



# Honoraria and Acting Up Policy

01 September 2024

## Version Control

<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
01 Sep 24	20 Oct 16	Appendix B removed and link to Request for approval of honoraria payment included.
20 Oct 16	01 Sep 13	Formatting of paragraphs, headings and appendices standardised.

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<a href="#">Request for approval of honoraria payment</a>		

# 1 Introduction

- 1.1 Schools' within Base Academy Trust are committed to the provision of high quality public services. To enable us to respond flexibly to changing circumstances it is recognised that from time to time it may be necessary for employees to undertake additional, higher level duties for a temporary period. This policy provides the protocols to be followed to initiate honoraria and acting up payments to remunerate additional temporary responsibilities.
- 1.2 The principal objectives in making honoraria payments are to;
  - i. support specific service development and delivery by helping to facilitate the flexible deployment of employees in response to changing organisational circumstances;
  - ii. recognise and reward employees who make an additional contribution or perform to a standard beyond the normal expectations of their post
- 1.3 Honoraria and acting up payments cover temporary issues and are not a long term solution to the realignment of duties within a team.
- 1.4 The Head of School has the option to apply the following temporary additional payments to employees who are asked to undertake additional work outside the scope of their substantive post:
  - acting up payments
  - short term honoraria payments
  - medium term honoraria payments

## 2 Acting up payments

- 2.1 Acting up payments are made when an individual is required to cover a higher graded post for a temporary period, for example to cover absence, maternity leave or a vacancy. The value of the payment is determined through evaluation of the higher post which the individual is covering.
- 2.2 Acting up payments for staff paid at SCP 28 or below, where it is usually essential for a higher level role to be covered with immediate effect, are made from the first day that the higher level duties are covered. Payment is made at the next available pay date.
- 2.3 The Head of School will determine, in consultation with HR, whether acting up payments are appropriate for those at senior levels in the academy, where undertaking duties at a higher level may legitimately be regarded as part of professional development.
- 2.4 Acting up payments for staff paid at SCP 29 or above are not normally made for the first four weeks although the Head of School has the discretion to make the payment sooner, subject to the exigencies of the service.
- 2.5 Once the qualifying period of four weeks has been satisfied, the higher salary will be paid with effect from the first day on which the higher duties were effective.

- 2.6 Acting up payments may be made monthly or in arrears and should not normally be paid beyond a 12 month period.
- 2.7 If the duties and responsibilities of a higher graded post are shared between more than one employee or only part of the duties of the higher graded post is undertaken, the payment made will reflect the appropriate proportion and relative importance of the duties undertaken. In such circumstances the additional payments should not normally exceed the total amount payable if one employee undertook the full duties.

### 3 Honoraria payments

#### Short term honoraria payments

- 3.1 Short term honoraria payments are made when an individual is asked to undertake temporary additional duties or responsibilities for a maximum of a three month period.
- 3.2 The value of any short term honoraria payments must be proportionate to the circumstances and consistent with the council’s pay and grading framework. Payments should not normally be greater than 10% of salary.
- 3.3 Short term honoraria payments may be paid monthly or in arrears but must be separate from substantive salary and not be incorporated into the base grade. The payment will be subject to tax and national insurance and is pensionable.

#### Medium term honoraria payments

- 3.4 If an individual is required to take on additional temporary responsibility for longer than three months, a temporary job description and person specification should be produced and referred to the Corporate HR team for evaluation, to determine the value of any additional payment.
- 3.5 Medium term honoraria payments may be made monthly or in arrears and should not normally be paid beyond a 12 month period. Should additional responsibilities continue beyond a 12 month period, the HR Adviser and line manager should work together to consider whether the duties should be incorporated within the substantive role.

### 4 Process and criteria for honoraria and acting up payments

- 4.1 The academy operates a clear process and stringent criteria for the determination of honoraria and acting up payments;

Stage	Process
Stage 1	Objective justification for an honorarium or acting up payment
Stage 2	Determining the value of the payment
Stage 3	Approval of the request for honoraria payment
Stage 4	Review of the ongoing requirement for a payment

## **Objective justification for an honorarium or acting up payment**

- 4.2 To comply with equal opportunities guidance, the requirement for an additional payment must be objectively justified with appropriate evidence.
- 4.3 Head of Schools should, in consultation with their HR Adviser, complete the honoraria or acting up request form provided with details of, for example:
- a vacancy or reason for which a higher graded post needs to be covered, or acted up to
  - an addendum to the substantive job description which details the additional duties and responsibilities assigned to the post for a temporary period
  - a specific project or enhanced set of responsibilities which are assigned to the post holder for a temporary period
- 4.4 Head of Schools must ensure that budgetary provision has been made to cover the cost of the payment.
- 4.5 Head of Schools must also have evidence to support the decision about which individual has been allocated additional responsibility and the associated payment, with reference to their skills set and experience.
- 4.6 If there is more than one person with the skills and expertise to undertake the additional responsibilities an appropriate selection process should be applied.

## **Determining the value of the payment**

- 4.7 To comply with our obligations under equal pay legislation, the value of any additional payments should be determined with reference to the relevant analytical job evaluation scheme as far as possible.
- 4.8 In the first instance, the Head of School should pass the completed request form for an honoraria or acting up payment to the Corporate HR team for evaluation.
- 4.9 If it is not possible to quantify the value of the additional responsibility through job evaluation the Corporate HR team will advise on the appropriate value of any additional payment, in consultation with the HR Adviser and with reference to relativities of payment for other similar posts and types of work.
- 4.10 Honoraria payments should not normally exceed 10% of current substantive salary.

## **Approval of the request for honoraria payment**

- 4.11 Once a request for an additional payment has been appropriately justified and the value determined, authorisation to make the payment must be given by the Chair of Governors and confirmed on the form.
- 4.12 Once approved, the request will be referred to Exchequer Services, who will administer the appropriate correspondence and process the payment. A copy of the standard letter that will be issued is provided in the [Appendix A](#).

## **Review of the ongoing requirement for a payment**

- 4.13 All additional payments will be reviewed monthly by the Corporate HR team, using data held on Oracle, to validate the ongoing requirement for the temporary payment or determine whether to withdraw or reduce the amount paid.
- 4.14 All temporary payments will cease at the agreed date. Should circumstances change before the previously agreed end date, the payment may be withdrawn earlier. In these circumstances the value of the honorarium will not be protected.

## APPENDIX A

# Standard letter confirming approval of an honoraria payment

Date:

Your Ref:

Our Ref:

### Private and Confidential

«Title» «First Name» «Surname»

«Address Line 1»

«Address Line 2»

«Town or City»

«Postcode»

Dear «Title» «Surname»,

**Honorarium Payment:** «Job Title»

I am pleased to confirm we have received and processed details of the above payment, effective from «Date»

The payment is for «undertaking extra duties» or «extra responsibilities during this period, as agreed with your Head of School» or «Specific Reason»

You will be paid «a one-off payment of» / «the enhanced rate of SCP» until being reviewed on «Date». Your additional payment will be paid on the next available pay date.

You should understand that this payment is completely separate from your basic rate of pay and that this will be subject to monthly review to determine if it is to continue. This payment may be removed or adjusted if circumstances change and will not be subject to protection. More information can be found within the Honorarium Policy 2009. All other terms and conditions of your employment remain the same.

I would like to take this opportunity to thank you for your support to the academy during this period. Should you have any queries, please do not hesitate to contact me.

Yours sincerely