

Framework for Honoraria and Acting Up Arrangements

Our Approach

Here at Warwickshire County Council, we want to ensure that our colleagues are recognised when undertaking additional duties or tasks outside of their usual role. By providing a framework under which an acting up or honorarium payment can be made to an employee for undertaking additional duties or responsibilities on a temporary basis, we will ensure colleagues are treated fairly and consistently.

This framework will guide managers in making reasonable and appropriate payments, while explaining the process for approval of both honoraria and acting up payments. Examples are provided of situations where a temporary acting up or honorarium payment is relevant, and how the amount should be determined.

Key Points of this Framework

- Employees carrying out significant extra responsibilities on a temporary basis may be rewarded through an acting up or honorarium payment
- Acting up is when the full, or the majority of the full, range of duties and responsibilities of a higher graded post are carried out
- Honoraria may be paid where significant other additional responsibility is undertaken outside the scope of an employee's usual job
- Acting up and honoraria payments are short term arrangements which must be kept under regular review
- Both the line manager and Director must sign off Honoraria payment forms to confirm that they comply with this framework
- All honoraria must have an end date

The Scope of this Framework

This framework and policy apply to all current employees of Warwickshire County Council, other than schools employed staff and centrally employed teachers engaged under Burgundy Book terms and conditions.

Our Procedure

1. Principles

- 1.1 There may be circumstances in which employees carry out significant additional work outside the normal responsibilities of their substantive post for which it is appropriate to make an additional payment.
- 1.2 Opportunities for acting up or honoraria can provide employees with valuable opportunities to develop their skills and gain experience in preparation for future career development. Managers should therefore consider carefully how many employees in the team may be eligible to undertake the additional responsibilities and give an opportunity for expressions of interest to be made where appropriate, to ensure fairness and equality of opportunity. In the case of there being more than one suitable candidate an appropriate selection process should be carried out.
- 1.3 The end date of the acting up or honorarium must be indicated before commencement and the arrangement should be reviewed by the line manager (every 3 months is recommended). It must not be more than 6 months before any review takes place by the line manager.
- 1.4 Acting up and honoraria payments should not exceed 12 months. Managers can gain support from Workforce Advisory should they be approaching the 12 month timeframe.
- 1.5 Payment of acting up or honorarium arrangements should not be used to cover short absences, such as annual leave or short periods of sickness absence. They should normally, therefore, only apply to situations of more than four weeks in duration.
- 1.6 Acting up and honoraria arrangements are not appropriate where additional work is undertaken which is of a like nature to the employee's existing job description i.e. of the same type at the same level.
- 1.7 Acting up and honoraria payments should not be paid as an alternative to going through the job grading process. In situations where the responsibilities and duties being covered are likely to become long term, or permanent, changes to a

substantive role or roles, the role with the job description should be submitted for regrading. Acting up and honoraria payments cannot be used where a grading outcome is not what the manager expected.

- 1.8 Acting up and honoraria payments can be made to any grade of employee, however it should be recognised that higher management grades have a wider remit and are often required to deputise for others as part of the job role and are therefore less likely to be considered for such payments.
- 1.9 Acting up and honoraria payments will be pro rata for part time employees.
- 1.10 All acting up and honoraria payments are pensionable (except for honoraria made to employees in the Firefighters' Pension Scheme).
- 1.11 The roles of the line manager, the Director or Executive Director, and Human Resources are summarised at Appendix A.

2. Acting Up Arrangements

- 2.1 Acting up is when an employee is asked to undertake the full, or the majority of the full, range of duties and responsibilities of a higher graded post than their substantive post. This may occur because of, for example.
 - Temporarily filling a post until a substantive appointment can be made.
 - Filling a key post while another employee is on maternity leave or long-term sickness absence.
 - Filling a post due to other temporary extended leave arrangements e.g. secondments
- 2.2 Payment will normally be the bottom of the grade of the substantive post for the higher graded job.
- 2.3 Where the employee is near or at the top of the grade, paying the bottom of the grade may not offer sufficient incentive or reward for undertaking the additional duties. In this situation the manager will have the discretion to pay no more than two Spinal Column Points (SCPs) from the employee's substantive salary within the grade of the post being covered.

- 2.4 An example of this is as follows:
- Employee is on SCP 6 at top of Grade E (range SCP 5-6)
 - Post to be covered is Grade F (range SCP 7-10)
 - Employee can be paid up to Grade F SCP 8
- 2.5 Where there is more than one grade difference between the posts the employee will be paid at the bottom of the substantive grade.
- 2.6 Acting up payments are normally paid monthly during the acting up period as part of their usual salary payment.
- 2.7 If an employee is subsequently promoted to the higher graded job, the period of acting up will be considered when deciding the point on the salary scale on which they are appointed.
- 2.8 To process acting up arrangements a Transfer form needs to be completed by the line manager at the beginning and end of the acting up timeframe. To complete the form visit:
1. [HR Service Desk](#), - use this link or log in via the intranet
 2. click on HR and Payroll,
 3. Recruitment Services,
 4. WCC Recruitment,
 5. Complete and submit the relevant Transfer form

3. Honoraria Arrangements

- 3.1 An honorarium can be paid to an employee who is temporarily undertaking significant additional responsibility which is outside the scope of their normal job. This may occur as a result of, for example;
- Covering a proportion, but not the full duties and responsibilities, of a higher graded post, for a defined period
 - More than one employee undertaking shared responsibility or covering different specific aspects of a higher graded job
 - Where there is a need for a specific piece of time limited project work, or other higher-level duties, to be carried out over a period of several

weeks or months, for example, introducing new systems, large scale inspections.

- 3.2 Honoraria are normally paid monthly through payroll during the period that the additional responsibilities are undertaken. However, a one-off payment may be made for a one-off piece of work or to recognise retrospectively additional responsibilities undertaken over a period of time.

Payment for covering a proportion of a higher graded post.

- 3.3 Where an employee is undertaking a proportion of the duties of a higher graded post, the manager must determine the percentage of the duties being covered by reference to the job description. A payment should be made equivalent to the differential between the employee's current salary and the bottom of the substantive grade for the post they are covering, calculated at the appropriate percentage.
- 3.4 Where the employee is near or at the top of the grade, paying the bottom of the grade may not offer sufficient incentive or reward for undertaking the additional duties. In this situation the manager will have the discretion to base the percentage calculation on payment of no more than two spinal column points (SCPs), within the grade of the post being covered, from the employee's substantive salary.
- 3.5 Where the percentage amount is calculated and is less than a spinal column point, the employee should be paid the next spinal column point to the maximum of the grade of the post being covered.
- 3.6 If you need any advice on the calculation, please contact your Workforce Advisor, who will be able to support you.

Payment where additional responsibility is shared by more than one employee

- 3.7 Where more than one employee is undertaking shared responsibility or covering different aspects of a higher graded job, the manager must determine the percentage of the duties in the job description being covered by each individual and pro rata the calculation accordingly.

Payment for additional project work or other duties

3.8 Where there is a need for a specific piece of time limited project work or other higher-level duties, to be carried out over a period of several weeks or months, (for example, introducing new systems, large scale inspections) a payment of up to two spinal column points (SCPs) from the employee's substantive salary should normally be paid, depending on the nature, scope and size of the additional duties. The line manager has the discretion, however, to pay up to a maximum of the difference between the employee's salary and the maximum of the next grade where the additional work merits this. The rationale for the level of payment must be included on the Honorarium Payment form which can be found on this link to the HR Service Desk.

How to arrange payment of an honorarium

3.9 Go to the HR Service Desk, click on HR and payroll, Pay, Honoraria and complete the requested information:

- start date
- end date – this MUST be included in the submission.
- job evaluation number (JEID) and job title of higher graded post or spinal column point of the additional/project work honorarium is based on
- method of calculation
- reason and rationale for the level of payment
- appropriate authorisation from the second signatory (Director or, where the payment relates to a Director, Executive Director)

3.10 If the "Honorarium Payment" form does not include this information the HR customer service team (payroll) cannot process the honoraria and will contact the line manager to arrange for the correct information to be inputted.

3.11 When processed, the Your HR system will send a notification to the employee to confirm an element, or change, has been added to the record.

- 3.12 If an honorarium needs to be extended beyond the originally agreed end date, the line manager must complete a new instruction to payroll as above at 5.8, i.e. go to the [HR Service Desk](#), click on HR and payroll, Pay, Honoraria. Complete requested information, making it clear that an extension to an existing honorarium is being arranged and including a new end date.

Appendix A - Acting Up and Honoraria Roles and Responsibilities

1. Line Manager

- 1.1. Ensure that an acting up or honorarium arrangement is appropriate to the circumstances in the team, and in accordance with this Framework.
- 1.2. Ensure that employees are treated fairly and equitably when setting up the arrangement.
- 1.3. Accurate completion, including appropriate authorisation, of the relevant on-line forms needed to set up the arrangement.
- 1.4. To discuss and agree the acting up or honorarium arrangement with the employee once authorisation has been gained.
- 1.5. To review the arrangement regularly (every 3 months is recommended, and no longer than 6 months) up until the original end date. If the arrangement needs to be ended prior to the original end date, this can be done by raising a request on the [HR Service Desk](#) to instruct payroll to end the arrangement at the new date.

2. Directors and Executive Directors

- 2.1. To ensure that the acting up and honoraria arrangements within their service areas are appropriate and in accordance with this Framework.
- 2.2. To authorise honoraria payments accordingly on the Honorarium Payment form.

3. Workforce Advisory Team

- 3.1. To provide advice on setting up acting up and honoraria arrangements, including the correct interpretation of this Framework
- 3.2. To provide advice on existing acting up or honoraria arrangements that appear to have fallen outside the Framework

4. HR Service Desk

- 4.1. To ensure that the Honorarium Payment request is complete before it is processed, including start and end dates, amount, reason for payment, basis for the calculation, and authorisation from the Director or, where the payment relates to a Director, the Executive Director.
- 4.2. To process acting up and honoraria arrangements
- 4.3. To ensure the end date is automatically populated from the original request to end the payment to employees as appropriate, unless a further extension request is received.

Version: 2.0
Date Issued: December 2024
Reviewer: Reward & Recognition
Strategic Workforce Planning & Reward
Protective Marking: Not protectively marked