

From: Corinna Edwards-Colledge <Corinna.Edwards-Colledge@brighton-hove.gov.uk>
Sent: Thursday, September 14, 2023 3:29 PM
To: Tracy Lucas <Tracy.Lucas@brighton-hove.gov.uk>
Cc: Richard Woolven <Richard.Woolven@brighton-hove.gov.uk>
Subject: RE: Update on Review of Fixed Term Contracts, Secondments and Acting Up arrangements

Hi Tracy

We can't see any substantive changes from what we previously commented on so all good from our perspective.

Thanks

Corinna

Corinna Edwards-Colledge
Joint Branch Secretary, Brighton & Hove UNISON



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Please note: I work flexibly three and a half days a week but will get back to you as soon as I can.

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From: Tracy Lucas <Tracy.Lucas@brighton-hove.gov.uk>
Sent: Wednesday, September 13, 2023 11:13 AM
To: Mark Turner <Mark.Turner@brighton-hove.gov.uk>; Corinna Edwards-Colledge <Corinna.Edwards-Colledge@brighton-hove.gov.uk>; Diana Leach <Diana.Leach@brighton-hove.gov.uk>; Richard Woolven <Richard.Woolven@brighton-hove.gov.uk>
Cc: Alison Mcmanamon <Alison.McManamon@brighton-hove.gov.uk>
Subject: Update on Review of Fixed Term Contracts, Secondments and Acting Up arrangements

Dear all

As advised in my email of 31 July 2023 we are preparing to take these policies to SFCR Committee for approval on 5 October. If you wish to provide any feedback or comments to the Committee please could you provide to me in writing by 19 September 2023.

Thank you.

Kind regards

Tracy Lucas | Lead Consultant Policy and Projects | Human Resources & Organisational Development | Governance, People and Resources
Mobile 07871734158

You can call or message me on Teams

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From: Tracy Lucas

Sent: Monday, July 31, 2023 11:31 AM

To: Mark Turner <Mark.Turner@brighton-hove.gov.uk>; Corinna Edwards-Colledge <Corinna.Edwards-Colledge@brighton-hove.gov.uk>; Diana Leach <Diana.Leach@brighton-hove.gov.uk>; Richard Woolven <Richard.Woolven@brighton-hove.gov.uk>

Subject: Update on Review of Fixed Term Contracts, Secondments and Acting Up arrangements

Dear all

As you are aware a review has been undertaken on the use of fixed term contracts, secondments and acting up arrangements across the council.

The recommendations of the review were as follows

Fixed Term Contracts

- Move employees on fixed term contracts exceeding two years to permanent contracts wherever possible
- Introduce a new policy on the Use of Fixed Term Contracts
- Put in place monitoring of fixed term contracts going forward
- Advertise all fixed term posts internally and externally

Secondments

- Move all secondments of 2 years plus into post permanently unless there is a significant business need for an extension
- Put in place monitoring of secondments going forward
- Amend the existing Secondment Policy

Acting up Arrangements

- Review longer term acting up arrangements and discuss with manager with aim of ending of making permanent.
- Introduce limit on a period of acting up to, usually 6 months with a maximum of one year.
- Review additional payments policy to ensure transparency in access to such opportunities

Most of the recommendations of the review have been actioned. This has resulted in a high percentage of fixed term contract employees being made permanent and long term secondments being confirmed in post. There is improved monitoring and governance in place going forward.

Total Number of Fixed Term Contracts		2 years service +		Of these 4 years service +	
Dec 21	July 23	Dec 21	July 23	Dec 21	July 23
401	357	272	53	269	6

Total Number of Secondments		Secondments 2 years +	
Dec 21	July 23	Dec 21	July 23
178	97	137	30

The actions taken have resulted in more security of employment for many with a positive impact on wellbeing, motivation and commitment. They should also have a positive impact on retention levels where those on fixed term contracts may otherwise have sought alternative employment without a guarantee of on-going employment.

Thank you for any feedback provided on amended policies (Secondment, Additional Payments and Recruitment) and on the new Use of Fixed Term Contract Policy. I am attaching the final versions of these and just want to let you know we are planning on taking them to Strategy Finance & City Regeneration Committee for approval on 5 October 2023.

If you have any queries please let me know.

Kind regards

Tracy Lucas | Lead Consultant Policy and Projects | Human Resources & Organisational Development | Governance, People and Resources
Mobile 07871734158
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