

Agenda Item

Executive Board

31 October 2007

KJ



Policies: Coaching & Mentoring, Sabbatical Leave and Secondment

Summary

This report introduces three important policies which contribute to EDDC's agenda of becoming a top 25 Council (Best Councils) and an 'employer of choice'. These policies also contribute to our retention strategies.

The Coaching and Mentoring Policy and Secondment Policy are important in ensuring that individuals can reach their potential and that the Council retains high potential employees.

The Sabbatical Leave Policy provides a vehicle for career breaks so that individuals can pursue other options in life but that they return to the Council so that their skills and experience are not lost.

Recommendation

That the Executive Board agrees the introduction of these policies.

a) Reasons for Recommendation

These are important people related policies which currently do not exist in the Council.

b) Alternative Options

Not to introduce these policies.

c) Risk Considerations

The risk of not introducing these policies is that the Council would fail to develop adequately as a modern employer.

d) Policy and Budgetary Considerations

The policies confirm with existing budgets.

e) Date for Review of Decision

These policies will be reviewed in the light of legislation and by the Head of Organisational Development in 2009.

1 Main Body of the Report

1.1 The Secondment Policy aims to offer opportunities of between 3-12 months for individuals to step away from their current post and work on a project or piece of work which provides a new learning experience.

1.2 The Coaching and Mentoring Policy aims to create in-house coaching and mentoring skills to ensure that staff at EDDC can reach their potential.

1.3 The Sabbatical Leave Policy provides individuals who have worked at the Council for five years or more with an opportunity to take an unpaid sabbatical from between 3-6 months.

Legal Implications

The policy provides for the member of staff to return to 'the same or a similar job'. Since what this means is not spelt out in the policy, it is important that any member of staff taking a sabbatical is advised what this is likely to mean in their particular situation in terms of the range of job opportunities and salaries considered similar, before the sabbatical is taken up, should it not be possible for the employee to return to the original job. This will help ensure the sabbatical policy is a success and minimise potential disputes or misunderstandings at a later date. The sabbatical policy is discretionary, so the Council may set the terms of permitted absence itself, unlike maternity leave, for example, where the nature of the job an employee is entitled to return to is set out in legal regulations.

Financial Implications

There are no financial implications as a direct result of this report.

Consultation on Reports to the Executive

Nil

Background Papers

- Policies are attached.

Karen Jenkins
Head of Organisational Development

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