



Honoraria, Acting Up and Ex-gratia policy

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Document Location

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Revision History

Revision Date	Version Control	Summary of changes
May 2022	Version 1	New agreement reached on the calculation of ex gratia and acting up aligned to job evaluation

Key Signatories

Approvals Creation and Major Change

Name	Title	Approved
Appts & Staffing		September 2022

Approvals Minor Change and Scheduled Review

Name	Title	Approved
Anica Goodwin		
TULG		

Approval Path

Major Change

Originator

Owner

TULG

CMT

Appts & Staffing Committee

Action

HR

Head of Paid Service

Consultative Group

Corporate Approval

Council Approval

Minor Change

HR

TULG

Director

Submission

Consultative Group

Delegated Approval

Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

Distribution

The document will be distributed through Astute as a NON MANDATORY policy and will also be available on the Intranet.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

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1 Introduction

The aim of this policy is to set out the criteria and eligibility for honoraria, acting up and ex-gratia payments and to ensure consistency in application across the organisation. The policy defines the type of activities for which payment is appropriate and provides information on the eligibility for and processing of such payments.

2 Scope

This procedure applies to all employees of Tamworth Borough Council (TBC).

3 Criteria for awarding honoraria payments

An honoraria payment is a payment given to an employee being asked to undertake specific duties and/or responsibilities, which are considered to be significant and of a higher level than the substantive grade of their post on a temporary basis.

This may include:

- Project work unrelated to their job or coverage in the case of significant absence for the same grade
- Completing a one-off piece of work outside of their normal role and experience
- Project work where this is in addition to their own job or requires a higher level of competency or increased responsibility
- Taking on additional tasks and responsibilities during periods of staff shortages or back filling
- Taking on a proportion or sharing the duties of a higher graded post

The manager will need to make an assessment of what percentage of duties of the higher level of post are being undertaken and recommend an appropriate payment. For example, if after considering the higher post's role profile and what the role entails, they assess the employee was undertaking 20% of the higher graded role, using the example above, the calculation would be:

$\text{£}32,910$ (higher graded post) - $\text{£}29,577$ (post holder's substantive salary) /12 x 3 x 20% = $\text{£}166.65$

Where the honoraria is for undertaking a special project or a bespoke piece of work, these duties should in the first instance, be job evaluated to see if the additional duties make a difference to the grade (i.e. increase in job evaluation points). Should the increase in job evaluation points result in a grade increase because of the additional duties, the employee will be paid the difference between their substantive salary and the minimum spinal column point of the new grade. There is no incremental progression on an honorarium.

Approval for an honoraria payment must be supported by the relevant Assistant

Director and the Head of Paid Service and must not be paid for a period of longer than one year. A record of how the honoraria was calculated must be retained for file.

The honorarium payment will be subject to income tax, National Insurance and if the employee is a member of the Local Government Pension Scheme, pension deductions.

Honoraria payments would normally be paid monthly and have an end date.

Honoraria should not be awarded for:

- Additional work that could reasonably be expected to be carried out within the job role and is therefore, already incorporated into the job evaluation score
- Work that is part of an agreed developmental opportunity
- Where overtime is also being claimed
- Where it is to show appreciation for working under pressure etc.

4 Acting Up payments

An acting up payment applies where an employee undertakes all of the duties and responsibilities of a higher graded post on behalf of another (in their absence) for a period of four weeks or more. The period of acting up should not exceed 12 months.

Employees who are on a protected salary who undertake duties of a higher post than their substantive grade, but not higher than their protected salary are not entitled to receive additional remuneration.

This payment must not be made to cover periods of annual leave.

The acting up payment is subject to income tax, National Insurance and if the employee is a member of the Local Government Pension Scheme, pension deductions.

The payment must normally be based on the salary that would apply were the employee to be promoted to the higher post (i.e. the lowest spinal column point of the higher grade), for example:

An employee at Grade F taking on the responsibilities of an employee at Grade G for a 3-month period:

- a) Grade F on spinal column point 25, £29,577
- b) Grade G minimum spinal column point £32,910

The calculation would therefore be: $(b) - (a) / 12 \times 3$
 $= £32,910 - £29,577 / 12 \times 3 = \text{an acting up payment of } £833.25$

The Acting Up payment will be paid monthly.

In general, acting up arrangements should be a short-term solution and should not exceed 12 months. The exception to this is where maternity leave/shared parental leave plus annual leave means the absence is greater than 12 months.

5 Ex-gratia payments

There may be some very exceptional circumstances where it is appropriate to give an employee an ex-gratia payment in recognition of where they have gone over and above the normal requirement for their post and it does not fit the criteria for an acting up or honorarium payment. The appropriate level will be supported by the relevant Assistant Director and determined by the Head of Paid Service based on justification for other ex gratia payments made in the past so as to ensure that payments are equitable and consistent across the authority. This payment is only made in very exceptional cases, for example, attending work on Christmas Day to assist the council to respond to an emergency/unplanned incident such as a fire in TBC's housing stock.

Ex gratia payments can be paid as a lump sum or spinal column points

The time period to which the payment relates will differ in each case as it will be dependent upon the reason for the payment. For example, it may be a one-off action by the employee which is substantial enough to warrant an ex-gratia payment. However, it is expected ex-gratia payments would be very rare as honorariums and acting up payments will meet most criteria.

6 Authorisation

All honoraria, acting up and ex-gratia payments must be approved by the Assistant Director and Head of Paid Service prior to the arrangement commencing.



Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Honoraria, Acting Up and Ex-gratia payments	
Date Conducted	October 2022	
Name of Lead Officer and Service Area	Jackie Noble HR	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Anica Goodwin	
Who are the main stakeholders	Employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

To provide guidance on additional payments; honoraria, acting up and ex-gratia.

Who will be affected and how?

All employees - This policy provides guidance on the process.

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

All employees

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of those with caring responsibilities
Those having an offending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor

past			
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment
From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome

Date of Review (If applicable)