



Broxtowe  
Borough  
COUNCIL

**ACTING UP  
AND  
HONORARIA**

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## **ACTING UP AND HONORARIA**

### **1. General Principles**

In circumstances where an employee is called upon at the request of a Head of Service (HoS) (or above) to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least 15 working days/three working weeks, they are entitled to receive payment in accordance with the grading of the post temporarily occupied as if they had been promoted to that post. Payment would normally be based on the minimum point of the higher graded post's scale, however, Heads of Service/Directors in conjunction with HR, may review the circumstances on a case by case basis and use a higher spinal column point if appropriate.

Employees who are required to cover other sections e.g. Street Cleansing covering Refuse Driving, should progress the increments annually rather than maintain the extra payment based on the bottom of the grade. This will be based on the length of time the employee has acted up for.

Honoraria or acting up payments may be in the form of a temporary upgrading or a lump sum payment at the end of the period of cover. Whilst a temporary upgrading is applicable from the first day of cover, it would not normally be effective until the 15 days/three working weeks' period is satisfied. Honoraria or acting up payments do not apply during normal periods of annual leave or where an employee is required as part of their duties to deputise or act on behalf of a supervisor/manager in their absence, for example at meetings or for short term sickness absence. It may apply to sickness absence where the cover provided meets the 15 days/three working weeks qualifying period.

Where some, but not all, of the duties and responsibilities are being undertaken, the level of payment will be proportionate to the percentage of higher graded work undertaken. This must then be calculated by Human Resources in consultation with the relevant HoS.

The Chief Executive in consultation with the Leader of Council and HR can make a one-off payment for exceptional work where there is no opportunity to accelerate an employee through the increments.

**Pandemic Response** - A minimum payment of £4 a day/£20 day should be paid, backdated to the start of the second national lockdown – in conjunction with agreement with the Leader of the Council and HR.

### **2. Exemption to the 15 Days/Three Weeks Rule**

Where a post holder is 'taken off' their normal duties to provide cover in another distinct work area or department due to a specific and/or urgent service delivery requirement, they may be entitled to receive the

appropriate rate of pay for the work being undertaken without the 15 day/three week period needing to be met. In these circumstances the employee being temporarily transferred would not normally be able to carry out any of their substantive role. An example of this would be street cleansing operatives temporarily undertaking roles within the refuse team. Wherever possible, the HoS should have previously notified Human Resources of those employees within their department(s) who are fully trained and able to undertake other specified job roles if required at short notice.

### **3. Temporary Project/Development Opportunity**

Where an employee undertakes a new project on a temporary basis (longer than 15 days/three working weeks) but it is not going to be a permanent feature of the job (e.g. a development opportunity), and this is not something that exists as a duty of any other higher graded post, an honoraria may be payable where the addition of the new temporary duties, combined with the post holder's substantive job, would result in an increase in grade when the principles of the GLPC Job Evaluation scheme factors are applied. In these circumstances, HR would calculate the relevant rate which is appropriate to the level of temporary duties being undertaken. The HoS must advise HR of the temporary change in duties prior to the work being undertaken.

### **4. Role of Head of Service**

The relevant HoS is responsible for determining the validity of any honoraria or acting up payment which must then be calculated by HR through application of the GLPC JE scheme factors. Once the duties and appropriate levels have been identified this will be referred to GMT and once approved, HR will then confirm in writing the honoraria payment to the employee(s).

### **5. Equality Impact Assessments**

HR will be responsible for undertaking an equality impact assessment of all honorarium payments on an annual basis to ensure that they are applied fairly and consistently and in a non-discriminatory way.

### **6. Honoraria/Acting Up Payment Appeal**

Whilst HoS are normally responsible for identifying the appropriateness of an honoraria or acting up payment, an employee is entitled to claim that a temporary change in duties has been undertaken and should therefore be paid at a higher level than the employee's existing duties.

The HoS must then investigate the claim and respond in writing to the employee with their decision. Where the employee disagrees with the HoS's decision, the employee must within 10 working days of receipt of the decision letter inform the Head of HR in writing of their wish to appeal

against the outcome. Failure to adhere to this timescale will result in the employee losing their right of appeal.

The appeal will be considered by the relevant Chief Officer who may then wish to seek clarification from the employee, HoS and HR before making a decision. Employees should receive written confirmation of the outcome of their appeal from the Chief Officer within 30 calendar days of receipt of the appeal.