# People & Talent Guidance

## Acting up, Responsibility Pay & Honorarium

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| **Version Control** | **Changes Made** | **Author** |
| Version 1  February 2024 | New template. | Human Resources |

### [**Introduction**](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

This guidance sets out the way in which the Service will make payments to employees who:-

* carry out the full responsibilities and duties of a higher graded post for all of their working hours; or
* carry out some, but not all, duties and responsibilities of a post for some or all or their working hours; or
* have taken on additional duties/projects out with their role; on a temporary or one off basis.

### [**Scope**](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

This policy applies to all employees and volunteers of Cumbria Fire and Recue Service.

The aim of the Service’s Acting Up, Responsibility Payment and Honorarium guidance is to provide a framework under which payments should be made to employees who **temporarily** undertake additional duties and responsibilities at the request of their manager. An increase in the volume of work at the same level as an employee’s substantive post will not qualify for additional payments.

All employees are expected to perform any other duties commensurate with their job grade as reasonably required from time to time. Therefore any payments of this type should be made by exception only. They should not become part of the employee’s regular pay and should not normally last for longer than 12 months. Permanent changes (or those longer than 12 months) should involve a review of the employees substantive post specification and allocated in accordance with the job family guidance.

Opportunities to undertake additional duties, should be made available to employees in a transparent and fair manner in keeping with the Core Code of Ethics and in line with fair and transparent processes where necessary.

Employees are entitled to be fairly rewarded, on the basis outlined below, for being asked to undertake additional responsibilities which are above and beyond the scope of their current post.

### [**Qualifying**](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc) **Conditions**

The procedure will not apply if:-

* + an employee takes on additional duties or responsibilities to cover a period of less than 4 weeks (for example covering their manager’s annual leave); or
* the change is permanent. In this case the job must be advertised in accordance with the Services’ recruitment and selection procedure.

The Payments

Acting up payments

* Where the employee is taking on the full duties and responsibilities of a higher graded post for a temporary period they will receive the difference between the current salary and the minimum spinal point of the new grade which would apply if they were appointed to the post on a permanent basis.
  + Acting up payments are usually paid monthly as part of the normal salary.
  + Payments are pensionable for corporate employees (Green Book T&Cs) and subject to tax and NI.
  + Any payment will be pro rata for part time employees.

Responsibility Pay

* Where the employee is undertaking less than 100% of the responsibilities of an additional role an appropriate responsibility payment can be made.
* The manager should complete an application form for the additional responsibility payment. This should include confirmation of:
  + Which post is being partly covered
  + Which of the duties of the post the employee will be undertaking
  + The approximate percentage of the post the employee will be covering (Note – as a minimum criteria an employee should be covering at least 25% of the higher graded post)
  + The agreed responsibility pay that will be paid to the employee
  + The period of time that the employee will be covering the duties (this can be for no longer than 12 months).
* Responsibility payments are usually paid monthly as part of the employees normal salary.
* Payments are pensionable for corporate employees (Green Book T&Cs) and subject to tax and NI.
* Any payment will be pro rata for part time employees.

Honorarium

* All employees are expected to perform any other duties commensurate with their job grade as reasonably required from time to time. However, there may be occasions where an employee agrees to take on additional duties and responsibilities that may be at the same level of their substantive role but may be beyond the reasonable scope of their normal job remit. In such circumstances it may be possible to justify an honorarium payment.
* An honorarium payment is a token payment to recognise the employees good will in undertaking duties beyond the scope of their normal job remit or where they have done something exceptional within the workplace that is unrelated to their normal work.
* Normally a one time ex-gratia payment is paid after the work has been completed.
* Payments are pensionable for corporate employees (Green Book T&Cs) and subject to tax and NI.
* Any payment will be pro rata for part time employees.

Process

Once a line manager has identified circumstances where a payment may be made, they should complete sections 1and 2 of the application form ensuring that the correct payment method has been chosen.

The form should then be passed to:-

1. the HR team for monitoring purposes and to ensure the reasoning and payments are consistent.
2. the Head of People and Talent to consider the merits of the case from a consistency perspective and that it is line with the guidance.
3. A Principal Officer for approval.

Once approved the form should be returned to the HR team to update the monitoring information. They will then inform the line manager.

The line manager should inform the individual and send to payroll for processing.

Appendix A

ACTING UP, RESPONSIBILITY PAYMENT OR HONORARIUM

APPLICATION FOR APPROVAL FOR PAYMENT

Please ensure the information provided is accurate and clear.

Failure to do so may result in the form being returned and/or payment being delayed.

Section 1 and 2 to be completed by the line manager

**Section 1 – Reason for the application**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorate** |  | | | | | | | |
| **Date of application:** |  | | | | | | | |
| **Period covered by the application** | **Start date** | |  | | **End date** | |  | |
| **Employees name:** |  | | | | | | | |
| **Employees role** |  | | | | | | | |
| **Employees Personal Number:** |  |  | |  |  |  | |  |
| **Reason for request:** |  | | | | | | | |
| **Managers name:**  **Managers Job Title** |  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Payment** | **Description** | **Tick applicable payment** | **Next Section** |
| **Acting Up** | * 100% of higher level duties covered |  |  |
| **Responsibility Payment** | * Significant additional duties out with what would be reasonably expected in role profile. |  |  |
| **Honorarium** | *Either:-*   * *Has the employee done something exceptional unrelated to their normal work or* * *The employee has done/produced something above and beyond their normal duties* |  |  |

**Section 2 – Payment requested**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of extra tasks undertaken:** |  | | | | | | | | |
| **Period of time covering the post** |  | | | | | | | | |
| **Calculation reasoning:**  *.* |  | | | | | | | | |
| **Payment paid**  (Please tick payment type) | **Total Amount to be paid** | |  | | **Amount per month** | |  | | |
| **Date starting** | |  | | |
| **Date ending** | |  | | |
| **Cost Centre for payment:** |  |  | |  |  |  |  |  | **%** |
|  |  | |  |  |  |  |  | **%** |

|  |  |
| --- | --- |
| **Line Manager Name:** |  |
| **Signed:** |  |
| **Date:** |  |

**Please now send to HR** [HR@cumbriafire.gov.uk](mailto:HR@cumbriafire.gov.uk)

**Section 3 - Authorisation to be completed in all cases**

**HR**

|  |  |
| --- | --- |
| **Comments:** |  |
| **Name:** |  |
| **Signed:** |  |
| **Dated:** |  |

**Head of People and Talent**

|  |  |
| --- | --- |
| **Comments:** |  |
| **Signed:** |  |
| **Dated:** |  |

**Principal Officer**

|  |  |  |
| --- | --- | --- |
| **I agree to the payment as detailed above** | **Please tick as appropriate** | **Reason** |
| **Approved** |  |  |
| **Not approved** |  |  |
| **Principal Officer** |  | |
| **Signed** |  | |
| **Date:** |  | |