

**Personnel Committee (PC) – 11<sup>th</sup> September 2023**

**Amendment to pay policy to increase flexibility in the use of Honoraria**

**1. Purpose of the report**

- 1.1 To gain Personnel Committee approval to the proposed change to increase the flexibility in the application of Honoraria.

**2. Recommendations**

- 2.1 Personnel Committee is recommended to approve changes to Pay Policy detailed Appendix B.

**3. Background Information**

- 3.1 Section 15 in the current Pay Policy sets out the existing provisions for the payment of Honoraria. This is detailed in Appendix A.
- 3.2 The current criteria for payment of Honoraria as set out has become increasingly restrictive. As we transform services, employees are being asked to take on additional responsibilities for a temporary period of time these responsibilities are at times outside of the scope of the grading system.

*Aim*

**To give increased flexibility to the payment of Honoraria**

- 3.4 To adopt a local agreement to add the ability to consider payment of an honorarium of an amount dependent upon circumstances of each case to an employee who performs required additional duties outside the scope of their post over an extended period.

*Know*

3.6

*Our Council Plan priorities*

- 3.11 The policy is directly aligned to the council's strategic priority of internal focus ensuring all council services are customer focused, effective, efficient and equitable and helps support the delivery of our Employee Satisfaction Proud promise.

*Response*

- 3.12 In each case where the type of honorarium in 3.4 is requested clear objectives with measurable deliverables and timescale will be agreed. Payment will be made upon delivery of the objectives or at agreed timescales and provided milestones have been reached. In addition to the existing authorisation a further approval by the relevant Executive Director will be required.

#### *Review*

- 3.13 The application of the new provision will be monitored for 12 months and if necessary, propose further amendments to the pay policy.

#### **4. Financial Implications**

- 4.1 There are no direct costs of this proposal, there will be increases to salaries where the additional payments are made.

#### **5. Legal Considerations**

- 5.1 The payment of Honoraria is an element of salary and as such can be included in an equal pay claim. This risk is mitigated by evidence-based decision to apply this additional provision. There are no other anticipated legal issues arising from this report.

#### **6. Consultation**

- 6.1 CMT reviewed and endorsed the policy at their meeting of 31<sup>st</sup> August 2023.

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## Appendix A

### 15.0 Honorarium payments

15.1 Honorarium payments are additional monies that may be paid to remunerate employee's where;

- a) Employees are 'acting up' into a higher graded post and undertaking the full range of duties of the post on either a full time or part time basis. Such payments are temporary in nature normally for a maximum of 12 months and are appointed to in accordance with the recruitment and selection policy. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once. Incremental pay progression will apply to acting up honorarium payments in line with 9.3 above.

Or

- b) Employees are undertaking additional work duties that are outside the scope of the employee's normal role AND such duties are graded at a higher level than the employee's substantive post. Such payments are temporary in nature, normally for a maximum period of 12 months and are paid in accordance with the council's job evaluation scheme to ensure principles of fairness and equality are maintained. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once. Incremental pay progression will not apply to additional duties honorarium payments.

15.2 All honorariums require authorisation from a Head of Service (or delegated manager) with the relevant level of salary authorisation, and Human Resources approval.

15.3 Where honorarium payments are approved, the employee will normally be awarded the bottom SCP of the higher grade. However, where this represents less than a 2 spinal column point increase from the existing SCP, the SCP will be adjusted to reflect a 2 point increase.



## Appendix B

- c) Where an employee who performs required duties outside the scope of their post over an extended period, an additional payment of an amount to be determined can be paid.

In determining that amount, due consideration will be given to the complexity of the responsibilities/additional duties that are being carried out and why they do not fall within the scope of a) or b) above. In each case clear measurable objectives should be set and agreed including deliverables, milestones and timescales. Advice in respect of Job Evaluation Protocols must be sought and an assessment of equal pay implications undertaken.

- 15.2 All honorariums require authorisation from a Head of Service (or delegated manager) with the relevant level of salary authorisation, and Human Resources approval. In requests for honorariums paid under c) above the additional signature of an Executive Director is required.