

CHIGWELL PARISH COUNCIL
HONORARIUM, ADDITIONAL DUTIES, OVERTIME AND TOIL POLICY

Date: 22 October 2026

Policy Name:	Honorarium, Additional Duties and Overtime Policy
Policy Owner:	Chigwell Parish Council
Author:	Hayley Moore, Haypex HR
Applies To:	All Employees
Approval:	Full Council
Review Period:	Annual

1. Policy Statement

Chigwell Parish Council recognises that occasions may arise where employees are required to undertake significant additional duties or work additional hours to ensure the continuation of Council services and operational effectiveness.

The Council is committed to recognising such contributions appropriately whilst ensuring the prudent use of public funds and maintaining effective governance arrangements.

Nothing within this policy shall require an employee to undertake additional responsibilities or overtime beyond their contractual obligations. An employee will not be treated less favourably for declining additional duties or overtime that fall outside their contractual obligations.

Nothing in this policy shall override an employee's existing contractual terms or statutory employment rights. The Council will ensure that payments and working arrangements comply with applicable minimum wage and working-time requirements.

2. Additional Duties

Where an employee is requested to undertake responsibilities that fall outside their normal job description, consideration may be given to the payment of an honorarium.

This provision is intended to apply where an employee:

- Assumes additional responsibilities owing to the prolonged absence of a colleague;
- Undertakes duties ordinarily performed by another post holder;
- Temporarily assumes a higher level of responsibility;
- Provides substantial operational support beyond the normal scope of their role.

The Council acknowledges that employees frequently provide routine support to colleagues and such day-to-day assistance would not normally attract additional payment.

Additional duties will only be allocated where the employee has the skills, training and capacity to undertake them safely. Opportunities to undertake additional duties will be offered fairly.

3. Honorary Payments

An honorary payment may be paid where an employee undertakes significant additional responsibilities for a sustained period.

Honorary payments will normally only be considered where:

- The additional duties extend beyond routine cover arrangements;
- The duties are materially different from those contained within the employee's job description;
- The arrangement is expected to continue for more than five consecutive working days;
- The additional responsibility has a demonstrable operational benefit for the Council.

Honorary payments shall normally not exceed:

£500 per calendar month

per employee.

Any payment exceeding this amount shall require specific recommendation by the Finance and Governance Committee and approval by Full Council.

The amount awarded shall take account of:

- The duration of the arrangement;
- The level of responsibility assumed;
- The additional workload and time commitment involved;
- The financial implications for the Council.

An honorary payment is a temporary payment linked to specific additional duties. It does not form part of the employee's basic salary and will end when the additional duties end, for example when an absent colleague returns.

Where an employee receiving an honorary payment is absent for reasons other than annual leave, the Clerk will review whether the honorary payment should continue, taking account of whether the additional duties are still being undertaken.

4. Overtime

Where employees are required to work additional authorised hours beyond their contractual obligations and hours, overtime may be claimed.

Authorised overtime shall be paid at:

1.5 times the employee's normal hourly rate

Examples of circumstances in which overtime may be authorised include:

- Additional hours worked to maintain service delivery;
- Council events outside normal working hours;
- Emergency operational requirements;
- Significant additional workloads caused by staff shortages or absences;
- Circumstances requiring an employee to remain on duty beyond their scheduled hours.

Overtime must normally be authorised in advance by the Clerk.

In emergency or unforeseen operational circumstances, overtime may be authorised retrospectively by the Clerk.

5. Time Off in Lieu (TOIL)

Employees may elect to receive TOIL in place of overtime payment.

TOIL shall be:

- Agreed with the Clerk;
- Recorded appropriately;
- Taken at a mutually convenient time.

TOIL balances should not normally exceed the equivalent of three days contracted working hours. During periods of reduced staffing, the Clerk may limit when TOIL can be taken, or offer overtime payment instead, to protect service delivery. Requests to take TOIL will not be unreasonably refused.

TOIL is separate from annual leave and cannot be used to replace statutory annual leave entitlement. Any TOIL balance outstanding when employment ends will be paid at the employee's normal hourly rate in the final salary payment.

6. Prolonged Absence and Operational Impact

Where an employee absence extends beyond four weeks and results in additional responsibilities being distributed amongst other employees, the Clerk shall monitor:

- Service delivery impacts;
- Employee workload;
- Additional financial costs;
- Delays to projects or routine work;
- Employee wellbeing.

Where workload pressures are identified, the Clerk will take reasonable steps to support the employees affected. This may include reviewing priorities, arranging temporary resources and, where appropriate, carrying out a stress risk assessment.

Where appropriate, a report shall be submitted to the Finance and Governance Committee and Full Council outlining:

- The operational impact of the absence;
- Additional duties being undertaken;
- Overtime incurred;
- Any honorarium recommendations;
- Any requirement for additional resources.

The Council acknowledges that prolonged absences may require employees to prioritise essential and statutory functions, resulting in some lower-priority activities being deferred.

7. Retrospective Payments

Recognising that unforeseen absences may require immediate operational arrangements, the Council may consider retrospective honorarium or overtime payments.

Retrospective payments may be approved where employees have already undertaken significant additional duties or worked additional hours in order to maintain Council services.

Any such payment shall:

- Be supported by appropriate records;
- Be reported to the Finance and Governance Committee;
- Be recommended by the Finance and Governance Committee; and
- Be approved by Full Council.

8. Financial Governance

Payments made under this policy shall be subject to the Council's Financial Regulations and budgetary controls.

Any honorarium payment, retrospective payment, or significant overtime expenditure shall be reported through the Council's normal financial monitoring arrangements.

9. Holiday Pay

Regular overtime and honorarium payments will be included in the calculation of holiday pay where required by law.

10. Working Time and Wellbeing

The Clerk will monitor additional hours to ensure that employees:

- Do not work more than an average of 48 hours per week, unless they have voluntarily agreed in writing to opt out of this limit; and
- Receive the daily rest, weekly rest and rest breaks to which they are entitled.

Employees should raise any concerns about workload or working hours with the Clerk at the earliest opportunity.

Recommendation to Full Council

That Full Council adopts the Honorarium, Additional Duties, Overtime and TOIL Policy for inclusion within the Chigwell Parish Council Staff Handbook and authorises the implementation of the policy with immediate effect, including the consideration of retrospective payments where employees have undertaken additional duties or additional hours during periods of prolonged staff absence, subject to recommendation by the Finance and Governance Committee and approval by Full Council.