

Secondment Policy

Name of Committee	NPA
Date	25 th June 2019
Report Author	Elizabeth Lewis
Job title	HR Officer
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Purpose of Report	Introducing a new policy
Single Integrated Assessment	
List of Enclosures	Enclosure I Proposed Secondment Policy
Public Interest Test	
Recommendation(s)	a)To agree the Secondment Policy

1.1 Introduction or Background

It is noted that the Authority does not currently have an adopted policy on secondments. The use of secondments has increased over the last few years and as such a policy is required which provides guidance to staff and Line Managers.

1.2 Proposals

Enclosure I sets out the proposed secondment policy and Members' views are sought on the new policy as drafted. If adopted the policy will be added to the suite of policies on signpost – the Authority's digital HR document repository.

1.3 Implications

A policy is needed to ensure the correct processes are followed.

I.4 Risk

Having an adopted policy in place will help prevent the incorrect or inappropriate use of secondments where the Authority is wishing to deploy staff more flexibly.

I.5 Conclusion

The lack of a policy has been identified as a weakness and a policy has been drafted to fill the gap in guidance.

RECOMMENDATION(S):

Members are asked to agree the new Secondment Policy