

Appendix A

Additional Payments Policy

November 2023



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Document History	
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Ratification	None
Author	HR Advisory Team

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Version 1.0	Initial draft – May 2021
Version 1.1	Final version agreed with Joint Trade Unions on 6 July 2021 and approved by Personnel Committee on 15 July 2021.
Version 1.2	Policy review – November 2023

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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' (i.e. 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. For example, if the employee spends 10% of their time working at this higher level, they will receive a payment equivalent to 10% of the difference between the bottom of this grade and their current spinal column point (scp).

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 (e.g. 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 28'. 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. An end date must be entered for the payment (the DASH form has a mandatory end/review date field).
- 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. Introduction

1.1 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. Possible examples are shown below.

2. Situations where acting up may be considered

2.1 The following are some examples where acting up may be considered. These examples are not exhaustive and may overlap:

- Covering for a vacancy pending completion of the recruitment process
- To provide cover for a vacancy pending a period of consultation during a reorganisation of a service area
- Long-term sick leave
- Maternity leave cover

3. Key principles

The following key principles should be observed –

3.1 The employee acting up should be rewarded in accordance with the principles of fairness and existing national agreements (see below).

3.2 Acting up is a voluntary act by a member of staff and no disadvantage should flow from an employee who declines an invitation to take part in such an arrangement

3.3 The process of identifying staff to 'act up' must be open and transparent consistent with the need to protect personal sensitive information.

3.4 Managers must ensure that they are not directly or indirectly disadvantaging or excluding a member of staff on the basis of their ethnicity, gender, sexuality, age, religion or disability, or any other protected characteristic.

3.5 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.

3.6 The period of acting up should be clearly established at the outset and only varied following consultation with local trades unions (where the period exceeds 3 months) and agreement with the individual. Records should be kept of the arrangements and stored on the employee's personal file.

3.7 In identifying a member of staff to act up into a position or role, the sole determinator may not always be the same as when filling a vacancy on a substantive basis – for instance, when faced with more than one interested employee, the manager may weigh up a number of factors such as previously recorded development needs etc before coming to a final decision.

3.8 Managers must be prepared to be as open and honest as possible in providing explanations as to why an employee was not successful in obtaining an acting up role - providing such explanations in writing if requested.

3.9 It is important that managers keep acting up arrangements under review to ensure their continued effectiveness and the wellbeing of employees.

3.10 When establishing acting up arrangements, managers must assess the need for DBS or other checks (e.g. risk assessments) that may be necessary before the assignment can be confirmed.

3.11 A member of staff who is undertaking the full duties and responsibilities of the higher graded post (see 5.2 below) will be eligible for incremental pay progression in their acting role, as well as in their substantive post upon their return, subject to the conditions outlined in the Council's [Incremental Pay Progression Policy](#).

4. Trades union consultation

4.1 Managers should inform / consult on acting up arrangements with their local trades union representative before putting the arrangements into effect.

4.2 Arrangements will be:

- In all cases, notified to trades unions representing members within the service area
- The subject of prior consultation with the relevant trades union if the period of acting-up is to last in excess of a total period of 3 months in any 12 month period

4.3 The use of acting up arrangements shall be reported on a regular basis to Directorate Joint Forums.

4.4 The extent of the use of acting up arrangements shall be the subject of a report to the Council's Local Joint Forum as part of the annual staffing returns submitted to that body.

5. Calculation of acting up payments

5.1 Where an employee does undertake the full duties and responsibilities of a higher graded post, the employee receives payment for the entire period of time of the cover from the first day that the cover commences. If the employee is not fulfilling the full range of duties, then they will need to be working at the higher level for at least 4 weeks before qualifying for payment (see 5.3 below).

5.3 Where it is determined acting up responsibilities will be for a duration of more than 4 weeks, payment will commence at the first day of added responsibilities

5.2 The employee will receive the 'rate for the job' that they are covering if they are undertaking the full range of duties and responsibilities. This means that they will be paid at the first spinal column point (scp) of the grade of the post that they are acting up into (but see 5.1 above). If this scp is the same as their existing scp, then they will be paid at the next scp.

5.3 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 (or the next scp of the higher grade if the employee is already on a scp equal to the start of the higher grade). 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.

5.5 Authorisation of acting up payments will be made by Assistant Directors or above only.

5.6 Details of all acting up arrangements should be recorded on the employee's personal file held by the HR HUB.

5.7 Applications for acting up payments should be made via the appropriate process set out in the Council's 'Additional Payments Policy'.

ADDITIONAL PAYMENTS POLICY

Agreed between the Council and the recognised trades unions.

Signed:

Kathryn Cook	Assistant Director for HR and Organisational Development
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Miriam Palfrey	Staff Side and Branch Secretary for Unison
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Kieran Magee	Joint Shop Stewards Committee and Branch Secretary/Convenor for Unite
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Alison McNamara	Education & Community Unions Panel and Branch Secretary for the National Education Union (NEU)
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