

**POLICY, FINANCE AND DEVELOPMENT COMMITTEE**

**ACTION LIST**

**Arising from the Meeting held on Tuesday, 24 March 2026**

<b>No.</b>	<b>Minute Ref. / Item of Business</b>	<b>*Action Details / Action Due Date</b>	<b>Responsible Officer(s)' Initials</b>	<b>Action Status</b>
1.	<b>Item 8 - Budget Monitoring (Q3 2025/26)</b>	Chair requested clarification on the current and previous honorarium policies.  <p align="center"><b><i>Due by Jun-26</i></b></p>	<b>CoWa DaGi SaBa</b>	Complete
		This is covered in the Pay & Reward Policy, under paragraph 10, as copied below and can be found at:  <a href="http://staffintranet.owbc.net/wp-content/uploads/2025/06/Pay-Policy-June-2025-1.pdf">http://staffintranet.owbc.net/wp-content/uploads/2025/06/Pay-Policy-June-2025-1.pdf</a> :  <i>10. Honorariums and Acting Up Payments</i>  <i>Where an employee has undertaken exceptional work in a particular area or taken on significant additional responsibilities which don't require a change in grade their Head of Service may submit a business case to SLT requesting that the employee receives either a one off or monthly honorarium for a fixed period of time.</i>  <i>Where an employee acts up or takes on additional responsibilities temporarily that would result in a change of grade they will receive the difference between their current SCP and the bottom of the new grade as an acting up payment on a monthly basis. If the employee is only undertaking a percentage of the difference the acting up payment will be on a pro rata basis.</i>  Both honorariums and acting up payments are pensionable.		
2.	<b>Item 14 - Standards &amp; Ethical Indicators (Q3 2025/26)</b>	Cllr Charlesworth requested Officers look into producing a public log of FOIs.  <p align="center"><b><i>Due by Jun-26</i></b></p>	<b>DaGi SaBa</b>	Complete
		The Council's software platform used to process FOI requests has the functionality to enable the production of a public log of requests received and processed. Officers will engage with the software provider to develop the public log.		

\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).