



DOWN DISTRICT COUNCIL PROCEDURES TO BE FOLLOWED FOR INTERNAL TRAWLS, SECONDMENTS, 'ACTING UPS' AND HONORARIUMS

1. PROCEDURE TITLE

Down District Council Procedure on Internal Trawls, Secondments, 'Acting Up' Opportunities and Payment of Honorariums.

2. OVERVIEW

In normal circumstances, all posts should be publicly advertised. However, there may be times when Down District Council may need to use alternative recruitment methods, for example:

- secondments or acting up to cover for maternity leave, development opportunities or temporary project work
- in redundancy situations or restricted pools, for example trawls, where the council is under an obligation to seek to provide suitable alternative employment for current potentially redundant employees.

In the above circumstances, these procedures may be used in determining whom to appoint and posts may be trawled either internally within this council or across all 26 councils.

3. AREAS OF RESPONSIBILITY

- Human Resources will be responsible for advertising all opportunities. These will be circulated via email.
- Managers of employees will be responsible for ensuring that such opportunities are published as widely as possible; particularly to those without access to Council email.
- For temporary appointment/secondment opportunities, employees must discuss their request with their manager at the earliest opportunity and seek approval prior to applying for the position. Decisions on whether to allow an employee to apply will be made on an individual basis taking into account the wishes of the individual and impact on service delivery.
- Employees will be responsible for ensuring that they fully and accurately complete any application/expression of interest forms and return these by the stated closing date and time.



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- Human Resources will be responsible for coordinating the selection for such opportunities in accordance with the Local Government Staff Commission's Code of Procedures on Recruitment and Selection.
- For secondment and acting-up opportunities, it is the responsibility of the employee's original manager to notify the Human Resources Department at the beginning and end of such agreements and they will arrange for variation of contracts to be issued and will notify the Payroll Section.

Internal Secondments

- If the employee moves to another service within their employing Directorate, the Human Resources Team will provide the employee with an offer letter. It will be the responsibility of the individual's original manager to keep the employee informed of any key issues impacting on their substantive role. This applies in particular to any changes that may affect their substantive post to which they expect to return. In situations where the employee is filling the role of their manager this responsibility will pass to their new manager.

Outgoing Secondments

- Where an employee of the Council is seconded to another organisation, the Human Resources Team will provide the employee with a Secondment Agreement and a secondment letter. The Secondment Agreement will be signed off by both the Council and the host organisation and will cover the contractual arrangements of the secondment.

Record Keeping

- The employee's manager shall maintain and make available to the employee's original manager, on request, records of the employee's performance and attendance.

PROCEDURE DETAILS

When it is necessary to fill a post on a temporary basis, approval must be sought via the relevant Chief Officer, from the Senior Management Team by completing Recruitment Requisition Form B.



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4. ACTING-UP OPPORTUNITIES

Prior to the commencement of the acting-up arrangement an agreement must be reached on the scope of the role as follows:

- Purpose of the acting-up arrangement e.g. long term absence, maternity leave, project work, etc. (Note, i.e. if less than 100% of the full range of duties, this would attract a pro-rata % payment relative to the duties of the post on an honorarium basis – refer to section 5 on Honorariums).
- Competencies required or to be developed by the employee
- Job description
- Reporting lines including sickness reporting
- Predicted timescale for the arrangement
- Terms and conditions of employment under the arrangement including remuneration
- The employee will be notified of this prior to the commencement of the arrangement.

Payment should be set either at the minimum of the new pay band or, if this would result in no pay increase (by reference to basic pay), the first pay point in the band which would deliver an increase in pay or, if this would result in no pay increase, the first pay point in the band, which would result in an increase in pay and the incremental date stays the same.

In certain circumstances, as part of an agreed development plan, acting up may be considered as an appropriate development area for members of staff, which will not warrant financial reward. This will usually occur when full responsibilities are not fully undertaken, e.g. when taking the lead on a particular area of the role.

5. HONORARIUMS

Before granting an honorarium a proposal should be discussed with Human Resources prior to presenting via the relevant Chief Officer; to the Senior Management Team for consideration to be given to the need for such an offer and how wide it can be opened for eligible employees to be considered.



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The percentage of the duties to which the acting up arrangement will apply (i.e. pro-rata % of the duties of a whole post/objective value of work to be undertaken), must be established @ the outset as this will form the basis for payment.

6. RECRUITMENT FOR SECONDMENTS AND 'ACTING-UP' OPPORTUNITIES

Secondment/Acting-up opportunities of less than 6 months

Due to the nature and the urgency of some work, a secondment or acting-up opportunity for a period of less than six months may be recruited through a restricted internal trawl. Where a number of employees have the appropriate skills, informal interviews will be held.

Where the need is immediate or the anticipated need is for (a) very short-term requirement(s) or the work is of basic grade, Employment Agencies may be approached to assist with the requirement.

Secondment/Acting-up opportunities of more than 6 Months

For all secondments or acting-up opportunities for more than 6 months, the vacancy will be trawled across the Council via email and notice boards. The advertising of secondments with other organisations can be found in the national or local press. However, it is sometimes the case that the Council is approached by external organisations requesting support on a secondment basis in particular skill areas and this will be advertised to eligible employees of the Council

The post occupied by an employee on a secondment or acting-up opportunity becomes vacant and needs to be filled on a permanent basis

If during the period of secondment or acting-up arrangement, the post occupied by the secondee becomes vacant, the post will be advertised in accordance with the relevant section of this policy; unless a recruitment process has already been undertaken. The employee currently in post (either through secondment or acting-up) may choose to apply for this vacancy in the normal way. This is regardless of the duration of the secondment/acting up arrangement



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7. MISCONDUCT/POOR PERFORMANCE

For internal secondments and acting-up arrangements, employees will continue to be subject to the Council's Employees' Code of Conduct and employment policies and procedures (including those governing discipline and capability issues).

Incoming secondments will be subject to their organisation's Code of Conduct and behavioural standards. In the event that the manager alleges misconduct on the part of the secondee or their performance is unsatisfactory then the manager should immediately notify the employing organisation who will arrange for the appropriate disciplinary action, if any, to be taken. Any disciplinary hearing will be chaired by a representative(s) from the employing organisation and attended by the manager and a representative of the Council's Human Resources Team. Furthermore any disciplinary sanction taken by the employing organisation would also be recorded on the file held by the Council.

Employees who are seconded to other organisations will be subject to the Council's Employees' Code of Conduct, Disciplinary or Capability Procedure. As the original employer, the Council would be contacted to jointly address any issues of discipline or capability. A representative(s) from the Council, the host manager and the representative of the host organisation (if appropriate) will chair any disciplinary hearing. Furthermore any disciplinary sanction taken by the Council would be recorded on the personal file held by the Council and copied to the host manager for information.

8. TERMINATION

Either party may terminate secondment and acting-up arrangements in line with the notice provision contained in the confirmation of such agreements. Furthermore, where the disciplinary and capability procedures are followed a secondment or acting-up arrangements may be terminated without notice by the host manager, if:

- the employee fails or neglects to carry out efficiently and diligently the reasonable instruction of the host manager; or
- the host manager considers that the individual's actions or behaviours represent gross misconduct.



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Incoming secondment arrangements will be terminated immediately by the employing organisation if the secondee ceases (for whatever reason) to be employed by them.

9. HELP

Support on secondments and acting-up arrangements can be obtained from the Council's Human Resources Team.

10. EFFECTIVE DATE OF OPERATION OF PROCEDURE

1 April 2011

11. POLICY

Down District Council Policy on Internal Trawls, Secondments, 'Acting Ups' and Honorariums.

12. PROCEDURE REVIEW

The Human Resources Manager will monitor and review this procedure and present any necessary changes; following consultation via the Local Joint Consultative Committee.