



Payments Policy Additional Staff Payments

The aim of this policy is to set out the circumstances and criteria under which an additional payment can be made to staff, by way of the Staff Awards Scheme, Honoraria payments and temporary upgrades. Payments made by way of market supplements and sale of staff leave are dealt with by separately procedures and therefore are not covered by this policy.

This policy covers all employees and council services.

This policy has been implemented following consultation with Unison and Staff Side representatives via the Joint Employee Consultative Panel.

Staff Awards scheme

The Staff Awards Scheme is intended to reward individual staff or teams that have 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 in their substantive role 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.

Process

Scope:

All staff and services are included in the scheme.

Frequency of award:

Directors can make their selections at any time of the year up to their budget limit.

Nomination process:

The budget of £1,000 per annum per directorate will allow Directors, in consultation with service managers, to make awards to teams and / or individuals each year. A team is defined as a specific section reporting to the same line manager or a designated project team. Directors will notify HR of the winners who will then co-ordinate the issuing of vouchers. Winners with their permission will be publicised

through the Chief Executive's message of the month and the Intranet including a description of why a team or individual has been selected.

Awards:

Team Awards up to £500 per award, Individual Awards of up to £250 each. These will be given to staff as Chichester based business vouchers.

Taxation:

The council will settle the winning employees' income tax and National Insurance Contributions so that they retain the full value of the amounts received. This will apply to both basic rate and higher rate taxpayers.

Presentation of Awards:

Once nominations have been approved then HR will arrange with the Chief Executive's PA a suitable time at an SLT meeting for winners to be presented with vouchers and have their photo taken. Where possible the certificates will be presented to staff at the Christmas staff social event.

Future development:

The above scheme may be amended in the future or terminated by decision of SLT and does not form a staff entitlement.

Honoraria Payments

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

- Delivering or significantly contributing towards the delivery of a major project or piece of work for the service that has involved working a significant number of extra hours not otherwise rewarded or reclaimed.
- Delivering on time and within budget a significant piece of work that is outside the scope of the employee's normal role.
- Temporarily carrying out some, but usually not all, of the duties of a more senior officer.

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 honorarium 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.
- How much should be paid to the member of staff?
 - Where carrying out higher level work, this should be no more than the differential in grade of work, for the period that the duties were undertaken.

- Where paying an honorarium for a member of staff fulfilling some of the duties only of a more senior role, regard should be made to the proportion of additional duties undertaken.
 - If relating to a major project involving significant extra hours, the honorarium should broadly relate to the amount and value of the extra hours or where appropriate a proportion of these.
- Ordinarily an honorarium would not be the appropriate payment for rewarding staff carrying out the full duties of a more senior officer as a temporary upgrade would apply (see below). However an honorarium could exceptionally be used for this where the situation is more short-term or retrospectively if the duration of the need for cover was initially unclear.
- Do you have the budget?

Process

Directors, in consultation with the Director of Corporate Services, have the authority to pay an honorarium up to £2,000. The Director of Corporate Services 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.

Honoraria payments are pensionable and are taxable as normal pay.

The Chief Executive, in consultation with the Cabinet Member for Corporate Services, has the authority to pay an honorarium up to £4,000. The Cabinet must approve any figure over this amount.

Temporary upgrades

This is intended to reward staff who have stepped up into a more senior role for a temporary period of time.

Such a payment will only apply where the staff member is not simply covering leave, or relatively short periods of absence (up to 1 month) where it would be expected that the staff member would normally deputise.

Process

The amount paid would be equivalent to the salary that the staff member would receive if appointed to that role on a permanent basis, i.e. usually the bottom of the grade, and are effective from the day on which the acting up commences.

For absences that initially are expected to be very temporary, but subsequently are prolonged the effective date can be backdated to the commencement of stepping up.

Decisions on temporary upgrades are approved by the relevant Director in consultation with HR.

A contract variation letter will be issued to the staff member concerned attaching the Job Profile for the temporary role.

Temporary upgrade payments are pensionable.

Directors should consider any formal disciplinary, capability or absence warnings or cautions when making decisions about any of the above payments or temporary salary changes.

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