

<b>SECONDMENT POLICY</b>	
<b>Background</b>	<p>The guidelines on secondment is in the early stages of its review to enhance its use where there is an opportunity to fill a temporary vacancy using secondment arrangements.</p> <p>Equality Act 2010 Contract – T’s &amp; C’s GDPR (Both the seconder and the host will hold personal data (and possibly also sensitive personal data) relating to the secondee and so will be subject to obligations under new regs)</p> <p>There have been no recent legislative changes which require to be updated within the policy.</p> <p>Benchmarking against a number of other Local Authorities, along with general research into best practice has been carried out.</p>
<b>Findings</b>	<p>Suggested amendments/additions to the Secondment Policy / Guidance include:</p> <ul style="list-style-type: none"> <li>• Amend Personnel to HR</li> <li>• Clearer guidance for employees that permission should be obtained prior to application (could have pop up on Talentlink) and attach to JD – manage expectations</li> <li>• Para 2.7 – doesn’t always happen, better management of?</li> <li>• Para 4.7 – update to include change management policy and Transform</li> </ul> <p>It is therefore recommended that a low level review of the Secondment Policy is completed.</p>
<b>Implications</b>	<p>The above changes would improve the clarity and use of the application for those who require to follow the policy and guidance.</p>
<b>Summary</b>	<p>In order to move forward with reviewing this Policy, the Personnel Forum are asked to consider the suggested amendments/additions above.</p>