

Appendix A

# Additional Payments Policy

July 2021

Agreed by TUs



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<b>Document History</b>	
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# 1. Objectives and scope

- 1.1. This policy sets out the circumstances under which staff may receive additional payment for work that they undertake and the conditions for the approval of these payments. These are set out in Section 4 below.
- 1.2. This policy applies to all staff employed by the Council with the exception of school-based staff who will be covered by a separate model agreement for schools.
- 1.3. This policy has been approved by the Council's Personnel Committee and agreed with local trades unions. It is a disciplinary offence to attempt to deliberately circumvent this policy.

# 2. Background

- 2.1. Additional payments are made to staff for the following reasons:
  - 2.1.1. To compensate staff for undertaking all or some additional duties of another post ('acting up' - see [APPENDIX A](#));
  - 2.1.2. As a recognition of where the undertaking of additional duties has been particularly onerous;
  - 2.1.3. To recognise a particular piece of work or contribution above and beyond the scope of an employee's normal duties.
- 2.2. Honorarium payments normally continue to be made for the duration of the additional duties but can also be a single payment to recognise a discrete contribution.

# 3. Equal opportunity and equal pay considerations

- 3.1. Additional payments are included as part of the pay comparison undertaken in equal pay claims. Difficulties can arise where additional payments are made disproportionately to men rather than women for example, for which there is no 'objective justification' (ie there is no evidence of a linkage to criteria for calculation of such payments as set out in Council Policies). Under these circumstances such payments may be directly or indirectly discriminatory as there is no material defence to justify them.
- 3.2. A defence against claims for unequal pay (or discriminatory practice generally) can be mounted where:

- 3.2.1. There is an objective justification for a payment (i.e. a clear and logical rationale).
- 3.2.2. The rationale for the payment is consistently applied and monitored.
- 3.2.3. The payments are equally applied in respect of assessment and application.

## **4. Definitions and Scope for additional payments**

### **4.1. Acting up payments**

- 4.1.1. Acting up payments are made when an employee is required to cover a higher graded post, in part or in their entirety, for a temporary period.
- 4.1.2. The value of the payment is determined in accordance with the Council's 'Acting Up' arrangements (see [Appendix A](#)).
- 4.1.3. The employee will receive payment for the acting up responsibilities from the first day that these are undertaken.

### **4.2. Honorarium payments**

- 4.2.1. Honorarium payments are made when an employee is undertaking work on a project or discrete piece of work which would fall outside of the normal range of duties expected for their post. The payment will last for the duration of the project.
- 4.2.2. The level of payment made should be determined with regard to the level of responsibilities being undertaken and this should be determined through the Council's Job Evaluation Scheme. The employee will be paid an amount appropriate to the proportion of their time being spent working at this higher level on a monthly basis for the duration of the project / programme.

### **4.3. Other forms of additional payment**

- 4.3.1. Where an employee has undertaken specific work which is within the expected range of their role, but the work has involved additional travel or hours worked, then providing prior approval is sought, normal overtime payments should be made. Alternatively, the employee may agree with their line manager to take time off in lieu (TOIL).
- 4.3.2. The range of payments that staff are eligible to receive for additional hours working can be found in the Council's overtime, working and standby / callout policies as applicable.

- 4.3.3. Where an employee is paid at RG5 or above, they will not normally be eligible for overtime payments (unless it is planned overtime - see Overtime Policy). Such staff will, on occasion, be asked to undertake work outside of their normal role (eg providing emergency support or assistance to the Council or its services etc) which is outside of normal acting up arrangements. Staff in these pay grades may be eligible for an honorarium payment (para. 4.2) consisting of a notional level of overtime calculated as 'x hours at scp 34'. This payment is not intended to compensate staff at this level for the hours actually spent on the work in question, but in recognition of the additional effort involved. The total amount of such notional payments shall be determined by the Assistant Director of HR & Organisational Development on a case by case basis and payment will be administered by the HR Payroll Team.

## **5. Making an application**

- 5.1. Requests for additional payments should be made using the change to existing position form via DASH (Firmstep) on the intranet.
- 5.2. Approvals for acting up or honoraria payments will go through the HR Controls process and must be signed off by the Assistant Director of HR and Organisational Development.
- 5.3. This process should be underway before acting up or project work begins.

## **6. Monitoring and evaluation**

- 6.1. Additional payments will be monitored and evaluated by HR to ensure consistent application.
- 6.2. These monitoring arrangements will be underpinned by audit reports and spot checks carried out by the Council's Audit Team.

**RBC ACTING UP ARRANGEMENTS**

1. Acting up arrangements can provide employee development opportunities and support the delivery of other objectives such as workforce planning, reshaping services or to maintain service delivery through providing cover for other staff who may be absent or temporarily diverted to other duties or roles.
2. The process of identifying staff to 'act up' must be open and transparent., consistent with the need to protect personal sensitive information. Acting up opportunities wherever possible should be made available internally in the first instance.
3. Managers must ensure that they are not directly or indirectly disadvantaging or excluding a member of staff from an acting up opportunity on the basis of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or sex or any other protected characteristic.
4. If an acting up opportunity is identified or created, then the opportunity must be taken to consider all interested staff in the relevant service area with the requisite skills or aptitude.
5. The employee will either receive the 'rate for the job' that they are covering if they are undertaking the full range of duties and responsibilities. As a minimum, this means that they will be paid at the first spinal column point of the grade of the post that they are acting up into (but see 4.1 above)
6. If the employee is not undertaking the full range of duties of a higher graded post, then an acting up allowance will be paid. The rate of the allowance will be calculated on the basis of the percentage difference between the first point on the grade of the higher graded post and the employee's current salary equivalent to the percentage proportion of higher responsibility being undertaken. For example, if an employee undertakes 50% of the duties of a higher graded post for a period of 6 consecutive weeks, then they will receive 50% of the difference between their current pay and the bottom of the higher grade for that period.