



SOMPTING PARISH COUNCIL

POLICY ON: Additional Duties and Honorary Payments Policy

1. Additional duties payments

When are these made?

Additional duties payments may be made when an officer has been carrying out the duties and responsibilities of a higher graded post for a continuous period of at least 4 weeks. The officer may be carrying out these duties because of sickness, maternity leave, a longstanding vacancy etc., but excluding annual leave.

Although the additional duties payment should not be recommended until the duties and responsibilities have been carried out for at least 4 weeks, the payment would be backdated to the start of the period.

Once commenced, the payment would be made on a regular monthly basis as an addition to normal salary until the date the arrangement is ended.

What is the purpose of additional duties payments?

The purpose of the payment is to bring the salary of the officer up to that of the higher graded post on the same basis as if they had been promoted to that post permanently. This would normally be the minimum scp of the higher grade.

For example, an officer on scp 20 who is covering the full duties of an officer on scale 6 (scp 26 to scp 28) will be paid the difference between scp 20 and scp 26 per annum, for the period the additional duties are being undertaken.

What if the officer is carrying out less than the full duties of the higher graded post?

The officer may be carrying out less than the full duties and responsibilities, for example because two people are covering one vacancy or because some parts of a vacant post is being covered elsewhere. Where this occurs, the amount payable is determined through an assessment of the proportion of the duties being covered elsewhere.

For example, if 75% of the duties are being undertaken and the duties are a 'reasonable spread' of the duties expected of an officer at the higher graded level, the payment would be 75% of the difference between the officer's current scp and the minimum scp of the grade for the duties of the post being undertaken.

Where the officer is carrying out less than full duties and responsibilities and those duties and responsibilities are not a 'reasonable spread' of the duties expected of an officer at the higher graded level but are still deemed to be at a higher level than the officer's substantive post, an appropriate assessment should be made of the grading of those cumulative duties and an appropriate payment made to bring the salary of the officer up to that of the assessed grade.

How should additional duties of a permanent nature be handled?

Work of a permanent nature above the scope of the officer's normal duties and responsibilities should not be handled as an additional duties payment but considered under the regrading procedure.

2. Honorarium payments

What are honorarium payments?

Honorarium payments are additions to an individual's salary for carrying out duties that are clearly exceptional and outside the existing scope of the officer's substantive post.

New legislation or some other policy change may lead to short term increases of workload of an exceptional nature. It is important to note that the need to manage or work with change is a feature of most people's jobs and it would be inappropriate to pay an honorarium for everything 'new' that occurred.

It is important that honoraria are not awarded where other payments or benefits such as overtime payments, flexi time, or time off in lieu, cover the work.

How are honorarium payments calculated?

Similarly to 'additional duties payments', the amount of the payment must stand up to transparent justification.

Usually the payment will be determined through an assessment of the proportion of the extra duties or responsibilities undertaken based on the actual or assessed grade of the post that would have otherwise undertaken those tasks. However, given the exceptional or one-off responsibilities undertaken which could justify the payment, there could be exceptions to this calculation methodology.

It is not acceptable to base the payment on some kind of 'opportunity cost' by, for example, estimating what it would cost to employ an external consultant to do the work. Whatever methodology is used, this must be detailed when the request for payment is made to the Parish Clerk.

When are honorarium payments made?

An honorarium payment is made in one lump sum at or towards the end of the period of exceptional work.

3. Requests for payment

All requests for additional duties or honorarium payments should be in the form of a memo to the Parish Clerk, which includes the following information:

- ❑ name and post title of the individual being recommended for an additional payment;
- ❑ the type of payment being recommended (Le. additional duties or honorarium);
- ❑ the reason for the payment (bearing in mind that this is the area which will be scrutinized to ensure adherence to the payments criteria detailed above and which may, therefore, be challenged);
- ❑ the start and end dates of the period the payment is regarded to cover. [The start date or period during which the work has been undertaken is likely to be known, but the end date may require clarification - therefore, it will be necessary to stipulate what will trigger the end date (e.g. the return from long term sickness absence of person x)]
- ❑ the amount of the payment and the methodology used;

4. Approval to be given:

As payments under this policy will have an impact on the establishment budget, prior approval to any extra work and payments must be given by Finance and General Purposes committee.