**APPENDIX 3**

**Model External Secondment Approval & Agreement**

**This is a standard template but this must be agreed with Human Resources and Legal Services before being issued to the employee**

**PRIVATE AND CONFIDENTIAL**

(Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Postcode)

Dear (Name),

I am writing to outline the details of your secondment to (host organisation). The terms and conditions of this secondment are as follows:

1. START DATE   
   Your secondment will commence on **Date**. You will continue to be employed by Falkirk Council during the (duration) month period of your secondment.
2. LOCATION   
   You will be based within the (location).
3. SALARY   
   Your salary will continue to be paid to you in the normal way by Falkirk Council however your salary will be (amount) as specified in the (host organisation) contract. You will receive no increments during your secondment from Falkirk Council but you will receive any cost of living rise which is applied.
4. HOURS OF WORK   
   Your hours of work will remain unchanged. Your work pattern will be agreed between yourself and your new line manager.
5. ANNUAL LEAVE & PUBLIC HOLIDAYS   
   Your annual leave and public holiday entitlement will remain unchanged. Falkirk Council operates with 8 public holidays. The dates on which you take leave will be agreed by you with (host organisation). Your new line manager will notify Falkirk Council Management.
6. PROFESSIONAL DEVELOPMENT   
   (Host Organisation) will provide Falkirk Council with feedback on your performance throughout your secondment however Falkirk Council will be responsible for reviewing your performance with you.
7. SICKNESS ABSENCE   
   During periods of sickness absence you must notify the (host manager) as soon as possible on the first day of absence, who will notify Falkirk Council Management. Falkirk Council terms and conditions of service relating to Occupational Sick Pay apply. The Managing Sickness Absence Policy of Falkirk Council continues to apply and you will be able to continue to access Falkirk Council’s Occupational Health Service.
8. TRAVEL AND SUBSISTENCE EXPENSES   
   Your entitlement to receive travel and subsistence expenses is detailed in your secondment contract with (host organisation).
9. DISCIPLINE AND GRIEVANCE   
   **Discipline**   
   The policies and procedures within Falkirk Council will be followed for disciplinary matters for seconded staff. Falkirk Council remains legally accountable for such employees under all applicable employment legislation. It is possible however that (host organisation) will investigate any disciplinary matter and may present managements case at any disciplinary hearing, although it will be chaired by Falkirk Council. In matters of Gross Misconduct Falkirk Council’s Human Resources Department will liaise with (host organisation) to conduct any investigation.   
     
   **Grievance**At the informal stage, any grievance should be raised initially with the employees immediate line manager using the agreed procedures for (host organisation). Every effort will be made by the (host organisation) to resolve the grievance at this stage. If however the employee remains aggrieved then this will proceed in accordance with Falkirk Council’s second/final and appeal stage of their grievance procedure.   
     
   Such matters are best resolved locally and you are encouraged to work with the (host organisation), to reach resolution without recourse to formal procedures wherever possible.
10. PENSION ARRANGEMENTS   
    You must contact the Pensions Section directly in this regard.
11. FUTURE ARRANGEMENTS   
    As a seconded employee, you continue to be employed by Falkirk Council retaining your continuity of service and employment rights. The secondment is for a (duration) month period.
12. RETURN TO FALKIRK COUNCIL   
    On your return to Falkirk Council you will return to work in your substantive post of ……………../ or to a post at the same or similar level if possible as was held prior to the break, although not necessarily to the same post or location.   
      
    In the event that there are any fundamental changes in the original Service during the secondment, eg a restructuring, you will be included in the consultation process in the same way as other staff in the affected Service.

If there are any matters relating to your secondment that you would like to discuss, please do not hesitate to contact Please sign and date the acceptance form attached, which should be returned by (date)

Yours sincerely

(Title)

**Acceptance**

I confirm that I have read and understood the terms of the letter and accept the conditions as detailed above.

Signed………………………………. Date………………………..