

# HR & OD POLICIES

human resources and organisational development



## Secondment Policy

## 1. POLICY STATEMENT

Aberdeenshire Council's Statement of Aims recognises the value of employees and confirms the Council's support for its employees in serving the people of Aberdeenshire.

As part of this commitment the Council recognises the value employee Secondments can bring to the Council, its employees and the organisations involved.

The Council particularly encourages secondments that assist partnership working and the promotion of better understanding between the Council and fellow members of the Community Placement Partnership.

## 2. SCOPE OF POLICY

The Policy will apply to all employees of the Council who have been in post for at least 12 months.

## 3. LINKS TO OTHER POLICIES

This policy should be read in conjunction with other relevant policies as appropriate:

- Grievance Policy
- Recruitment and Selection Policy

## 4. OBJECTIVES

- To increase awareness of benefits of Secondment to the Council and its employees and encourage the use of Secondment in appropriate circumstances.
- To establish a formal approach to arrangements involving the Secondment of employees and to ensure that the consistency of the administration of these arrangements is maintained.
- To assist managers when considering a Secondment proposal and to provide the necessary procedures to facilitate the smooth co-ordination of all aspects associated with a Secondment arrangement.
- To ensure that the interests of all parties are safeguarded and that the benefits to the Council, the employee and any other organisation involved are fully realised.

# Secondment

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
01-11-2005	-	Creation of all documents
21-08-2015	01-11-2005	Format update