council - Shared\Policies\Acting Up (including Honoria)

Frinton & Walton Town Council ACTING UP POLICY (INCLUDING HONORARIA)

The purpose of this policy is to set out the principles under which additional payments may be considered by council, to be made to employees who temporarily undertake additional duties, responsibilities and hours, to maintain the smooth running of the council.

Honoraria Payments Policy

Honorarium payments exist to allow employees to be financially recompensed for additional duties performed over and above their usual responsibilities. This can include instances where an employee has absorbed extra duties but where an acting-up allowance is not appropriate, or for a defined piece of work. However, extra duties for a period of less than two weeks would not be appropriate i.e. if someone is on short term sick or annual leave. Honoraria are not payments for exceptional performance of the usual responsibilities of a post and cannot be paid on those grounds. Where an employee is asked to undertake additional duties and responsibilities of another post, whether higher or lower graded. This could be addressed by an acting up arrangement or an honorarium payment for higher graded roles, or an honorarium payment for lower graded roles being covered.

Calculation and Payment of Honoraria

The award is discretionary and does not necessarily reflect the market value of the services provided. Instead, it is a gesture of gratitude that acknowledges the individual's time, effort, and expertise. Where it is necessary to work additional hours, these hours will be paid automatically at the standard hourly rate, following authorisation by the Clerk in consultation with the Mayor, or in the absence of the Clerk, the Deputy Clerk in consultation with the Mayor.

Honorarium payments must be single, one-off payments paid via payroll retrospectively and subject to the usual deductions.

Employees cannot receive both an honorarium and an acting up allowance.

Recommendations to be made by the Mayor or Town Clerk then approved by Personnel Committee, within the approved budget and constraints of the Personnel Committee authority to spend.

The honorarium payment amount should be calculated by assessing the level and volume of the additional duties, additional hours worked, and responsibilities or project work being undertaken on the basis of it being a percentage of annual salary no less than the equivalent of time and one half.

There may be circumstances where the responsibilities of the post are shared between more than one employee. In these cases, an honoraria (one-off payment), in accordance with a percentage of additional duties they are undertaking, can be applied.

Acting Up (temporarily) Policy

There may be occasions during employment when a request is made to temporarily undertake additional duties or responsibilities. This may be as a result of a more senior officer being absent from the workplace due to long term sickness, maternity leave, resignation, retirement, or a secondment arrangement. Where this occurs, the employee undertaking these duties is described as 'acting up' into that role. Where this occurs, an employee will be entitled to an additional payment in recognition of the 'acting up' arrangement, providing the criteria outlined in this policy is met.

The Council is committed to equality of opportunity and takes steps to ensure that all employees are not

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discriminated against either directly or indirectly. The Council will make any reasonable adjustments to cater for employees who declare that they have a disability.

Definition of Acting Up

In order to qualify for an 'acting up' allowance, the following criteria must be met:

- A business case stating the need for an acting up arrangement must be submitted by the Clerk/Deputy Clerk and approval given by Full Council before commencement.
- The cost of making the acting up payment must be accommodated within existing approved budgets.
- The officer must be undertaking the majority of the duties and responsibilities of a higher graded post, as agreed and defined by the Clerk in consultation with the Mayor, or in the absence of the Clerk, the Deputy Clerk in consultation with the Mayor.
- The officer must be undertaking the majority of the duties and responsibilities for a minimum of 4 weeks and should not exceed 12 months.
- The higher graded post must either be vacant or the permanent post holder on long term absence i.e. sickness, maternity leave or seconded elsewhere.
- Acting up will be agreed for a period of up to 6 months in the first instance. If the arrangement needs to exist for longer than this, then a further business case must be submitted to Full Council for approval.

Payment of Acting Up Allowance

- Once the 4 weeks has expired an agreed payment will be made monthly in their usual pay. This will be backdated from the date that the role was assumed.
- The salary must be in accordance with the grading of the post temporarily occupied and the hours needed to undertake the role, as agreed and defined by the Clerk in consultation with the Mayor, or in the absence of the Clerk, the Deputy Clerk in consultation with the Mayor.
- The scale point at which acting up allowance is paid at is defined as the lowest scale point within the range of the post being covered.

Terms of Employment During the Acting Up Period

During an acting up period, the employee is afforded the same terms and conditions of employment as in their permanent role.

In addition;

- The details of the responsibilities that the employee will be expected to undertake when acting up, will be provided to them in writing.
- Annual increments will apply in line with the council's policy.
- Employees will be given at least 2 weeks' notice of the acting up arrangement ceasing. At this point, they will return to their previous role and the salary for that post. This allows flexibility to accommodate the senior employee returning to their post at short notice. The Council reserves the right to reclaim any overpayments that may occur as a result.
- If an employee wishes to cease undertaking the acting up arrangement, they must provide at least 2 weeks' notice in writing.
- The additional pay received by the employee during their period of acting up, is subject to pension (LGPS) deductions where applicable.

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- If an employee who is 'acting up' is absent from the workplace for a protracted period, i.e., because of sickness, it is at the discretion of Full Council, as to whether the arrangement should continue to be paid during the period of absence.
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Honorarium Payment Form

To The Clerk (CC Payroll & HR File)

| Employee Details | | | |
|------------------|--|-------------|--|
| Employee Name | | Cost Centre | |
| Employee Number | | Department | |

| Payment Details | | | |
|---|--------------------------|------------------------|---|
| This is a one off Payment (please tick) | <input type="checkbox"/> | One off payment amount | £ |

| Rationale | |
|----------------------------------|--|
| Reason for Payment (please tick) | <input type="checkbox"/> Temporary additional duties/responsibilities <input type="checkbox"/> Important project or major work <input type="checkbox"/> Team honoraria payment |
| Rationale for Payment | |
| Amount proposed | £ |

| Recommended by | | | |
|----------------|--|-------|--|
| Signature | | Date: | |
| Print Name: | | | |
| Job Title: | | | |

| Approval | | |
|-----------|------------|-------|
| Signature | Print Name | Date: |

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