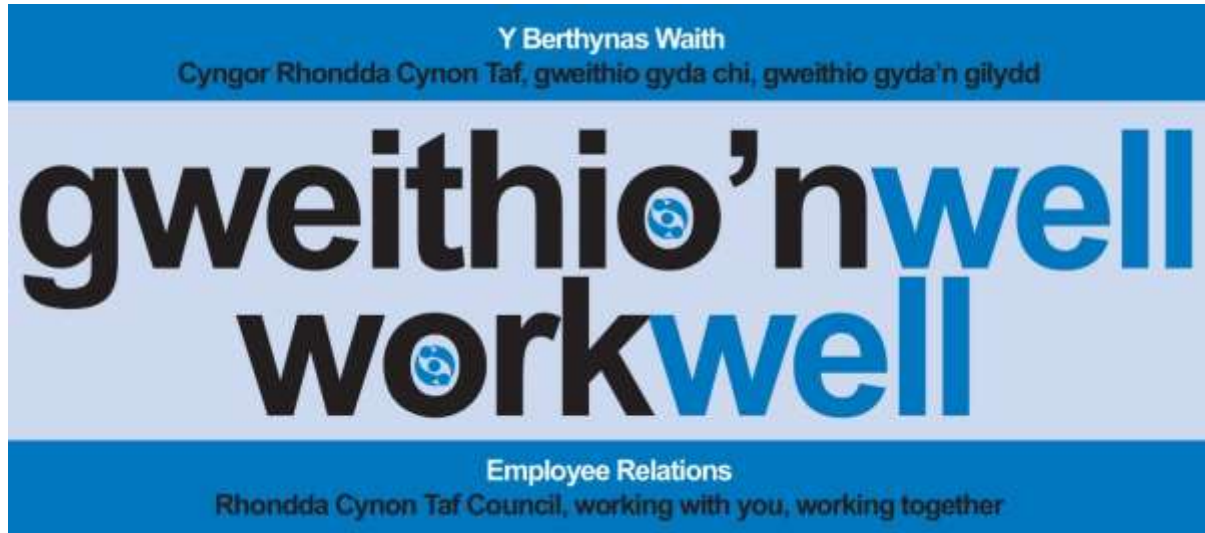


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## Honorarium **Policy**

This document is available in Welsh please see Polisi Honoraria.



<b>DOCUMENT CONTROL</b>	
<b>POLICY NAME</b>	<b>Honorary Policy</b>
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May 1996	Richard Evans
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<b>DOCUMENT APPROVAL</b>	
This document has received approval from:	Date of Approval
HR Senior Management Team	September 2016
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**This document is available in Welsh or English and other formats are available on request.**

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## 1. **INTRODUCTION**

The purpose of the document is to assist those involved in dealing with honoraria payments. It provides guidelines to ensure a consistent approach is taken and that all concerned have an understanding of the process. Correspondence needs to be issued in the language preference of the employee (Welsh and English).

Whilst the majority of the workforce are contracted to substantive posts, at any given point in time there will be some Council employees who carry out their duties in a temporary capacity. Temporary arrangements may arise for a number of reasons, including:

- Where the permanent post holder is temporarily out of post e.g. maternity leave, long term absence through ill health, permanent post holder seconded, etc
- Where there is an exceptional workload that requires additional staff resource
- Where re-organisation, resignation or similar changes to the Council's established structure necessitates interim staffing arrangements

In the above cases, should an employee undertake the **full range** of duties then this will be classed as secondment into the post being covered (please refer to separate [Secondment Policy](#)).

An honorarium payment will be suitable when a person **undertakes some additional** responsibilities of the higher graded post (not for additional workload at the same grade).

Where there may be more than one person suitable for an honorarium payment consideration needs to be given to ensure equality of opportunity.

## 2. **TERMS AND CONDITIONS**

Payment can be made to employees who undertake a percentage of the higher graded post after a period of four weeks. There maybe exceptions when payment can be made sooner but this has to be agreed by the relevant Service Director or Head of Service.

## 3. **HONORARIUM PAYMENT**

**3.1** Approval - prior to any honorarium being discussed with the employee, the line manager must gain approval from their Chief Executive/Group Director/Director/Service Director/ Head of Service. This will be approved and monitored by the Council's Change Control Panel. The line manager should clearly state the reasons for the honorarium (see appendix 1).

**3.2** Duration - where an honorarium payment is requested (where only some of the additional responsibilities are undertaken) this shall not normally extend beyond 6 months. Where it is considered necessary to continue payments beyond 6 months a review must be undertaken in consultation with HR to consider whether the payment should continue, or some other arrangement should be made to cover the duties.

Any extension beyond the 6-month period has to be approved by the Director of Human Resources prior to commencement and should not normally last for more than a 12 month period unless there is a specific reason.

#### **4. BASIS OF HONORARIA PAYMENT**

The honoraria payment shall be calculated to reflect the extent to which these duties and responsibilities have been undertaken.

Payment will be calculated on the following percentage basis of the difference between the points on the relevant grade scale.

<b>Percentage Payment Applied</b>
25%
50%
75%

#### **Example**

Employee working 37 hrs is paid at Grade 5 and is asked to undertake a percentage of the duties of the employee at Grade 6. The percentage payment will be applied to the difference between Grade 5 and Grade 6.

Where the duties and responsibilities of a higher graded post are shared between more than one employee then, the Chief Executive/ Group Directors/ Directors/ Service Directors, in consultation with HR, shall determine the appropriate payment.

#### **5. MATERNITY LEAVE AND SICKNESS**

Employees in receipt of honoraria payments may have such payments taken into account in line with the Council's Maternity Policy.

Employees on long-term sickness in receipt of honoraria payments who are continuously absent from work for more than 28 days will have their honoraria payments stopped.

**RHONDDA CYNON TAF COUNCIL**

**HONORARIUM REQUEST (all sections must be completed)**

<b>Group:</b>		<b>Service Area :</b>	
<b>Name:</b>		<b>Pay Number:</b>	
<b>Substantive post no and title</b>		<b>Honararium post no and title</b>	
<b>Grade / Salary</b>		<b>Grade / Salary</b>	
<b>Amount of honorarium (£): (based on difference between grades)</b>		<b>Percentage Applied - 25%, 50% or 75%</b>	
<b>Actual payment to be made (£):</b>			
<b>Payment Basis: (monthly/one off payment)</b>		<b>Cost Centre:</b>	
<b>Period of honorarium:</b>			
<b>Review Date:</b>			
<b><u>Detailed Reasons for honorarium:</u></b>			
Line Manager			
<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>			
Chief Executive/Group Director Service Director/Head of Service (Chief Officer)			
<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>			
HR Manager			
<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Date:</b>	