

Honorarium Policy

1. Overview

- 1.1 Honorarium payments exist to allow employees to be financially recompensed for significant additional work performed over and above their usual responsibilities.
- 1.2 Honorarium payments must be single one-off payments paid via payroll retrospectively. They should be short term in nature.
- 1.3 Employees cannot receive both an honorarium and an acting up allowance.

2. Benefits/Risks

2.1 Working with these procedures should:

- Ensure a fair and consistently applied process across the Council that appropriately recognises and rewards individuals for exceptional performance.

3. Honorarium Payments:

- Must meet both the conditions and limits set out below.
- Will be paid as a one-off lump sum retrospectively through payroll and subject to usual deductions

4. Conditions

- Short term additional duties
- Major work output beyond and above the scope of normal duties
- Maximum 5% of actual salary or £1500 whichever is smaller
- Recommended by the Mayor or Town Clerk and approved by the Personnel Committee
- Paid retrospectively
- Within approved budget

5. Must not be paid:

- 5.1 Where an employee is asked to undertake the full duties and responsibilities of a higher graded post this should be addressed by an acting up arrangement e.g. payment of the appropriate rate for the job for the relevant period in accordance with the local conditions of service.