

6TH JULY 2016

Executive Board Member:	Portfolio:	
Cllr LM Stephens	Human Resources, Efficiencies & Collaboration	
SUBJECT REVISED SECONDMENT POLICY		
RECOMMENDATIONS / KEY DECISIONS REQUIRED: To endorse and approve the revised Secondment Policy and Procedure that will replace the current policy.		
REASONS The secondment policy was last reviewed in 2008. The recent review has been undertaken as there was a need to bring this up to date with current best practice.		
Directorate People Management and Performance Name of Head of Service Paul R Thomas Report Author Lindsey Evans	Designation Assistant Chief Executive (People Management) HR Officer (Strategy)	Tel No. 01267 246123 E Mail Address: PRThomas@carmarthenshire.gov.uk Tel No. 01267 246096 E Mail Address: LCEvans@carmarthenshire.gov.uk



Declaration of Personal Interest (if any):

None.

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	



EXECUTIVE SUMMARY

EXECUTIVE BOARD MEMBER DECISIONS MEEETING FOR HUMAN RESOURCES, EFFICIENCIES & COLLABORATION

SUBJECT: REVISED SECONDMENT POLICY

Introduction

The secondment policy was last reviewed in 2008. The recent review has been undertaken as there was a need to bring this up to date with current best practice.

A number of key issues have been highlighted in recent months that needed to be addressed these included:

- Highlighting the benefits of secondment
- Issues around redundancy where permanent employees apply for fixed term contracts
- Ensuring the policy referred to project posts
- Managing temporary posts that become permanent

Findings

In order to address these issues a summary of some of the key changes can be found below.

Point 1

Changes to the introduction to highlight the benefits of secondment at an early stage in the document.

Point 4

That permanent employees who make an application for fixed term or temp posts internally will automatically be considered on a secondment basis.

All fixed term and temporary contracts are advertised as suitable for Secondment.

Point 6

That where a new project team is being developed, secondees will be transferred on existing terms and conditions whilst the project is at inception stage. This will support and enable flexibility and provide development opportunities for individuals whilst project objectives develop.

Point 8

There may be exceptional instances when a post which has been advertised as a secondment opportunity may for operational reasons need to become a permanent position. In such circumstances the Authority reserves the right, having regard to the necessary skills and



experience for the role, to appoint the seconded employee to the post without a further recruitment process being undertaken and following agreement with the Assistant Chief Executive (People Management and Performance) or nominated HR Advisor.

Recommendations

That the revised secondment policy be endorsed by EBM so that it is consistent with current best practice.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	People Management and Performance	Physical Assets
YES	YES	NONE	NONE	NONE	YES	NONE

1. Policy, Crime and Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council', 'Making Better Use of Resources' and 'Equality of Opportunity'

2. Legal

The policy has been produced in accordance with the relevant legislation which includes the Employment Rights Act.

6. People Management and Performance

People Management provide support in relation to this policy/guidance.



CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Local Member(s)

N/A

2. Community / Town Council

N/A

3. Relevant Partners

N/A

4. Staff Side Representatives and other Organisations

Consultation has taken place with Trade Unions.

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection

