

## 6ED GORFFENNAF 2015

Yr Aelod o'r Bwrdd Gweithredol:	Y Portffolio:	
Y Cynghorydd LM Stephens	Adnoddau Dynol, Effeithlonrwydd a Chydweithio	
Y PWNC		
POLISI SECONDIADAU DIWYGIEDIG		
YR ARGYMHELLION / PENDERFYNIADAU ALLWEDDOL SYDD EU HANGEN:		
Cadarnhau a chymeradwyo'r fersiwn diwygiedig o'r Polisi a'r Weithdrefn Secondiadau a fydd yn disodli'r polisi presennol.		
Y RHESYMAU		
Adolygwyd y polisi secondiadau ddiwethaf yn 2008. Mae'r adolygiad diweddar wedi'i gynnal oherwydd bod angen diweddarau'r polisi yn unol â'r arferion gorau cyfredol.		
Y Gyfarwyddiaeth Rheoli Pobl a Pherfformiad Enw Pennaeth y Gwasanaeth Paul R Thomas Awdur yr Adroddiad Lindsey Evans	Swydd Y Prif Weithredwr Cynorthwyol (Rheoli Pobl)  Swyddog Adnoddau Dynol (Strategaeth)	Rhif ffôn 01267 246123 Cyfeiriad e-bost: <a href="mailto:PRThomas@sirgar.gov.uk">PRThomas@sirgar.gov.uk</a>  Rhif ffôn 01267 246096 Cyfeiriad e-bost: <a href="mailto:LCEvans@sirgar.gov.uk">LCEvans@sirgar.gov.uk</a>



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



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# **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.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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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
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

## 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.



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# 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



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