

Wiltshire Council Human Resources

Honoraria policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy sets out the way in which the council will pay honoraria payments to employees who perform additional duties or carry out some, but not all, duties or responsibilities of a higher graded post.

Where an employee is taking on the full responsibilities and duties of a higher graded post (either for some or all of their working hours) you should refer to the [acting up policy](#).

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Who does it apply to?

This policy applies to all Wiltshire Council employees (with the exception of teaching staff employed in locally managed schools and centrally employed teachers engaged on Burgundy Book terms and conditions).

This is a harmonised policy and applies to both Wiltshire Council and ex-district TUPE employees.

When does it apply?

This policy applies when, at the request of their manager, an employee:

- takes on additional duties within their role; or

- carries out some (but not all) duties or responsibilities of a higher graded post

on a temporary basis

When does it not apply?

This policy does not apply if:

- an employee takes on additional duties or responsibilities to cover a period of planned leave of less than 4 weeks (for example covering annual leave); or
- an employee acts up fully into a higher graded post. In this case you should refer to the **acting up policy**; or
- the change is permanent. In this case the job will be advertised in accordance with the council's [recruitment and selection procedure](#).

What are the main points?

1. Prior to confirming any arrangement where an honoraria payment is envisaged, the manager must contact their human resources adviser to ensure the correct process is followed.
2. No individual should be involved in the authorisation process of an honoraria relating to themselves.
3. An individual may only receive one honoraria payment at a time.

Authorisation of honoraria payments

4. All honoraria payments must be approved by a corporate director and counter-signed by the service director of human resources and organisational development on the **honoraria approval form** prior to the arrangement commencing.
5. In addition any honoraria payment which:
 - exceeds £4,500 per annum; and/or
 - increases the employees grade by two or more grades above their substantive position

must be approved by the Cabinet Member for Resources (or their nominated cabinet representative) in writing prior to the arrangement commencing.

6. In all cases any honoraria will only be paid for a limited period, whilst the additional duties are being carried out.
7. Should the requirement to carry out additional duties become permanent the job must be advertised in accordance with the recruitment and selection procedure.

How does this policy apply to me?

8. You may be asked to carry out some duties in addition to your substantive post for a fixed period of time.
9. This may be due to:
 - An unexpected absence or vacancy within the team requiring you to take on some of the duties and responsibilities of a higher graded post;
 - A one-off project or piece of work on top of your normal duties.
10. These duties will be evaluated to see if they make a difference to the grade of your job.
11. To conduct this evaluation your manager will need to complete a [significant differences form](#) which will be evaluated alongside your current job evaluation questionnaire.
12. Should the grade of your job increase because of the additional duties you will be paid the difference between your substantive grade and the minimum spinal point of the new grade as a monthly honorarium payment.

Payment of the honoraria

13. Honoraria payments are usually paid monthly as part of your normal salary.
14. Your manager may arrange for the honoraria to be paid as a one-off payment where appropriate.
15. Any payment will be pro rata for part time employees.

Manager's responsibilities

16. To follow the [managers guide - honoraria flowchart](#) to ensure the process is completed correctly.

17. To contact your human resources adviser prior to confirming any arrangement for which you expect to make an honoraria payment.
18. To complete a [significant differences form](#) and submit this for re-evaluation in line with the job evaluation process.
19. To complete the [honoraria approval form](#) and obtain authorisation from your corporate director and the service director of human resources and organisational development prior to confirming the honoraria to the employee.
20. If the honoraria
 - exceeds £4,500 per annum; and/or
 - increases the employees grade by two or more grades above their substantive positionto obtain written approval from the Cabinet Member for Resources (or their nominated cabinet representative).
21. To write to the employee (using [confirmation of honoraria arrangement letter](#)) to confirm the arrangements and honoraria payment.
22. To complete the [change form](#) to inform the HR and payroll administration team of the additional payments to be made.
23. To review the arrangement on a regular basis to ensure there is still a requirement to pay an honoraria.
24. To complete a [change form](#) as soon as the arrangement ends so that additional payments can be stopped.
25. If it becomes clear that the arrangement will be a permanent requirement, to advertise the post in line with the [recruitment and selection procedure](#).

Frequently asked questions

26. **How long will it take to confirm an honoraria payment for an employee who is taking on some additional duties?**

Unless the employee is taking on the full duties and responsibilities of a higher graded post you will need to complete a [significant differences form](#) and submit this to your human resources adviser who will check the form and forward it to the job evaluation team.

It will then be scheduled for evaluation at the next available panel and the results will be returned to the human resources adviser as soon as possible after this panel who will communicate the results to you.

This process will take a maximum of 4 weeks from the date you submit the significant differences form but is often much quicker.

27. **I have been asked to take on some additional duties. However after completing a significant differences form I have been informed that they do not make a difference to the grade of my job. Can I refuse to take them on?**

It is normal for jobs to vary over time and it is expected that employees will be flexible and undertake additional tasks appropriate to their role.

It is important that you discuss the additional duties with your manager and agree how these will fit in with your current workload and priorities.

If you feel that the evaluation of the additional duties was not right you do have the opportunity to appeal under the Job Evaluation process.

Equal Opportunities

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Advice and guidance

If you require help in accessing or understanding this policy or completing any of the associated forms you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

Further information

There are a number of related policies and procedures that you should be aware of including:

- Acting up policy
- Recruitment and Selection policy
- Secondment policy

There is also a [toolkit](#) including manager guidance and supporting documents to use when following this policy and procedure.

For further information please speak to your supervisor, manager, service director or contact your HR advisor.

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Policy implemented	
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