Procedure – Acting up, Honoraria & Ex Gratia Payments

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Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
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ROLES AND RESPONSIBILITIES

Line Managers:

Are responsible for collating the business justification for honoraria, acting-up and ex gratia payments ensuring that equality issues are fully considered. Advice and support will be available from the relevant HR Representative.

HR Department:

Are responsible for supporting Line Managers in the development of the business justification and identifying the relevant support material upon request.

Pay and Reward Specialist:

Is responsible for quality checking the business justification, collating relevant material and facilitating the Job Evaluation Validation panel.

Job Evaluation Validation Panel:

Are responsible for considering any request submitted to the panel for approval, ensuring consistency and fairness in application throughout Denbighshire County Council.

What is this procedure?

There will be circumstances in which it is appropriate to pay certain employees over and above their evaluated grade. It is important that any additional payments made to employees are fair, consistent and transparent. In order to achieve this all payments must be justified, monitored and only applied in appropriate circumstances as outlined below.

What is the difference between Acting Up, Honoraria or Ex-Gratia Payments?

Acting Up

An employee may be asked to temporarily undertake a higher graded post, usually in the absence of the substantive post holder as a result of, for example, secondment, maternity leave.

In such circumstances, the employee will be entitled to payment in accordance with the evaluated grade for the temporary post and will be entitled to at least one increment. This is subject to the following conditions:

1. The member of staff does so at the request of his/her Head of Service
2. The full duties and responsibilities of the higher graded post are undertaken. Head of Service to certify this is the case
3. The period of acting up must be for a minimum of 4 weeks before the higher grade will be paid. This will be backdated to the first day of the acting up period. The 4 week period must be met to demonstrate that the arrangement is more than would be expected of the employee under their normal contractual duties. For example, it is expected that if an employee goes off sick for a short term duration, then the team will pick up elements of the absent employees work on an ad hoc basis for the short term duration.
4. The period of acting up should not exceed 12 months without the re-approval by the Head of Service and the Validation Panel.

Employees who are on a protected salary who undertake duties of a higher grade post than their substantive grade, but not higher than their protected salary are not entitled to receive additional remuneration.

Front Line Services

For roles that are at the forefront of operations, where there is a need to employ an agency or relief worker immediately to cover that shift if they were unable to cover internally. Examples of such services would be Education Services (i.e. Teaching Assistants), Environmental Services (i.e. Refuse & Recycling Collection), Adult Services (i.e. Care, Domestic role).

In such cases where an employee is asked to undertake duties of a higher graded post on a relief basis to ensure continuity of service to the county and community, the higher grade will be payable immediately on a relief basis and should be claimed via timesheet and submitted to payroll.

Honoraria

This will be payable where there is a need to provide extra recompense for an employee where it can be demonstrated that they have worked over and above their normal contractual obligations but which does not fall within the Acting Up criteria.

a) Where the full duties and responsibilities of a higher graded post cannot be undertaken by one member of staff but must be shared with other employees.

Payment:

Where one person undertakes some of the higher duties (for a minimum of four weeks): The honorarium will be based on an appropriate percentage of the difference between current salary and the minimum point of the higher grade. The percentage is based on the proportion of duties of the higher graded post they are undertaking for the period. In such cases the total amount of the honoraria paid (whether to one or more employees) will not exceed the actual difference between the recipient's salary and that of the absent post holder.

b) Where a member of staff is ineligible for overtime payments, but there is extraordinary need for additional hours to be worked for a specific purpose (likely to be project implementation related), and time off in lieu cannot be taken.

Payment:

Will be based on the estimated cost of overtime for the additional work and match against the nearest level below (rounded up) to a maximum of Level 4.

Level 1 £300
Level 2 £500
Level 3 £800
Level 4 £1000

All payments are subject to the following conditions:

a) The period of honoraria should not exceed 12 months without re-approval by the Head of Service and resubmission to the panel.
b) Where the period is less than one year the amount paid will be proportioned appropriately.

Ex-Gratia Payment

There may be circumstances where it is appropriate to give an employee an ex-gratia payment in recognition of where they have gone over and above the normal requirement for their post.

Payment

There will be 4 levels of payment as detailed below. The appropriate level will be determined by the Validation Panel based on the justification put forward by the line manager. As part of their consideration, the panel will compare the justification for other ex- gratia payments made in the past and ensure that payments are consistent across the authority.

Level 1	£300
Level 2	£500
Level 3	£800
Level 4	£1000

This payment will be paid retrospectively in the form of a one-off taxable lump sum. The time period to which the payment relates will differ in each case as it will be dependent on the reason for the payment. E.g. in some cases it may relate to work undertaken on a project which spans 2 years. In other cases is may be a one off action by the employee which is substantial enough to warrant an ex-gratia payment.

What is the process?

The process for determining acting up, honoraria and ex-gratia payments has been summarised into the following stages.

Stage One Objective Justification Stage Two Payment Approval

Stage Three Confirmation and Payment Process Stage FourReview

Stage One – Objective Justification

The appropriate Head of Service in consultation with the relevant HR Representative should complete the Acting Up, Honoraria and Ex Gratia Request Form. To comply with equality opportunities guidance the request must include an objective justification with detailed supporting evidence provided.

Managers must also ensure that budgetary provision has been made.

The form should then be submitted to the Pay and Reward Specialist in HR Department.

Stage Two – Payment Approval

All requests will be collated and checked for completeness by the Pay and Reward Specialist. Forms, substantive job descriptions and job descriptions

of the absent senior post, where applicable, will be submitted to the next available Job Evaluation Validation Panel for approval.

Where the request is for an honoraria payment to be made, the Job Evaluation Validation Panel will consider what percentage of the duties the person is undertaking and based on this, the appropriate level of honorarium payable.

Stage Three – Confirmation and Payment Process

The Pay and Reward Specialist will inform the Head of Service or relevant Manager of the outcome of the Job Evaluation Validation Panel, and provide notification to the Payroll Department to request the payment to be processed and will write to the individual to confirm the outcome.

If the Head of Service or employee is dissatisfied with the outcome they can make representation to the next Job Evaluation Validation Panel.

Stage Four – Review

The Pay and Reward Specialist will maintain a central log of all current acting up and honoraria payments on iTrent. For further payments or extensions, the Head of Service must submit a further request which will be considered in accordance with the process. All extension to payments will be considered by the Job Evaluation Maintenance Panel to ensure consistency of application and highlight any potential issues to the relevant HR representative.

The Pay and Reward Specialist will also maintain a log of ex-gratia payments approved and the appropriate justifications. This information will aid the Job Evaluation Validation Panel in ensuring a fair and consistent approach is made for all future payments.

The Pay and Reward Specialist will be responsible for arranging a review of compliance with this procedure in conjunction with the Payroll Department and Internal Audit.

Frequently Asked Questions (FAQs)

What are Acting up, Honoraria & Ex Gratia Payments?

An acting up payment is given where an individual is asked to temporarily undertake duties of a higher grade. An honoraria is recompense for when an individual has demonstrated working over and above their normal contractual obligations and an ex-gratia payment is payment made in recognition of where an individual has gone over and above the normal requirements for their post.

Am I entitled to an acting up payment if I am on a protected salary?

Employees who are on a protected salary who undertake duties of a higher grade post than their evaluated grade but not higher than their protected salary are not entitled to receive additional remuneration

Who will advise on the outcome of the maintenance panel in terms of acting up, honoraria and ex-gratia payments?

The Pay and Reward Specialist will inform the Head of Service or relevant Manager of the outcome of the Job Evaluation Validation panel. The Pay and Reward Specialist will forward the justification form to the Payroll Department to request payment and they will also write to the individual to confirm the outcome

What is the process for determining acting up, honoraria and ex-gratia payments?

There are four stages - objective justification, payment approval, confirmation and payment process and review. A form for objective justification will need to be completed and forwarded to the Pay and Reward

Specialist who will quality assure and check the form for equality and arrange approval by the maintenance panel.

In terms of requests for an honoraria payment the Validation Panel will determine the honorarium payable. The Pay and Reward Specialist will then inform the Head of Service or relevant manager of the outcome of the panel and arrange payment via payroll. A review will be co-ordinated by the Pay and Reward Specialist.

Who should complete the form for objective justification for acting up, honoraria and ex-gratia payments?

The Head of Service with assistance, if needed, from the Pay and Reward Specialist will need to complete the form. The relevant manager should ensure that there is budgetary provision available.

Who will advise on the outcome of the maintenance panel in terms of acting up, honoraria and ex-gratia payments?

The Pay and Reward Specialist will inform the Head of Service of the outcome of the Validation Panel. The Pay and Reward Specialist will forward the justification form to the Payroll Department to request payment and they will also write to the individual to confirm the outcome.

What happens if I am dissatisfied with the outcome of the maintenance panel's decision in terms of my acting up, honoraria or ex-gratia payment?

If the relevant Head of Service is dissatisfied with the outcome from the Validation Panel, representation can be made to the next Validation Panel in terms of additional information and justification.

Who is responsible for reviewing acting up and honoraria payments?

The Pay and Reward Specialist will also maintain a log of ex-gratia payments approved and the appropriate justifications. This information will aid the Job

Evaluation Validation Panel in ensuring a fair and consistent approach is made for all future payments.

The Pay and Reward Specialist will be responsible for arranging a review of compliance with this procedure in con