

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 15 MARCH 2011

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL SERVICES

SECONDMENT POLICY

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

To approve the Secondment Policy.

<u>RECOMMENDATION FOR :</u>	
(A)	To approve the amendments to the Secondment Policy.

1.0 Background

1.1 The secondment policy was last update in 2008.

2.0 Report

2.1 A review of the secondment process was completed in November 2010 to establish the effectiveness of the current policy.

2.2 The investigation found that due to the increase in secondments the policy needed to be updated to make it fit for purpose,

2.3 Issues that arose included:

- The length of time a member of staff could have between each secondment opportunity.
- A reduction of paperwork.
- Signing off of annual leave
- A process for dealing with performance issues.

2.3 Successful secondment depends on clear criteria, and agreement

between the managers and employees involved.

2.4 The policy has been amended, all amendment are shown in red.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within Essential Reference Paper 'A'.

Background Papers: Collective agreement – Essential Reference Paper B

Contact Officer: Emma Freeman – Head of People and Organisational Services – Ext 1635

Report Author: Helen Farrell – Human Resources Officer

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with Unison and SMG. Once approved, the revised policy will go to Local Joint Panel and HR Committee.
Legal:	None
Financial:	None
Human Resource:	As detailed in the report.
Risk Management:	None