

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

18 May 2011

HONORARIA POLICY

Purpose of Report

1. This report presents the updated honoraria policy.

Background

2. The honoraria policy applies to all Wiltshire Council employees (including schools) who are contractually subject to the terms and conditions of the National Joint Council for Local Government Services.
3. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

Main Considerations for the Council

4. The honoraria policy has been updated in line with a KPMG audit report which recommended a more robust sign off process for honoraria payments.
5. The main changes to the honoraria policy are:
 - All honoraria payments must be approved by the relevant corporate director and countersigned by the head of HR & OD.
 - In addition, any payment which exceeds £4,500 per annum and/or increases the employee's grade by 2 grades or more above their substantive position, must be approved by the Member for Resources (Cllr Noeken) or a nominated Cabinet member representative

Environmental Impact of the Proposal

6. None.

Equalities Impact of the Proposal

7. An Equalities Impact Assessment was undertaken on 7 February 2011 and no negative impacts were identified.

Risk Assessment

8. None

Options Considered

9. None

Recommendation

10. That Staffing Policy Committee agree this updated policy.

Barry Pirie
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HR & OD

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The following unpublished documents have been relied on in the preparation of this Report: None