

EMPLOYMENT COMMITTEE – 30 JUNE 2011**SECONDMENTS (INTERNAL AND EXTERNAL) INCORPORATING
“ACTING UP” ARRANGEMENTS
POLICY AND PROCEDURE****REPORT OF THE DIRECTOR OF CORPORATE RESOURCES****Purpose of Report**

1. The purpose of this report is to seek the approval of the Employment Committee to the above policy and procedure which sets out arrangements for dealing with secondments both internal and external to the Council.

Background

2. There are increasingly opportunities for secondments to posts within the Council, within and across departments, but also opportunities to work jointly with external partner organisations. The use of secondments represents a positive step that encourages flexibility of labour, cross fertilisation of ideas and best working practices whilst also enhancing the skills, knowledge and experience of employees and adding value to the services provided.
3. Secondment agreements between organisations, and with individual employees through the associated contract of employment, are legally binding documents. It is imperative therefore that full consultation takes place in advance of establishing any such working arrangements and that all parties have a clear understanding of what has been agreed, their respective roles and the specific terms and conditions attached to the arrangements.
4. It is particularly important in relation to external secondments to define the inter-organisational roles and responsibilities for performance management and the parameters for invoking the relevant procedures to avoid any potentially damaging technical or legal transgressions arising.
5. This Policy and Procedure seeks to establish a clear framework for secondment arrangements and protocols, including maintenance of full, accurate records, in order to minimise risks of future challenge to the Council.

Trade Union Consultation

6. This Policy has been sanctioned by the recognised trade unions for employees employed under the conditions of service of the National Joint Council for Local Government Services and the recognised trade unions for centrally-employed teachers.

Recommendations

7. The Employment Committee is asked to approve the Secondments (Internal and External) incorporating “Acting Up” Arrangements Policy and Procedure for immediate implementation.

Background Papers

8. A copy of the Secondments (Internal and External) incorporating “Acting Up” Arrangements Policy and Procedure is attached.

Circulation under Local Issues Alert Procedures

9. None

Officer to Contact

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List of Appendices

Policy and Procedure documents – Appendix A
Equality Impact Assessment - Appendix 2

Equal Opportunities Implications

There are no equality issues arising from this report.