

POLICY FOR SCHOOLS ON TEACHERS TEMPORARILY UNDERTAKING ACTING-UP APPOINTMENTS OR ADDITIONAL DUTIES AND RESPONSIBILITIES FOR WHICH AN HONORARIUM PAYMENT MAY BE MADE FROM SCHOOLS' DELEGATED BUDGETS

1. Introduction

- 1.1 The delegation of financial and managerial responsibilities to Boards of Governors and Principals are key elements in the overall policy of the Department of Education (DE) to improve the quality of teaching and learning in schools by:
- enabling Boards of Governors and Principals to plan and use resources (including their most valuable resource, their staff) to maximum effect in accordance with their own needs and priorities; and
 - making schools more responsive to parents, pupils, the local community and employers.
- 1.2 This policy has been developed to provide a framework regarding the arrangements for rewarding teachers who are temporarily required to 'act-up' or take on additional duties for which an honorarium payment may be made **from schools' delegated budgets**.

2. Purpose

- 2.1 This policy provides schools and employing authorities with guidance on the application of public sector pay policy where teachers are temporarily undertaking acting-up appointments or additional duties and responsibilities for which an honorarium payment may be paid from schools' delegated budgets.
- 2.2 The effective management of public sector pay and workforce issues is crucial to the delivery of high quality public services.
- 2.3 The Executive's control of public sector pay, including teachers' pay, is based on the principle that the public sector should offer a pay and reward package that allows it to recruit, retain and motivate suitable staff.
- 2.4 Public sector pay policy requires all public bodies to submit a business case, for Department of Finance (DoF) approval, for proposed pay awards for each group of public sector staff. DE prepares and submits the business case in respect of the pay award for teachers on behalf of schools and employing authorities. **It is essential to ensure that pay commitments are not entered into prior to the appropriate approvals having been secured.**
- 2.5 The 2010/11 public sector pay remit guidance and supplementary guidance provided by the Department of Finance and Personnel (now re-named DoF), introduced new legal commitments for Non-Departmental Public Bodies (NDPBs). The guidance stipulates that honoraria payments are required to

have the prior approval of DE and DoF through the submission of a formal business case. The guidance also clarified the required approvals process for such payments.

- 2.6 In accordance with public sector pay policy all public bodies must ensure that pay commitments, including those covered by this policy, are not entered into prior to the appropriate approvals having been secured.

3. Scope

- 3.1 This policy applies to all teachers employed in grant aided schools and accords with teachers' terms and conditions of service.

4. Objectives

- 4.1 The main objectives of the policy are as follows:
- to clarify the circumstances and arrangements for rewarding teachers who are temporarily required to act-up or undertake additional duties and responsibilities for which an honorarium payment may be made **from schools' delegated budgets**;
 - to provide a framework of guidelines to ensure consistency of treatment and equality of opportunity in respect of such arrangements;
 - to ensure that teachers who are acting-up or are undertaking additional duties and responsibilities are rewarded appropriately and fairly; and
 - to ensure that all salary payments paid in respect of teachers undertaking temporary acting-up positions or additional duties and responsibilities comply with this policy and are properly authorised for payment.

5. Definitions and General Conditions

- 5.1 Article 69 (1) of the Education and Libraries (Northern Ireland) Order 1986 provides for DE to determine the rates of salaries and allowances to be paid to teachers in grant aided schools. The Teachers' Salaries Regulations (Northern Ireland) 1993 provide for:
- (i) teachers who are assigned and carry out the duties of a vice principal or principal to be paid an allowance equivalent to the remuneration they would have received if they were appointed to that post; and
 - (ii) teachers who are assigned responsibilities or duties other than as a principal or vice principal to be paid an allowance whilst carrying out these duties.

In addition, following agreement at the Teachers' Negotiating Committee, DE issued a circular providing for allowances to be paid when teachers assume the full range of duties, or part of the range of duties, of a higher graded post.

- 5.2 The circumstances in which a temporary allowance may be payable to a teacher can generally be considered to fall into the following three categories:

(i) Full Acting-up Appointments

Full acting up appointments are appropriate where a teacher is required to undertake the full range of duties associated with an established higher graded post on a temporary basis instead of the duties of their substantive position (teachers acting-up as a principal or vice-principal must do so for 20 consecutive working days, and those acting-up in any in any other role must do so for 40 consecutive working days, before qualifying for payment of an acting allowance).

(ii) Partial/Shared Acting-up Appointments

Where a teacher does not undertake the full range of duties associated with a higher graded post the school may consider granting an allowance (of an amount dependent upon the circumstances of each case). It follows that the additional duties and responsibilities can be shared between two or more teachers, with the associated allowance being paid to two or more teachers at the same time.

(iii) Honoraria Payments

Honoraria payments can be considered when a teacher is asked to undertake duties outside the normal scope of their post on a one-off basis or for an extended period of time. These are paid retrospectively and cannot be paid to a teacher who has already been compensated for undertaking such duties through an acting-up appointment or the award of a teaching allowance.

- 5.3 Acting-up and honoraria payments should not be the first solution considered by schools where temporary cover for a position is required. For example, the terms and conditions of employment of a vice-principal include provision to undertake any professional duty of the principal which may be delegated by the principal and to undertake, in the absence of the principal, the professional duties of the principal to the extent required by him/her or the employing authority. As such, it will not always be necessary to consider acting-up appointments or honoraria payments in every individual case. In specific situations schools may give consideration to ways in which work may be re-organised on a temporary basis in order that the essential duties and responsibilities of the post are covered.
- 5.4 In normal circumstances where a post is vacant, and requires to be filled promptly, recruitment procedures should be initiated. Acting-up or honoraria payments to cover vacant positions should therefore only be considered in very exceptional circumstances, for example where significant difficulty in filling an

established post is experienced, where funding is not available or where restructuring is planned.

5.5 An acting-up or increased responsibility situation may arise as a result of the following circumstances:

- long term sickness absence of higher graded teacher;
- maternity/paternity/adoption leave of a higher graded teacher;
- existence of a vacant unfilled higher graded position;
- secondment of a teacher; or
- absence resulting from the approval of long term unpaid leave or a career break.

5.6 Boards of Governors should ensure that any arrangements introduced are capable of being funded from within the school's delegated budget without the need for additional funding.

6. Approval Process

(i) Full Acting-up Appointments

Full acting up appointments **do not** require the prior approval of DE and DoF and as such a formal business case does not need to be submitted. However, schools should submit a TR268 form to DE for payment of acting up arrangements, where appropriate.

(ii) Partial/Shared Acting-up Appointments

Partial/shared acting up appointments **do not** require the prior approval of DE and DoF and as such a formal business case does not need to be submitted. However, schools should submit a TR268 form to DE for payment of acting up arrangements.

(iii) Honoraria Payments

Any additional duties and responsibilities for which it is intended to remunerate a teacher must be treated as an honorarium. These payments must have the prior approval of DE and DoF in all instances and a formal business case submitted to the relevant employing authority. The business case pro forma is available on the DE website at:

<https://www.education-ni.gov.uk/publications/acting-appointments-and-honoraria-publications>

Schools should not enter into agreement with teachers to make such payments prior to receiving the necessary approval. If approved, schools should submit a TR 267 form to DE for payment, where appropriate.

7. Initiation and Approvals Process

- 7.1 In order to obtain the necessary approvals schools are required to complete the Teaching Honoraria business case pro forma available on the DE website prior to agreeing to honoraria payments being made from schools' delegated budgets. The approval of the Principal and the Chair of the Board of Governors is required before forwarding the appropriate form to the relevant employing authority. The employing authority will make an assessment of the business case and make a recommendation to DE as to whether or not the business case should be approved. DE and DoF will then consider the business case and notify the school and the relevant employing authority of their decision. **It is only at the stage of formal approval from DE and DoF that schools should enter into agreement with teachers to make such payments.** The appropriate forms must then be completed and sent to DE for payment, where appropriate.

8. Salary Policy

- 8.1 Boards of Governors should adhere to the [Guidance on the formulation and implementation of salary policy](#) which issued in May 2008 on all aspects of salary policy.