**APPENDIX 2**

Enquiries to: Service Director

Direct Dial: 01324 50Extn. No.

Date:

**CONFIDENTIAL**

Name

Address

Town

Postcode

Dear Name,

**SECONDMENT**

I am pleased to offer you a secondment to the post of temporary {Job Title} within {Service} Services, commencing on {Day & Date} and terminating on {Day & Date}. The purpose of the secondment is to (state reasons either developmental or organisational e.g. cover maternity leave, personal development, etc.)

The salary grade for this seconded post is {Grade}, currently £{lowest point} to £{highest point}. Your salary will be SCP {Spinal Point}, £{Salary} per annum.

Your normal working hours will be {number} hours per week, to be worked {days}.

Your place of work for the period of the secondment will be (location). However, you are employed in the Service of Falkirk Council and may be required to work at any of the Council’s workplace locations.

All other terms and conditions remain as previously in your Statement of Particulars and the Terms and Conditions of Employment.

At the end of your secondment, you will return to your substantive post of ………. ( or a post at a similar level/grade as your substantive post that may or may not be in the same Service and/or location). When you return to this post, your salary will be based on the grade for the post and include any pay awards and/or increments applicable during your secondment.

Early termination of this secondment is subject to agreement by all parties and a minimum of (number) weeks notice (or shorter notice if agreeable to all parties).

Your secondment can only be extended by mutual agreement with all parties (including your substantive department). It may not be possible to agree such requests due to service delivery or other reasons.

In the event that there are any fundamental changes in your original Service during this secondment, e.g. a restructuring, you will be included in the consultation process in the same way as other staff in the affected Service.

Please confirm your acceptance of this offer of secondment by signing one copy of the attached and returning it to {Service HR Contact}, at the address below.

I look forward to receiving your acceptance and would like to take this opportunity of wishing you every success in your post.

Yours sincerely,

Enc.

I accept the terms and conditions as stated.

Signature………………………………. Date…………………