

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE GOVERNANCE COMMITTEE – 14 APRIL 2005**

#### **EXTENSION OF TEMPORARY CONTRACTS OF EMPLOYMENT**

##### **Report by the Head of Personnel**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek the Corporate Governance Committee's agreement that, in certain specified circumstances, the Head of Personnel be authorised to extend the contracts of employees in temporary posts.

#### **2. BACKGROUND INFORMATION**

- 2.1 Temporary posts can be established in two ways within the Council. Where the duration of the temporary post is no more than six months then the Head of Personnel can approve the establishment of the post under the relevant section of the Scheme of Delegation. Where the duration of the temporary post is more than six months then the establishment of the post requires to be considered by the Chairs' Monitoring Group and the relevant Service Committee prior to it being submitted to the Corporate Governance Committee for approval.
- 2.2 Many of the temporary posts which are approved by the Corporate Governance Committee are externally funded through the Scottish Executive or related agencies. The funding tends to be for a specific period but is in many instances extended beyond the initial period.
- 2.3 The timetable for the approval of extensions by the external body does not always coincide with the expiry of the temporary contracts of the postholders and this can cause difficulties for staff retention notwithstanding a clear expectation that the project and the temporary posts will be extended for a further period.
- 2.4 In the event that funding was not given to extend the project then the contracts of the temporary employees would be terminated appropriately.

### **3. PROPOSAL**

- 3.1 In order to avoid the difficulties outlined in para 2.3 above, it is proposed that, where an application for extended funding has been submitted to an external agency but where the formal approval has not yet been received and there is a clear expectation that it will be approved, and otherwise the temporary contracts of the existing staff would be terminated, the Head of Personnel be authorised to extend the temporary contracts for the period until the formal approval is received and pending the matter being submitted formally to the Corporate Governance Committee. This extension period would be no greater than three months.

### **4. RECOMMENDATION**

- 4.1 The Corporate Governance Committee is recommended to approve the proposal contained in para 3.1 above.

Martin Rose  
Head of Personnel  
24 March 2005

### **LIST OF BACKGROUND PAPERS**

1. Scheme of Delegation and Administration (updated 3.3.05)

Anyone wishing further information should contact Martin Rose, Head of Personnel on 01563 576092.

Implementation officer – Martin Rose – [martin.rose@east-ayrshire.gov.uk](mailto:martin.rose@east-ayrshire.gov.uk)