



BINGHAM TOWN COUNCIL

ACTING UP & HONORARIUM POLICY

1. INTRODUCTION

This policy provides a framework under which payments should be made to employees of Bingham Town Council who temporarily undertake additional duties and responsibilities.

The opportunity to do this can provide an employee with a valuable opportunity to develop their skills and gain experience, in preparation for possible future promotion. For this reason the process for acting up needs to be transparent, fair and in keeping with the Council's Equality and Diversity Policy.

Employees are entitled to be fairly rewarded, on the basis outlined below, for being asked to undertake additional responsibilities which are above and beyond the scope of the grade of their post.

2. ACTING UP

2.1 Key Principles

An acting up allowance is payable only where an employee takes on the duties and responsibilities of a higher graded post for a continuous period of at least four weeks. This may occur as a result of:

- Temporarily filling a post until a substantive appointment can be made
- Filling a key post while another employee is on maternity/adoption leave
- Filling a key post to cover long term sickness absence
- Filling a post due to other temporary extended leave arrangements e.g. secondments, career breaks.

It is not appropriate to use acting up allowance as a means for covering annual leave.

Wherever possible the duration of the period of acting up should be indicated before it commences and confirmed in writing. If this is not possible, the arrangements and requirements for acting up should be regularly reviewed – at least every 6 months. It must be remembered that acting up is a temporary arrangement and in no circumstances should be allowed to exceed 12 months without re-approval by the HR Committee.

At the end of a period of acting up, employees will return to their substantive post on the same terms and conditions they previously held, with appropriate amendments to their basic salary to take account of any missed incremental increases or national pay awards (which would have been automatically awarded).

2.2 Selecting an Employee for an Acting Up Arrangement

With the exception of some types of absence, eg sickness absence, most instances of long term absence are pre-planned. Arrangements to cover the post should therefore be made at the earliest opportunity in order to ensure the most appropriate cover and to enable the opportunity to act up be made available in a fair and transparent way.

If there is a deputy to the temporarily vacant position, i.e. as clearly outlined within their existing role profile, then that employee should be asked to act up. In the case of more than one deputy being eligible to act into the temporary vacancy it will be necessary for a selection process to occur.

If there is no clearly identified deputy then the opportunity should be brought to the attention of all eligible employees within the team or to all employees at the Council. In the case of there being more than one suitable candidate, competitive interviews should be held.

In the case of extended acting up, consideration may be given to the post being covered by several employees in turn, in order to share the opportunity to gain experience. Acting up may be shared between two parties on a pro-rata basis.

It is appreciated in the case of unplanned long-term absence it may not be practicable to implement the acting up procedure with immediate effect. In this instance alternative interim arrangements may need to be considered whilst the selection procedure is conducted e.g. opportunity to work additional hours. A thorough selection process will take no longer than three months to complete therefore any interim arrangements should not exceed this timescale

In circumstances where only one individual has the necessary skills to undertake the higher level role, OR if there is an overriding business need for an immediate appointment, however, the acting up opportunity may be offered directly to an individual employee.

2.3 Acting Up Payment

In normal circumstances where an individual undertakes the full duties and responsibilities of a more highly graded post, they should receive the salary appropriate to the bottom point of the higher graded post.

The acting up salary will be payable from the date when the acting up duties are first carried out.

Incremental increases and national pay awards in the higher graded post will be payable in accordance with the Council's pay policies.

3. HONORARIUM

3.1 Key Principles

Employees who carry out some, but not all, of the duties of a higher graded post will not be eligible for an acting up payment. They may, however, be eligible for an honorarium if they carry out such duties for a period of at least 4 weeks.

An honorarium payment may be granted in the following circumstances:

- Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
- Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated as having higher level duties

Examples where an honorarium may be appropriate include:-

- a one-off piece of work outside the normal scope of an employee's duties
- an on-going piece of work or additional responsibility, which falls short of taking on the full duties of a higher graded job
- undertaking some of the duties and responsibilities of a higher graded post, which is temporarily vacant
- temporarily carrying out some, but not all, of the duties normally carried out by an officer on a higher grade
- carrying out additional duties and responsibilities outside the scope of their normal job for an extended period
- temporarily taking on additional duties pending a formal reallocation of work or a re-organisation.

Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description.

Payment of any honoraria will only apply to situations of more than 4 weeks in duration and will usually be for a maximum of 6 months. The honorarium arrangement should be reviewed regularly and an authorisation for renewal after 6 months should be approved by the HR Committee.

3.2 Honorarium Payment

Honorariums will be calculated based on the information in paragraph 2.3 above, with a pro-rata being applied to reflect the percentage of extra duties they undertake, and the length of time over which they undertake them.

Payment will be based on the difference between the employee's substantive grade, the grade of new duties being undertaken and the percentage of time spent on these new duties.

Where an individual undertakes additional work that is clearly outside of their current job description but at the same level, payment will normally be based on five percent of the individual's substantive pay for the period of undertaking additional duties.

4. Responsibilities

Acting up and honorarium arrangements must be authorised by the HR Committee. The HR Committee is required to review and authorise any extension of acting up and honorarium arrangements.

A letter will be issued to the employee to confirm the arrangement for the acting up. The Town Clerk will ensure the necessary payroll processes are undertaken.

The Town Clerk will modify any training and development plans as appropriate to support employees in carrying out the duties of the higher graded position.

5. Monitoring

The application of the policy will be monitored by the HR Committee in line with the Council's commitment to equal opportunities.

This Acting Up & Honorarium Policy was considered and approved by Bingham Town Council at its meeting on

Minute Reference: