

Option 4

A manager agrees to host a secondee in their department



Note - conversation between substantive and “hosting” managers will need to take place before any formal arrangements are made, as part of an agreement in principle.

This process assumes that the “sending” manager has identified that a secondment would be a valuable development opportunity for an individual, and that the selection process has been fair and transparent. The agreed development objectives for the individual must be clearly documented in the individual’s ARC Form.

A fixed-term contract is required; the “sending” manager should contact Staff Hub for advice on creating the contract and the correct wording.

“Keeping in touch” meetings must also be planned for the secondee and the “sending” manager.

The sending manager speaks to the People Partner to gain their support and discuss practical issues.

Planning for the secondment is finalised, including setting objectives, scheduling regular check-ins for the secondee and the “hosting” manager throughout the secondment, and planning the post-secondment debrief and evaluation process.

The individual begins secondment once the contract is issued.

