

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 1 DECEMBER 2009

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL SERVICES

JOB SHARE POLICY

WARD(S) AFFECTED:     *None*

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**Purpose/Summary of Report**

- To approve the Job Share Policy.

<b><u>RECOMMENDATION FOR LOCAL JOINT PANEL :</u></b>	
<b>(A)</b>	<b>To approve the Job Share Policy</b>

1.0     Background

1.1     The Council has 8 employees on Job-Share contracts; however there is no clear overarching scheme followed by all.

1.2     The development of a Job Share Policy was identified as an action to ensure consistency across the authority and provide a clear guidance on the division between Job Share cover payments and overtime payments.

1.3     Job Sharing is defined as the sharing of a single post with the salary and conditions of service shared between two individuals on a pro-rata basis. It is distinct from part-time working as employees are sharing one post, handing over tasks and covering each other's absence when required.

2.0     Report

2.1     Investigation of the job share scheme throughout the Council showed that Directorates had different practices and understanding

of the scheme. Some were using the old scheme (Job Share Scheme, last updated 1999) whilst others were following the procedures set out in the Flexible Working Scheme (December 2006).

- 2.2 The Overtime Review carried out in April 2009 highlighted a number of issues with regards to overtime payments, including Job Share cover. Traditionally when a job share employee covered their partner's holiday absence the payment was made as overtime. However in some services this is a regular occurrence and therefore to class it as overtime is misleading. The need to create a Job Share Allowance budget was identified to clearly differentiate between these expected extra hours payments and any ad hoc overtime arrangements. The new Job Share policy addresses this issue.
- 2.3 This policy (Essential Reference Paper B, pages 6.5 - 6.17) will replace the old scheme and the Job Share section of the current Flexible Working Policy.
- 2.4 The benefits to both the Council and the employee include:
- Uniform understanding of the Job Share scheme across the Council
  - Clear guidance for managers and staff on setting up or requesting a job share
  - Clear guidelines for managers and staff on arrangements for Job Share cover
  - Supporting the Council's flexible working and work life balance agendas
- 2.5 The policy has been devised in consultation with managers and employees currently in job share posts to ensure a policy that addresses all the issues and takes account of the needs of different services. Finance have also been consulted to ensure the arrangements for Job Share extra hours payments are workable and comply with audit requirements.
- 2.6 Currently the Council has a number of successful job shares including in Customer Services where the scheme ensures service cover is available when one partner is on annual leave.
- 2.7 Successful job shares are dependent on clear criteria, robust assessment of service needs and good communication between managers and job share partners. The policy addresses these issues and aims to ensure continuity throughout the Council.

### 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' (Page 6.4).

#### Background Papers

Review of Overtime by Head of HR-26/05/09

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## ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives <i>(delete as appropriate):</i>	<b>Fit for purpose, services fit for you</b> <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with Unison, Heads of Service, Finance and Customer Service staff members currently on Job Share contracts. Once approved, the revised policy will go to Local Joint Panel and HR Committee.
Legal:	As detailed in the report.
Financial:	As detailed in the report.
Human Resource:	As detailed in the report.
Risk Management:	As detailed in the report

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