

Honorarium Payments criteria

In 2006 the Council approved the Staff Awards Scheme to reward individual staff or teams that had been particularly helpful, responsive and efficient in providing one or more of their services, either to the public or if a support service to internal customers. To win the award staff are expected to have performed above expectations and / or have demonstrated particular initiative, competence, commitment and / or resourcefulness. This also includes achieving / exceeding difficult and important targets etc.

In most cases the Staff Awards Scheme should be used to reward high performing staff so as not to dilute it.

The payment of an honorarium may be appropriate to reflect substantial and short-term additional demands placed on a member of staff. For example:

- Significant additional hours for which overtime is not paid.
- Maintaining operational service whilst covering for an absent colleague.
- Delivering on time and within budget major complex projects.
- The smooth introduction of a major complex piece of legislation.

When awarding an honorarium Directors should consider the following:

- Is the Staff Awards Scheme a more appropriate way of rewarding individuals?
- Can you objectively justify why the honorium is to be given? Will it impact on other staff that may perceive that they have worked just as hard as the person receiving the honorarium?
- Always be careful not to discriminate? Sometimes the more vocal individual gets recognised and quieter individuals are overlooked.
- Do you have the budget?

Process

Directors, in consultation with the Executive Director, have the authority to pay an honorarium up to £1,000. The Executive Director will act in an advisory role and will only challenge such payment if it is clear the award is discriminatory or the Staff Awards Scheme is a more appropriate reward mechanism.

The Chief Executive, in consultation with the Cabinet Member for Business Improvement Services, has the authority to pay an honorarium up to £3,000. The Cabinet must approve any figure over this amount.

Approved by Corporate Management Team 12 October 2007