

Payment for Acting Up and Additional Duties Policy & Procedure

Purpose of Report

1. The purpose of this report is to present a new Payment for Acting up and Additional duties policy which combines the Acting up and Honoraria policies previously presented to Staffing Policy Committee in May 2011.

Background

2. Staffing Policy Committee reviewed the proposed Acting up and Honoraria policies in May 2011 and made several recommendations which have been incorporated into the new policy.

Main Considerations for the Council

3. On the recommendation of Staffing Policy Committee the term “honoraria” will no longer be used and instead a single policy and procedure will cover all acting up and additional duties payments.
4. Following advice from legal it has been agreed that payments under this new policy will not require member sign off. Instead they will be approved by the relevant service director and HR business partner.
5. All payments will end after 3 months unless there are exceptional circumstances which have been approved by the service director and HR business partner.
6. Any extension to the original end date will need to be approved at service director and HR business partner level.
7. No payment can be entered onto the SAP system without an end date – i.e. there can be no “ongoing” payments.
8. The SAP wage type has been updated to ensure that payments processed under the new policy and procedure will show on wage slips as “Additional Duties” rather than “Honorarium”.
9. A 6 monthly review of all acting up and additional payment will be undertaken by HR to ensure that processes are being followed.

10. The policy is in the HR policy format and language and includes a toolkit of managers guidance, approval forms, template letters and flowcharts.

Consultation

11. The original Acting Up and Honoraria policies were approved by JCC in April 2011. The unions have been kept informed regarding the changes to these policies and have agreed the new Payment for Acting up and Additional duties policy.
12. Legal services and the HR stakeholder group have also been consulted in relation to this amended policy.

Environmental Impact of the Proposal

13. None

Equalities Impact of the Proposal

14. No negative impacts have been identified.

Risk Assessment

15. None

Options Considered

16. None

Recommendation

17. That Staffing Policy Committee agree this policy.

Barry Pirie
Service Director
HR & OD

Report Author: Paula Marsh, Human Resources Policy & Reward team

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