

POLICE STAFF HONORARIUM, TEMPORARY PROMOTION & ACTING UP PAYMENTS

Executive Summary

At West Midlands Police (WMP), we want to attract, recruit and retain the highest calibre candidates, with diverse skills and experiences, who will enrich our force, enhance our approach to community policing and support the delivery of our strategic objectives.

To achieve this, we recognise our responsibility to train, develop and support our staff to both maximise their potential whilst also meeting the needs of the Force. One of the ways in which this can be achieved is via the undertaking of temporary roles or specific and alternative tasks, allowing for development of skills and experience.

In an environment where there is increasing demand for experienced and well-trained individuals, there are circumstances in which staff wish to take advantage of an internal job opportunity as a means of developing their capabilities and skills. Encouraging internal mobility in this way benefits WMP and its employees (as part of the overall employment proposition) and also reduces the overall costs of recruitment and training.

We have set out this policy to:

- Ensure that we follow a fair and consistent approach to assessing Honorarium, Temporary Promotion and Acting up payments
- Reinforce our commitment to treat all staff fairly, consistently and equitably
- Set out the procedure to be followed in relation to responding to requests for making Honorarium, Temporary Promotion and Acting up payments
- Provide advice, support, information and guidance regarding all aspects of the Honorarium, Temporary Promotion and Acting up payments policy

Authorised Professional Practice (APP):

- This policy has been checked against APP and there is none in relation to the subject matter of this policy.

Policy Statements:

- The specific provisions of this policy are not contractual, unless expressly stated, and can be amended from time to time.
- The Honorarium, Temporary Promotion and Acting up payments process is the means by which a staff member receives a fair and commensurate increase in salary for the duration of a period working at a higher level:
 - Who applies for and is selected to work temporarily either in a higher graded role, OR
 - Temporarily undertakes duties assigned (usually associated with a larger role) outside their existing job
- The payment reflects the additional responsibilities and accountability associated with the increase in job size.
- This policy has been created to facilitate internal job mobility whilst ensuring adequate oversight and governance to ensure fairness and transparency for all staff.
- This commitment to internal mobility must be set against WMP's commitment to ensuring that all colleagues' pay is sustainable and legally compliant. (i.e. policies reflect the principles of *Equal Value* and non-discriminatory legislation).



- The decision to make an award through this policy needs approval by the Line Manager responsible for the job vacancy or where the work is required.
- It is the responsibility of the Line Manager to seek appropriate approvals from their Senior Leadership Team/budget holder.

ELIGIBILITY

- This policy applies to all WMP Staff, regardless of seniority, excluding those currently within their probationary period (see probationary information in contract of employment).
- This policy does not apply to:
 - Police Officers.
 - Special Constables
 - Volunteers
 - Contractors or Agency Staff
- If you are a Police Officer who is managing members of Police Staff, you must be familiar with this policy and adhere to its requirements, where necessary.

EXCEPTIONAL CIRCUMSTANCES

- Where incremental progression is applicable, it will not be detrimental to capability or attendance due to the following (they will be excluded):
 - An absence due to pregnancy
 - An absence due to gender re-assignment treatment.
 - A disability related absence will not automatically be excluded but cases will be considered on an individual basis. Occupational Health advice may be sought where necessary and reasonable adjustments will be considered.

DEFINITIONS, APPLICATIONS & PAYMENTS

ACTING UP

DEFINITION	<p>A very short-term period in which a job holder is requested to assume the responsibilities of a more senior colleague e.g. covering for planned leave or unplanned absenteeism.</p> <p>Under these circumstances, a formal recruitment is not appropriate and selection is normally proposed by a more senior colleague taking account of the duration, the skills required and the capability of the person approached.</p> <p>The nominated individual would have the terms of the acting up period clearly defined (including associated remuneration) in order for them to consent to the Acting up period.</p> <p>The acting up responsibility must be for a limited period and any period extending beyond three months must be treated as a temporary promotion.</p>
QUALIFYING PERIOD	<p>An employee is required to undertake the full responsibilities of the higher graded role for a minimum of ten working days each financial year, to be eligible to receive the payment, in accordance with the Police Staff Council Handbook</p>



APPLICATIONS	<p>The Head of Department must submit a request via the My Resource Portal stating the circumstances and the period for which it is requested.</p> <p>Requests received in POD by the 1st of the month will be processed in that month's payroll.</p>
PAYMENT	<p>Payment will usually be paid at the lowest spinal point of the higher grade.</p> <p>The increase in allowance must reflect the progression which would have occurred if the employee had transferred into the role.</p> <p>Where a period of acting up ceases before the threshold and another period of acting up commences within the same financial year, these periods must be aggregated.</p>

TEMPORARY PROMOTION

DEFINITION	<p>Similar to Acting up insofar as they are both temporary arrangements and the terms are set out within the Police Staff Council Handbook. The principal difference is the duration of that period.</p> <p>Where an individual is required to undertake the full duties and responsibilities of a higher graded role for a period of three months or more, they must be temporarily promoted into that post.</p> <p>Temporary Promotions are (usually but not always) planned and as a result, typically require a more formal selection process.</p> <p>Under these circumstances, where the period is likely to be longer than 12 months it is advised that this is discussed with the relevant HR Business Partner.</p>
APPLICATIONS	<p>Once the need has been established and confirmed for the use of a Temporary promotion, the line manager responsible for that vacancy will discuss with the HR Business Partner appropriate internal candidates and a suitable and fair process.</p> <p>The Head of Department must submit a request via the My Resource Portal stating the circumstances and the period for which it is requested.</p> <p>Requests received in POD by the 1st of the month will be processed in that month's payroll.</p>
PAYMENT	<p>The principle for determining the remuneration will be consistent with the approach used for acting up allowances i.e. the promotion will be paid at the lowest spinal point of the grade for the job.</p> <p>An individual is entitled to annual incremental progression at the higher grade, subject to satisfying the standard attendance and performance criteria.</p>

HONORARIUMS

<p>DEFINITION</p>	<p>Where a member of staff does not cover the full duties of a higher graded post but is nevertheless asked to undertake a significant number of additional duties that do not fall within the expectations of their grade they may be paid an honorary as an alternative approach to recognising the increase in job size.</p> <p>Examples of additional duties include but are not limited to:</p> <ul style="list-style-type: none"> - Supervisory responsibilities - Project work - Undertaking a higher graded role to cover short term abstraction (less than ten days) - <p>Honorary payments may also be awarded for ad hoc pieces of work with importance or impact on the effectiveness of West Midlands Police.</p> <p>This is a <i>discretionary</i> financial value and is designed to recognise and reward job contribution above and beyond the incumbent's existing role.</p> <p>Honorarys are not appropriate to reflect an increase in workload of the incumbent's substantive role e.g: increased workload due to staff shortages and abstractions.</p> <p>Line managers must consider the use of overtime payments/ TOIL/ Flexi and use of the Recognition portal to compensate as appropriate.</p> <p>A recognition payment may be appropriate where a colleague has undertaken duties at the same grade above and beyond the expectation of their substantive role. This may include but is not limited to:</p> <ul style="list-style-type: none"> - Undertaking duties not specified in the job description, for an equivalent graded post - Demonstrating significant flexibility
<p>APPLICATIONS</p>	<p>Submit all requests for honorarys via the honorary application form on the My Service portal</p> <p>This request must be submitted and approved in advance of the terms being proposed to the nominated candidate and/ or the additional duties commencing.</p>
<p>PAYMENT</p>	<p>Following the completion of the additional work.</p> <p>The appropriate sum will be agreed between the line manager and the Reward Team in light of the circumstances of each case, typically:</p> <ul style="list-style-type: none"> • The difference between their current SCP and 1x additional SCP (for additional duties at the same level OR • The difference between current SCP and the lowest SCP of the higher grade • Recognition payments may range between £50 - £200 depending on the length and nature of the work undertaken

APPEALS

- Appeals will be escalated to the Assistant Director, Workforce and Resourcing together with the details and documentation that were presented to the Reward Manager.



- All requests to appeal must be in written format and submitted to the [Reward and Benefits Team](#) within 10 working days from the date of the decision.

Definitions/Acronyms:

HR – Human Resources

POD – People & Organisational Development

WMP – West Midlands Police

SCP – Spinal Column Point

Related Policy List:

1. Using the *Salary justification* process
2. Market supplement payments
3. Accelerated Single Increment (impl.2022)
4. Management of the *WMP Job and Career Framework*

Publication Instructions:

- Suitable for publication to public

Policy Ref: PODP/07

POD Doc No: SEC-ER-001

Version: 1.2

Date: 22/07/2022

Review Date: 22/07/2024

Policy Initial Implementation Date: 19/04/2022

Policy Author: Jo Middlebrook-Owen, Reward Manager

Business Area Owner: Workforce and Resourcing

Department Responsible: Employee Relations Workforce and Resourcing

Any enquiries in relation to this policy should be made directly with the policy author shown above.

Force Executive Approval:

CHIEF CONSTABLE



Monitoring and Review

Version	Date Reviewed	No change / Minor Changes / Major Changes (<i>detail</i>)	Amended / Agreed by
V1.1	06/05/2022	Minor – inclusion of link to honorarium application form	Jo Middlebrook-Owen
V1.2	22/07/2022	Minor – updates to honorarium section and manager approval process Added in headers	Jo Middlebrook-Owen