

ARGYLL AND BUTE COUNCIL

SECONDMENT POLICY

Version: 1.0
Date: 20 April 2020

Statement of Policy

The aims and objectives of the Secondment Policy are: -

- To meet organisational workforce planning needs through the temporary deployment of employees to alternative roles.
- To provide a cost effective, fair and equitable method of providing employees with work experience and development opportunities outside of their normal area of work and / or the Council while ensuring that the short to medium term staffing needs for service provision are in place.

The Secondment Policy: -

- Covers the short-term deployment of employees within an alternative section or organisation for the purposes of work experience or career development.
- Is applicable to all employees of Argyll and Bute Council.
- Will be applied in conjunction with relevant legislation concerning equalities, fixed term and temporary work.
- Will be applied in conjunction with relevant organisational policies and procedures including those concerning recruitment, redeployment and equalities.
- Will be applied in accordance with relevant national and local conditions of service, and conditions of service relevant to incoming secondees.

Benefits

Secondments are an effective way of providing individuals with the opportunity to apply their skills and experience in a new environment and challenge themselves professionally, thereby aiding their development, bridging identified skills gaps and broadening their experience.

The section that hosts the Secondee benefits from the individual's existing and new skills, whilst their 'home' section benefits from their increased motivation and enhanced skills on their return. There is also an organisational benefit of promoting increased mobility within the Council and retaining employees with valuable skills, knowledge and experience.

Secondments can help the Council fill workforce planning gaps by allowing employees to experience alternative roles and potentially retrain for the future.

Review

This policy will be reviewed on a regular basis by HR and Organisational Development. Any comments regarding the Secondment Policy or associated Guidance should be directed to trainingcentre@argyll-bute.gov.uk