

## **Honoraria Business Case for Community, Community Special, Voluntary Controlled and Maintained Nursery Schools**

### **GUIDANCE**

Honoraria payments are a temporary payment made when an employee takes on extra responsibilities that are normally part of a job graded higher than their own whilst still working in their substantive role. An honoraria payment can also be used when someone undertakes additional work on a specific project whilst still working in their substantive role, but this project would be additional to the duties and responsibilities of the job.

### **How Honoraria Payments May Be Used**

Honoraria payments can be used as a temporary measure to maintain essential levels of service and also may be used for some duties that need to be covered as a result of the extended absences of another employee or a vacancy, particularly where the duties of the vacant job are shared between other employees instead of asking one of them to act up into the whole post.

Honoraria payments **cannot** be used to cover the annual leave of another employee.

### **Criteria**

- Honoraria can be paid for a maximum three-month period or one school Term for employees to whom the Birmingham School Workforce contract applies, after which time any extension to the honorarium will need to be submitted. In certain circumstances, honorariums can be paid for up to a maximum of 12 months. In such circumstances a clear business case, authorised by the head teacher, will need to be submitted to Birmingham City Council outlining the reasons why an honorarium payment is required for such an extended period. In exceptional circumstances where there is a requirement for a honoraria payment to extend beyond 12 months, a further business case outlining the reason for the extension will be required, signed not only by the head teacher but also the Chair of the appropriate Governing Body Committee, responsible for pay. However, in these circumstances where there is a need to pay a honoraria payment for such an extended period of time it is recommended that the school review the duties of the post holder and consider a new job evaluation or a new generic match rather than pay a temporary allowance.
- Honoraria payments can only be paid after a **minimum** of four weeks.
- When offering an honorarium payment, head teachers should be mindful of equal opportunities and the Equality Act 2010.
- Payment of an Honorarium (and any extensions to it) must be authorised by the head teacher. Without the appropriate authorisation, the payment cannot be processed.

- Honoraria can be removed with 4 weeks' notice
- Honoraria are not transferable upon changing post.
- Honoraria payments will end on a fixed date, after which the employee's pay reverts to the level at which they were previously paid (including any pay protection).

## Honoraria Payments

- The payment of an honorarium potentially undermines the general principles of equality within the wider Birmingham City Council grade structure. To mitigate these risks honoraria will be paid at a fixed annual sum based on the grade of the employee's substantive post at the same frequency as basic pay.
- These amounts are the maxima that can be paid. Headteacher's discretion will need to be applied in determining the amount of honoraria to be paid, ensuring the maximum is not exceeded for that particular grade. For example, if an honorarium is being paid because an employee is carrying out half the duties of another post, then the payment should be 50% of the maximum that can be paid for the employee's substantive post.
- Where two or more employees are receiving an honorarium to cover the duties of another post, the total payment for all employees must not exceed the maximum amount that can be paid within that grade.
- Payment will be calculated based on the number of days during the period (inclusive of annual leave, public holidays and intervening weekends) divided by 365.
- Honoraria should not be paid to staff acting up to a higher grade. Where staff are acting up, they should be moved to the higher graded post (see acting up arrangements).

### Note:

- The honoraria payment cannot exceed the maximum allowable for the grade of the post.
- The maximum fixed annual amounts are shown below and are paid at the same frequency as basic pay.
- Payments will be on a pro-rata basis for part-time workers.
- The total maximum amount payable per grade is the maximum that can be received per annum.

BAND A	BAND B	BAND C	BAND D	GR6	GR7
£1,000	£1,400	£1,800	£2,200	£2,600	£3,000

**Please complete the business case below detailing the exceptional circumstances to justify this honoraria payment and provide supporting documentation where possible.** For example, the duties required should be business critical or a statutory requirement.

## **Honoraria Business Case Form for Community, Community Special, Voluntary Controlled and Maintained Nursery Schools**

Form for completion (Please complete this form in BLOCK CAPITALS.) :-

<b>Employee Surname:</b>		<b>Employee First Name:</b>	
<b>Payroll Number:</b>		<b>Grade:</b>	
<b>School Name</b>		<b>Honoraria start date:</b>	
<b>Job Title:</b>		<b>Honoraria end date:</b>	
<b>Honoraria amount:</b>			

Please provide justification for honorarium (continue on a separate sheet if necessary):

Has the foregoing been discussed with the Governing Body and agreed? (Tick whichever is applicable) – Please attach the minutes of the GB meeting	<b>YES</b>	<b>NO</b>
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**Important:**

- Honoraria may be granted for a period of up to three months or one school term for employees covered by the Birmingham School Workforce contract. If an extension is required beyond this initial period, a new submission must be made. In specific cases, honoraria can be approved for a duration of up to 12 months, and such approvals can be processed using a single form.
- Should the original request be for less than 12 months and a further extension is required, a new form must be completed and submitted to extend the honoraria up to the maximum period of 12 months.
- All honoraria submissions require Pay and Policy Compliance Team approval.
- Payments will be on pro-rata basis for part-time workers.

You must provide dates and details of any previous honoraria payments:

<b>Date from</b>	<b>Date to</b>	<b>Details</b>

**Authorising Head Teacher Details :**

Surname:		First Name:	
		Email:	
Signature:		Date:	

**BCC Compliance Consideration** (applicable for all submissions)

This honoraria application is:

Supported ☐ Not Supported ☐

Surname:		First Name:	
		Position Title:	
Signature:		Date:	

Comments: