

<b>SECONDMENT POLICY</b>	
<b>Background</b>	<p>A secondment is where a Council employee is temporarily transferred to a different post in the Council or to a different organisation, or where an employee of an external organisation is temporarily transferred to a post within the Council. This takes place over a predetermined period, at the end of which the employee returns to their substantive post.</p> <p>The Council recognises the value secondments can bring, supporting the Council to be agile and flexible by expanding capability, skills and knowledge across the business.</p> <p>Benchmarking against a number of other Local Authorities and NHS Trusts, along with general research into best practice has been carried out.</p> <p>Since its last review in 2018, there have been no legislative changes that would have an impact on the current policy. However, feedback has highlighted certain operational challenges and more detail was required, especially in relation to the different types of secondment available.</p> <p>Amendments to the policy have been identified and consideration was needed to be given to them to improve its effectiveness and provide clarification over the principles surrounding secondments.</p>
<b>Findings</b>	<p>Amendments/additions to the Secondment Policy included:</p> <ul style="list-style-type: none"> <li>• Confirmation of eligibility and that it is open to all employees</li> <li>• Clarification of the different types of secondment available (internal/ external/ inward)</li> <li>• Remove the separate Secondment Appointment for managers guidance (<i>no requirement for a separate guide as it is incorporated within the policy</i>)</li> <li>• Provide clarification surrounding the actual secondment process, creating a staged approach</li> <li>• Create a new section for internal/external secondments to differentiate between the two and the associated implications</li> <li>• Provide clearer guidance, and flexibility, over the associated terms &amp; conditions associated within external secondments</li> <li>• Create a template of secondment agreements for use, depending on the individual circumstances of the case</li> <li>• Amend the wording &amp; layout of the secondment procedural flowchart for ease of use</li> </ul> <p>It was therefore recommended that a low level review of the Secondment Policy is completed.</p>
<b>Implications</b>	<p>The above changes will improve the clarity and principles surrounding secondments, especially for those who require to follow the policy and guidance.</p>