

Appendix B

HONORARIUM, ACTING UP AND SECONDMENT POLICY

October 2022

Table of Contents

Introduction	1
Scope of the policy	2
General principles	3
Honorarium arrangements	4
- Definition	4.1
- Maximum length	4.2
- Method of payment	4.3
Acting Up arrangements	5
- Definition	5.1
- Recruitment process	5.2
- Maximum length	5.3
- Method of payment	5.4
Secondment arrangements	6
- Definition	6.1
- Recruitment process	6.2
- Maximum length	6.3
- Method of payment	6.4
Links to other policies	7

1 Introduction

The Council recognises and values the talents and professional aspirations of our workforce and strives to provide as many as possible opportunities to develop employee's skills and help them gain additional experience. This policy sets out the scope and application process for:

- an honorarium payment which can be offered for short term work done over and above an employee's substantive role;
- an acting up allowance which is defined as a vacancy at a higher grade and where the duties of the role will be managed by one or more employees for a defined period;
- a secondment which may give the opportunity to work in another area of the council or to gain experience in another organisation.

2 Scope of the Policy

This policy applies to all permanent or fixed term Haringey employees who have completed their probation period, excluding those teachers employed under financial delegation to school governing bodies for whom separate arrangements apply.

3 General Principles

3.1 The Council recognises the following elements as fundamental to the implementation of the policy:

- The provision of services is the paramount consideration for the Council.
- Changes to service demand, vacancies or long term planned absence should be used wherever practicable to afford development for staff.
- A transparent process for the allocation of additional duties is a mandatory requirement for managers.
- The Council is keen to reflect the diversity of its communities at all levels of the workforce, we recognise that some groups are underrepresented at senior levels and offering development opportunities may help to redress this.
- The allocation of additional duties and associated allowances must be open, transparent, fair and objectively based upon service need and ability to fulfil need. Such opportunities should be notified to relevant groups of staff.

- Where more than one candidate expresses an interest, selection should be based upon criteria for the position/project to be covered, assessment of candidate skills, and general effect on service provision of the change.
- If the manager wishes to fill a post on a permanent basis, this will need to go through the normal recruitment process. Individuals who are acting up or on secondment cannot be slotted into post.
- Full details of the selection and payment process are given in the Acting Up, Secondment and Honorarium Practice Notes.

4 Honorarium Arrangements

4.1 Definition

A honorarium is a financial reward which may be given to an individual or to a team for carrying out significant additional work which has been done over and above the normal responsibilities of their substantive post. Such duties may include additional work due to increased unplanned workload, time limited project work, unforeseen service needs.

Honorariums will not usually be paid where additional work undertaken is of a like nature to the individual's existing job description. Thus, the payments will only be agreed by the manager if an employee undertakes a significant proportion of additional duties and responsibilities beyond the scope of their day-to-day job. The additional work may be at a higher level or may be at the level of their substantive post but be substantially different in nature to the substantive role.

4.2 Maximum length

Honoraria payments can be made for a minimum of one complete calendar month up to a maximum of 12 calendar months. Additional duties undertaken for less than one calendar month, e.g. to provide limited cover for short term absence or annual leave do not qualify for an honorarium payment.

4.3 Method of Payment

Payment is calculated by taking the difference between the employee's current incremental point and the next incremental point or if the employee is at the top of their pay scale, the bottom incremental point of the next pay grade will be paid. In exceptional circumstances two incremental points may be paid but this must be agreed in advance by the HR Employment & Reward team. Payments will be made monthly as an allowance with salary and will be

subject to the usual deductions for tax, national insurance and pension.

5 Acting Up Arrangements

5.1 Definition

An Acting up allowance is paid when the full responsibilities of a higher graded role are undertaken by one or more people, with support and guidance as needed from the line manager. Acting up arrangements may be used to fill a vacancy pending recruitment or may be longer term to cover for sickness, parental leave, a secondment, career break, or to work on a specific project. They are intended to provide a career development opportunity for employees who have passed their probation period and who want to gain experience at a higher level.

5.2 Recruitment Process

Following the identification of the need to fill a vacancy, and once the decision is taken to offer it as a short-term acting opportunity, the manager must circulate an internal, local advert across the section asking for expressions of interest to be submitted by the closing date.

Following the closing date, the applications will be shortlisted and candidates called for interview, with the successful candidate(s) being moved into the higher level post from a date to be agreed.

5.3 Maximum length

An acting up allowance can be paid for a continuous period between 3 months and two years. The period of acting up is defined at the recruitment stage. The employee(s) must cover the full working hours and responsibilities of the post and at the end of the acting up period, they return to their substantive post on pay and conditions no less favourable than they would have received had the acting up arrangement not taken place. An extension beyond two years will not be considered unless there are exceptional circumstances.

Circumstances that may require an extension may include (but are not restricted to) an organisational restructure being started during the acting period, or a project being extended where this was not known at the outset. To request an extension the manager must submit a business outlining the reasons and this must be approved by the Directorate HR Business Partner. An extension may only be given for a maximum of six months. Only two extensions of up to 6 months each (making a total extension period of 12 months) may be agreed.

Acting up arrangements may also be brought to an end earlier than anticipated if, for example, the substantive postholder returns to work earlier than expected or if the post is filled through recruitment. One month's notice will be given to the employee and information passed to HR to enable the necessary changes to be made to the payroll. If at any point during the acting up period, the employee wants to relinquish the additional duties and return to their substantive post, they must notify their manager so that pay adjustments can take place and a transitional handover period put in place so that the impact on service delivery is minimised.

5.4 Method of Payment

Employees who act up will be moved into the vacant role and will be paid the minimum salary point of the higher grade except where this is the same as the employee's current salary point, in which case the next salary point would be paid. If more than one employee is acting up, the additional salary amount will be shared. The employee will also take on the terms and conditions, including incremental progression, relating to the higher post if these are different to their substantive terms. For example, someone on a PO8 grade acting into an HC level grade will be expected to work the hours that are necessary to do the job and will not be restricted to a 36 hour week.

6 Secondment Arrangements

6.1 Definition

An internal secondment is a mutually agreed temporary move of an employee to another job within the council. An external secondment is a time limited move to a job with an external organisation. Secondments may also be from another organisation into the council.

Secondments may be used to fill temporary vacancies arising from short term grant funded projects, temporary vacancies due to maternity, long-term absence, or from backfilling another secondment. Secondment opportunities are open to all staff who have passed their probation and range from 3 months to a maximum of two years unless there are exceptional circumstances which require an extension beyond this period.

They can be an opportunity for an employee to gain valuable experience in a different work area which will help them to develop personally and

professionally and assist in them in career progression. Secondments can also help with raising organisational performance and to allow the exchange of ideas, techniques and approaches between sections, divisions and organisations.

6.2 Recruitment Process

The normal recruitment and selection procedures will be applied to all types of secondments over 3 months in duration.

6.3 Maximum Length

An extension to a secondment over the two year limit will only be considered if a business case is made by the host manager which is supported by the host's Head of Service, and by both the employee's substantive manager and the Directorate HR Business Partner. For example, if an employee is seconded to set up and run a grant funded project for two years and at the end of the period the grant funding is extended for a further period of time, it would not be efficient or cost effective for another recruitment exercise to take place to replace the skills and knowledge of the secondee already in post. Extensions will only be agreed for a maximum of six months, and no more than two extensions will be agreed.

At the end of the secondment, the secondee returns to their substantive post on pay and conditions no less favourable than they would have received had the secondment arrangement not taken place. An employee who returns from a secondment cannot apply for another one for at least 12 months from the date of return.

The anticipated end date of a secondment may be altered due to external circumstances or if either side want to end it earlier than originally intended. It may be brought to an end early providing that the one months' notice is given either by the host department/organisation or by the secondee.

6.4 Method of Payment

Employees who are seconded internally will be moved to the role that they are seconded to and will be paid at the minimum point of the job that they are seconded to, i.e. where the secondment is at a higher level they will be paid at the minimum salary point or if they are seconded to a lower grade, they will be paid at the maximum salary point. Normal incremental progression will apply. Deductions will be made for tax, national insurance and pension.

Employees who are seconded to an external organisation will continue to receive their substantive salary, will retain their existing terms & conditions and

will continue to be paid through the Haringey payroll in the normal way. They will receive any increments that are due to them at the appropriate time and these will be reflected in their monthly salary.

The host service area or host organisation providing the secondment opportunity will be responsible for the secondee's salary and for paying the on costs / allowances for the duration of the secondment. The employee's substantive manager must raise an invoice to be sent to the host organisation for them to re-imburse the full salary and on-costs.

7 Links to Other Policies

- 7.1 The Organisational Change Policy outlines the process which will be followed in the event that the employee's substantive role is part of a restructure or redundancy situation.
- 7.2 The Recruitment Policy outlines the Council's standard recruitment & selection procedure.
- 7.3 The Senior Recruitment Process outlines the recruitment process for senior roles.

Key Information	
Title	Honorarium, Acting Up & Secondment Policy
Document Type	Policy
Document Status	
Author	HR Employment & Reward Manager
Owner	Chief People Officer
Contact	HR Senior Specialist (Policy & Projects)
Approving body	Staffing & Remuneration Committee
Date of Publication	

Version Control

Revision History			
Version	Date	Summary of Changes	Name