

Report to: Governance Committee

Date of meeting: 22 September 2015

By: Chief Operating Officer

Title: Recognition of Additional Responsibility (Honoraria) Policy

Purpose: To seek the Committee's agreement to amending the existing Recognition of Additional Responsibility (Honoraria) policy in relation to the frequency of payments.

RECOMMENDATIONS

The Committee is recommended to agree the proposed change to the policy on the frequency of payments as set out in paragraph 2.4 below.

1 Background

1.1 As part of the overall pay and grading arrangements operated by the Council, we have in place a Recognition of Additional Responsibility (Honoraria) policy.

1.2 This policy rewards the performance of additional duties and responsibilities over and above an employee's normal workload, which are related to the implementation of the Council's key priorities. It includes reward for exceptional contribution to a project or piece of work and for high standards of personal achievement and quality of work.

1.3 There are three levels of payment, based on an assessment of the nature and level of the additional duties/responsibilities, of: 2.5%, 5.0% and 7.5% of annual salary for the period during which the additional duties/responsibilities are undertaken.

2 Supporting information

2.1 The policy has been in operation for a number of years and provides a valuable tool for recognising outstanding performance in the context of additional duties. Honoraria payments are a more cost effective solution in this regard than temporary regradings or acting up arrangements.

2.2 To ensure that appropriate controls are in place, the approval of honoraria payments lies at Chief Officer level. For the year 2014/15, 15 honoraria payments were made, out of a workforce of 4,886 (excluding Schools).

Proposed Policy Change

2.3 The policy currently provides for payments to be made on either completion of the work undertaken or, for work of a long term nature, at six monthly intervals, in arrears. Given the wider context of change within the Council, there is now a need for greater flexibility around the frequency with which such payments can be made.

2.4 The current requirement to limit the payment to six monthly intervals is having a detrimental impact on our ability to put in place flexible staffing arrangements, which are appropriately rewarded. It is therefore proposed that the policy is amended to provide for monthly payment, in arrears, where it is appropriate to the circumstances of the honorarium. This will not affect the overall amount that is paid, only when it is paid.

3. Conclusion and reasons for recommendation

3.1 Honoraria provide a flexible and cost effective way to recognise exceptional achievement and the performance of additional duties/responsibilities.

3.2 Robust controls are in place to ensure that honoraria are used appropriately, as evidenced by the number of payments made in the previous year.

3.3 The proposed change is only in relation to how frequently the payments are made i.e. at monthly intervals rather than the current six monthly intervals. As such, there are no other impacts, for example, on costs or the number of honoraria payments likely to be made for the future.

KEVIN FOSTER

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

Pay Recognition Policy Suite