

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 24 MAY 2011

REPORT BY HEAD OF HUMAN RESOURCES

6. SECONDMENT POLICY

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

- To approve the Secondment Policy.

<u>RECOMMENDATION FOR DECISION:</u> that	
(A)	The amendments to the Secondment Policy be approved.

1.0 Background

1.1 The secondment policy was last updated 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, essential reference paper B.

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 Member: Portfolio holder for Human Resources Matters.

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Report Author: Helen Farrell – Human Resources Officer, Extn: 1633.

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. The revised policy has gone to Local Joint Panel.
Legal:	None
Financial:	None
Human Resource:	As detailed in the report.
Risk Management:	None