

## Request for Application of an Honoraria

The application of honoraria at Great Yarmouth Borough Council is governed by the Principles for Payment of Honoraria, (Appendix 26N of the Corporate Handbook,) which are appended to this form and can also be found on the intranet and I drive under Human Resources.



All requests that an honoraria be applied to a post must be made by a manager of at least Service Unit Manager level and signed off by the line manager of that post holder.

Applications that an honoraria be applied should be made on this form and passed to the Head of Resources & Governance and the Service Unit Manager – HR to be signed off and returned. Once all parts of the form are completed the form should be sent to the HR team via email to [hr@great-yarmouth.gov.uk](mailto:hr@great-yarmouth.gov.uk). A copy of the form will be placed on the personnel file of the individual who receives the honoraria, for future reference.

### Section A

Manager requesting the honoraria	
Department	
Head of Department	

Post for which honoraria is proposed	
Post number	
Employee in the post	
Current grade of post	Band
Employee's current SCP <sup>1</sup>	

New duties are usually passed to an employee from another post, where this is the case please complete section B below. In exceptional circumstances additional duties may be required to be undertaken as a one off, if this is the case please skip section B and go straight to section C.

### Section B

Higher graded post from which new duties have been passed on	
Post number	
Current grade of post	Band
Proportion of the duties of the higher graded post to be undertaken	%

### Section C

Please outline the additional duties believed to warrant payment of an honoraria:
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First date on which new duties applied and paid until	
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<sup>1</sup> Spinal Column Point, the point on the salary scale which the post holder currently occupies, this information can be obtained from HR if unsure.

Date on which the honoraria is to be reviewed <sup>2</sup>	
Estimated annual value of the honoraria	£
Please outline the rationale for the above estimate	

**Section D**

Has a budget been identified from which this payment will be made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, which budget code will the payment be made from?	
What are the consequences of making the honoraria payment on the identified budget? <sup>3</sup>	

Signed by requesting Manager:

Date

Signed by Head of Department:

Date

**Section E**

Head of R&G	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Rationale:	

SUM - HR	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Rationale:	

To be completed if rejection of proposals is received above and presented to EMT for consideration.

**Section F**

I believe that the above rejection is incorrect for the following reason, which I request that EMT consider:
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<sup>2</sup> A date not greater than one year from the submission of this form

<sup>3</sup> For example, the budget may be overspent and moneys will need to be vired from another budget code, or the budget will still be under spent, or further funding is expected from an external source to cover the cost of the honoraria.

# GREAT YARMOUTH BOROUGH COUNCIL

## PRINCIPLES FOR PAYMENT OF HONORARIA

Honoraria payable will be subject to the following arrangements: -

1. The Senior Manager who is proposing to pay an honorarium must discuss the situation with the Head of Resources & Governance and the Service Manager (Human Resources) before the appropriate arrangements are made. The employee who is the subject of the proposed honorarium must be undertaking the duties of a higher graded post, in whole or in part, for a continuous period of at least four weeks, for any reason other than the annual leave of another employee. The honorarium, which may be approved either in advance or retrospectively (depending on the circumstances), shall be paid with effect from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post and shall cease when the period of acting up ends (but see Nos. 6 and 7 below).
2. Where an employee is temporarily discharging the full duties and responsibilities of a higher graded post, the proposed monthly honorarium shall be equivalent to the amount they would receive were they promoted to the higher graded post. Depending on the circumstances, this will either be the bottom point of the higher grade or one increment (whichever is the higher).
3. In circumstances where an employee is called upon to undertake only a proportion of the duties attached to a higher graded post, the Senior Manager shall propose a monthly honorarium using the following formula:

$$\text{£ (P - C)} \quad \times \quad \text{E/100} \quad \div \quad 12 \quad = \quad \text{Honorarium due}$$

Where: **P** is the annual salary that the employee would receive were they promoted to the higher graded post.

**C** is the employee's current annual salary.

**E** is the Senior Manager's estimate of the percentage proportion of the higher-level duties undertaken.

The monthly honorarium will, of course, be paid pro-rata if the temporary period of acting up begins or ends part way through a month.

4. Where responsibility for undertaking the additional duties is shared between two (or more) employees on different salary levels, use of the formula set out above is likely to result in the employees receiving different

amounts of honoraria. This would, however, be appropriate in the circumstances. In cases of shared responsibility, the total of the estimated percentage proportions of higher level duties undertaken will not exceed 100%.

5. Payment will be adjusted to take into account incremental progression and annual salary awards, as appropriate.
6. If an employee who is acting up should be absent from work because of sickness for a continuous period of more than four weeks, then the honorarium will cease to be paid at the end of that fourth week; it will be paid again if the employee returns to work in the acting up capacity.
7. If an employee who is acting up commences a period of maternity leave, then the honorarium will cease during that period. The employee's maternity pay will, of course, take account of the honorarium previously received if this is appropriate. The honorarium will be paid again if the employee returns to work in the acting up capacity.
8. In exceptional circumstances, it may not be possible to apply the formula set out above. For example, the employee may be undertaking:-
  - work of a "one-off" nature
  - work where the duties are outside the scope of their post, or
  - additional duties/responsibilities that are exceptionally onerous.
9. Once completed the Request for Application of an Honoraria Form should be submitted to the Head of Resources & Governance and the Service Manager – HR. If approval is not given by either the Head of Resources & Governance or the Service Manager – HR, the form can be submitted to Executive Management Team for consideration.

These principles will be subject to review and, after consultation, may be revised in light of operational experience.

(NB For the purpose of the above, the term 'Senior Manager' shall encompass the Managing Director, officers subject to the conditions of service for Chief Officers of Local Authorities, and Service Managers.)

Terminology updated September 2011