

EPHING FOREST DISTRICT COUNCIL

PAYMENTS FOR ADDITIONAL DUTIES

1. Introduction

This policy seeks to ensure that staff who undertake duties which are significantly outside the scope of their substantive role, are appropriately rewarded on a temporary basis.

2. Acting Up/Working At A Higher Grade

A member of staff is entitled to a higher salary where they are called upon to undertake the full duties and responsibilities of a higher graded post. The authority to approve acting up arrangements is delegated directly to Heads of Service who should satisfy themselves in each case that the full range of duties and responsibilities are being performed.

There is no clear guidance on the qualifying period in the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service (Green Book); however, it has been agreed locally that the following conditions will apply:

- a judgement will be formed by the Head of Service in each case based on the complexity of the job and whether the employee acting up could, in practice, cover all of the duties and responsibilities straight away – in which case the higher pay would be triggered immediately, or after an agreed period of time in the job.
- the qualifying period for acting up is a minimum of 4 weeks continuously carrying out the higher duties. To qualify a member of staff must be carrying out the full duties of the higher post.

3. Honoraria Payments

An honorarium payment can arise from a number of different circumstances but in essence it covers exceptional situations where a postholder takes on additional duties and responsibilities for a defined period. Cases generally fall into the following two main categories:

- covering part (but not all) of the duties of a post at a higher level due to the absence of a more senior member of staff (e.g. sickness or secondment).
- taking on additional duties and responsibilities outside the normal scope of the postholder's role (e.g. a special project or task).

The relevant duties must be undertaken over an extended period, normally not less than four weeks.

The authority to make honorarium payments is delegated directly to Heads of Service who cannot authorise payments in the following situations:

- good performance within the boundaries of the postholder's normal job or role.
- additional work or cover at the same grading level
- work undertaken by teams or groups (each individual case must be assessed on its own merits).
- to staff at grades 11 and 12, which are the provenance of Management Board.
- duties undertaken for less than 4 weeks.

Where, exceptionally, a Head of Service feels there may be a case for an additional payment outside the scope of delegation, a submission should be made to Management Board.

3.1 Calculation Of Payments

The following should be followed when assessing the level of payment:

a. Covering part of a post at a higher level.

- assess the percentage of the post covered by reference of the job description.
- calculate annual difference between postholder's relevant SCP and the minimum SCP of the grade of the post covered [using the appropriate SCP(s)] during the period in question.
- define period of cover.
- calculate difference in salary for relevant period.
- apply appropriate percentage based on assessed proportion of job covered.

Where there is a large grade differential between the postholder and the post covered it may prove more helpful to assess the grading level at which duties have been undertaken. In such cases an appropriate intermediate grading level and SCP should be selected. Depending on the circumstances of the case it may be appropriate to pay either 100% of the assessed SCP or only a proportion.

Where an officer is undertaking some of the duties attached to a post for which another officer is in receipt of an acting up payment, an honorarium payment can be sanctioned only in exceptional circumstances and by reference to the Head of HR Services.

b. Taking on additional duties and responsibilities outside the normal scope of the postholder's role.

- This can apply particularly to project work and it may be difficult to assess the level of work involved.
- In such cases if there isn't a comparable post within the Service Area then the additional responsibilities should be added to the current job description and person specification for 'evaluation' by the Job Evaluation Panel Chairmen to determine the grade.

When an officer in receipt of an acting up/working at a higher grade payment or an honorarium payment is absent from work due to sickness for periods over two weeks, the payment will cease.

Where an honorarium payment has been agreed it will need to be re-assessed if there is a break in payment, if there is a change in the level of payment requested after it has been held for six months, or any other changed circumstances.

Once the amount of the honorarium payment has been calculated an amendment form should be completed with copies to Payroll and HR requesting that payment be made and, in the case of an on-going monthly honorarium, specifying the period payable.

4. Approval

The authority to approve honoraria payments is delegated directly to Heads of Service. Delegated authority is limited to £1,500 payable in any one financial year (to any one member of staff) either as a lump sum or as an ongoing monthly payment. Similarly, honoraria payments cannot be approved on an ongoing basis for more than one year to any one member of staff. Payments can be approved for any member of staff graded up to and including 10.

The total costs of any payment must be contained within the Service Area salary budget.

Any proposed payments to staff in grades 11 or 12, payments over £1,500 and payments lasting more than a year must be referred to Management Board.