

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

15 APRIL 2013

1. HONORARIA

Report of the Clerk to the Authority and Monitoring Officer

RECOMMENDED

- 1.1 That the process relating to the payments of honoraria be noted.
- 1.2 That the scale of payments of honoraria be considered.
- 1.3 That in relation to payments of honoraria, the Chair of the West Midlands Fire and Rescue Authority is informed, for information, of all authorisations for payment (under normal circumstances this will be prior to payment).

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform members of the process relating to the payment of honoraria, the scale of payments made in 2011/2012 and 2012/2013, and to improve transparency by informing the Chair of the Fire Authority, for information, of all honoraria payments.

3. BACKGROUND

- 3.1 For Green Book Employees there is "An Integrated Performance Management Pay and Grading System" which includes sections on "Temporarily carrying out duties of a higher graded post" and "Honoraria". The wording of these provisions is as follows:

Temporarily carrying out duties of a higher graded post

This process is in place to provide temporary arrangements to cover a variety of different situations, for example, covering for maternity leave, secondments and temporary promotions.

The conditions for the above only apply when carrying out the full duties and responsibilities of the higher graded post, and will not apply if these are shared between the employee and more than one other colleague.

If an employee is asked to carry out the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive pay in line with the grading of that post. These temporary arrangements must all have an anticipated end date and must be reviewed on an ongoing basis.

The employee will be paid at the lowest increment within that pay band for the first 12 months. If this promotion is to continue and the individual is meeting the requirements of the post, highlighted by a satisfactory IPDR, a manager can approve an additional scale column point within that pay band.

See APPENDIX 8 for Application Form.

Process:

- Manager fills in an application form that details the case for the payment.
- Discuss this with the individual(s) and the HR Advisor.
- Application goes to the appropriate Director for approval after consultation and agreement from both the Director of Human Resources and Director of Finance and Procurement.
- Copied to the Chair of the Fire Authority for information.

Honoraria

There will also be specific conditions for one-off payments, which provide incentives for specific circumstances, such as the following:

- For achieving one-off projects clearly outside the range of the job.
- For successfully carrying out a task which was exceptionally difficult, or when taking on some, but not all of the elements within a higher post.

These temporary arrangements must have an end date and should be regularly reviewed in one to one meetings.

Application Form available upon request from HR Service Support.

Process:

- Manager fills in an application form that details their case for an honoraria payment and details the agreed timescales for the payment.
- Discuss this with the individual(s) and the HR Advisor.
- Application goes to the appropriate Director for approval after consultation and agreement from both the Director of Human Resources and Director of Finance and Procurement.
- Copied to the Chair of the Fire Authority for information

3.2 In the case of honoraria the Director of Human Resources and Director of Finance and Procurement are consulted before the appropriate Director gives approval. If the Chair or an authorising Officer consider it appropriate they may also consult with the Clerk to the Authority.

3.3 The honoraria payments made in 2011/2012 equated to £14,450.

3.4 The honoraria payments made in 2012/2013 equate to £72,497.

4. **EQUALITY IMPACT ASSESSMENT**

4.1 An Equality Impact Assessment has not been carried out.

5. **LEGAL IMPLICATIONS**

5.1 It is lawful to pay honoraria. Good corporate governance requires that there is appropriate transparency and fairness in the payment of honoraria.

6. **FINANCIAL IMPLICATIONS**

- 6.1 In 2011/2012 the payments of honoraria cost £14,450. In 2012/3012 the payments of honoraria have cost £72,497 so far.

**N SHARMA
CLERK TO THE AUTHORITY
AND MONITORING OFFICER**