

Secondment Policy

Policy reference –HR05

SUMMARY	This policy facilitates the secondment of the Organisations staff both internally within the Organisation and externally within the wider NHS and exceptionally with other non NHS Bodies. It is also designed to encourage staff from external organisations to take up a secondment where available within the Organisation, for the mutual benefit of both organisations.
AUTHOR	Alison Ewart – HR Business Partner
VERSION	Version 2- Final
EFFECTIVE DATE	1 st March 2014 / Reviewed July 2015
APPLIES TO	NHS Bradford City and Districts CCG
APPROVAL BODY	Senior Management Team of the CCG
RELATED DOCUMENTS	Organisational Change Policy Grievance Policy Annual and Special Leave Policy Maternity, Adoption and Shared Parental Leave Policy
REVIEW DATE	July 2018

THIS POLICY HAS BEEN SUBJECT TO A INITIAL EQUALITY IMPACT ASSESSMENT

VERSION CONTROL SHEET

Version	Date	Author	Status	Comment
Draft	January 2014	Alison Ewart	HR Lead	The EIA has been supplied to the Equality and Diversity Team
Draft	January 2014	Alison Ewart	HR Lead	Consultation with the Trade Unions via the Collaborative Social Partnership Forum
Final	March 2014	Alison Ewart	HR Lead	Ratified
Final	June 2014	Alison Ewart	HR Lead	SMT (previously approved at SMT on 14 th October 2013)
Revised	July 2015	Tazeem Hanif	HR Lead	Amendments made to the policy and taken to the West Yorkshire HR Policy Sub Group on 04.08.2015 to consult on changes.
Final	02.12.2015	Tazeem Hanif	HR Lead	Ratified at the Social Partnership Forum

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PART 1

1. POLICY STATEMENT

- 1.2 A secondment may be arranged to assist with individual development needs as a result of an appraisal or be specifically requested for project work where specific skills or specialist knowledge are required.
- 1.3 This Policy will apply to all employees within the Organisation for both internal and external secondments

2. PRINCIPLES

- 2.1 Secondment requests will be considered in line with business needs and may be refused on that basis.
- 2.2 Staff who enter into an external secondment agreements will be asked to sign a secondment agreement outlining the terms and parameters of the secondment in advance of the secondment starting.and/or any pre-employment checks requested by the receiving organisation.
- 2.3 Any individual who agrees to undertake a secondment will be expected to keep any information, which may be made available to them as a direct result of the secondment, (e.g. personnel, salary, business sensitive information) confidential.
- 2.4 Employees on secondment with an external organisation will retain all of their continuity of service rights with the employing organisation
- 2.5 Staff who undertake a secondment will be entitled to return to their substantive post on completion of the secondment. Should the substantive post be subject to organisational change this will be dealt with in line with the normal Organisation procedure and the Organisational Change Policy.
- 2.6 The duration of a secondment will vary depending on the circumstances. However the minimum is 3 months and a maximum 12 months with exceptions to be arranged with the relevant line manager and support from Human Resources.
- 2.7 Guidance and support will be provided to line managers in the implementation and application of this policy

3. EQUALITY STATEMENT

- 3.1 In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

4. MONITORING & REVIEW

- 4.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

- 4.2 The implementation of this policy will be audited on an annual basis by the Senior Management Team of the organisation.

PART 2

1. PROCEDURE

Requesting and organisation of Internal Secondments within Organisation

- 1.1 Where a department within the Organisation identifies that a secondment opportunity exists, consideration should be given to the length of the secondment, any training required and the skills set or specialist knowledge required of staff undertaking the secondment.
- 1.2 Depending on the nature of secondment, the vacancy will either be advertised in line with the organisation's Recruitment policy, or, a request will be made directly to the relevant department if the secondment requires specialist skills or knowledge.
- 1.3 There is no explicit obligation on the manager to release an individual but proper consideration should be given to such a request. Any refusal to allow an individual to uptake a secondment opportunity should be carefully considered and the potential long term benefits to the Organisation should not be overlooked. An explanation should be given to the employee if a request is turned down.
- 1.4 Once agreed, the line manager will liaise with the departments to facilitate an agreement and agree what parameters will be applied to it. The line manager will then liaise with the HR representative to discuss the details of the secondment agreement.
- 1.5 If the secondee is from an external organisation, the individual's line manager will liaise with the organisation to facilitate an agreement and agree the parameters involved, detailing very clearly the agreed funding arrangements. The individual's line manager will then liaise with the HR representative to develop the secondment agreement and check for pre-employment checks.

Arrangements for the secondment of Staff to external organisations

- 1.6 Where an individual manager is approached by an external organisation regarding a secondment opportunity for an employee, advice should be sought from the HR representative. If the secondment is feasible, the line manager will facilitate the agreement between all parties involved, and then liaise with the HR Representative to develop the secondment agreement.
- 1.7 Where an employee wishes to pursue a secondment opportunity with an external organisation they should approach their manager or put in writing, indicating that they wish to apply for an external secondment.
- 1.8 Agreement must be reached on how the individual's salary will be paid and which body will be responsible for meeting any additional expenses such as travel and subsistence allowances.
- 1.9 During the period of the secondment the individual's Terms and Conditions will remain the same and continue to be subject to the employing organisations policies and procedures. Exceptions to this will be agreed in advance between the host organisation and the secondee/Organisation.

- 1.10 Secondees are responsible for reporting any reasons for absence directly to both the seconding line manager in the external organisation and the line manager in the host organisation in accordance with their own absence management policies.
- 1.11 Whilst on any secondment employees will continue to accrue annual leave entitlements and be permitted to take annual leave to their entitlement limit with the agreement of the host organisation. Where an employee takes a period of Maternity Leave during the course of the secondment accrual of her annual leave entitlements will continue to apply (In accordance with the provisions of the Maternity, Adoption and Shared Parental Leave Policy).

Funding Arrangements

- 1.12 Prior to the secondment taking place the appropriate manager(s) must liaise with HR and Finance to agree who will be funding the secondment and how the payment arrangements are to be facilitated. Depending on the individual agreements it may be appropriate to submit a change form or arrange for a debtors invoice to be raised.
- 1.13 Where the grade of the secondment post is higher than the grade of the employee's substantive post, the full salary cost will be paid by the Organisation and recovered from the host organisation. On return to the Organisation the employee will revert to their substantive grade and salary.

Working Arrangements

- 1.14 For the duration of the secondment or work placement the individual will be required to comply with the working/cover arrangements of the department or host employer. Any agreement to exceed/reduce their contractual working hours will be subject to agreement at the initiation of the secondment and the conditions of Working Time Regulations.

Communication

- 1.15 When on secondment it will be agreed by all parties, that three way communication between the seconded, host organisation and the employer is maintained
- 1.16 Any seconded from Organisation should be kept informed of and consulted about any organisational change that takes place during their period of secondment through the formal process involving the relevant Line Manager.

Manager's responsibilities

- 1.17 For managers who are accountable for managing the seconded it will be their responsibility to outline at the start what their objectives are for the duration of the secondment. Managers must also conduct performance reviews/appraisals in line with local policies
- 1.18 The substantive line manager will provide all the appropriate information (payroll change forms) to the HR representative who will then produce the secondment agreement.

Termination or Extension of Secondment

- 1.19 A request for an extension of an existing secondment should be considered in accordance with the needs of the service, and be mutually agreed by all parties and confirmed in writing. If an extension is refused, an explanation should be given to the employee.

- 1.20 The secondment may be terminated by either party in writing with the previously agreed notice period laid out in the secondment agreement.

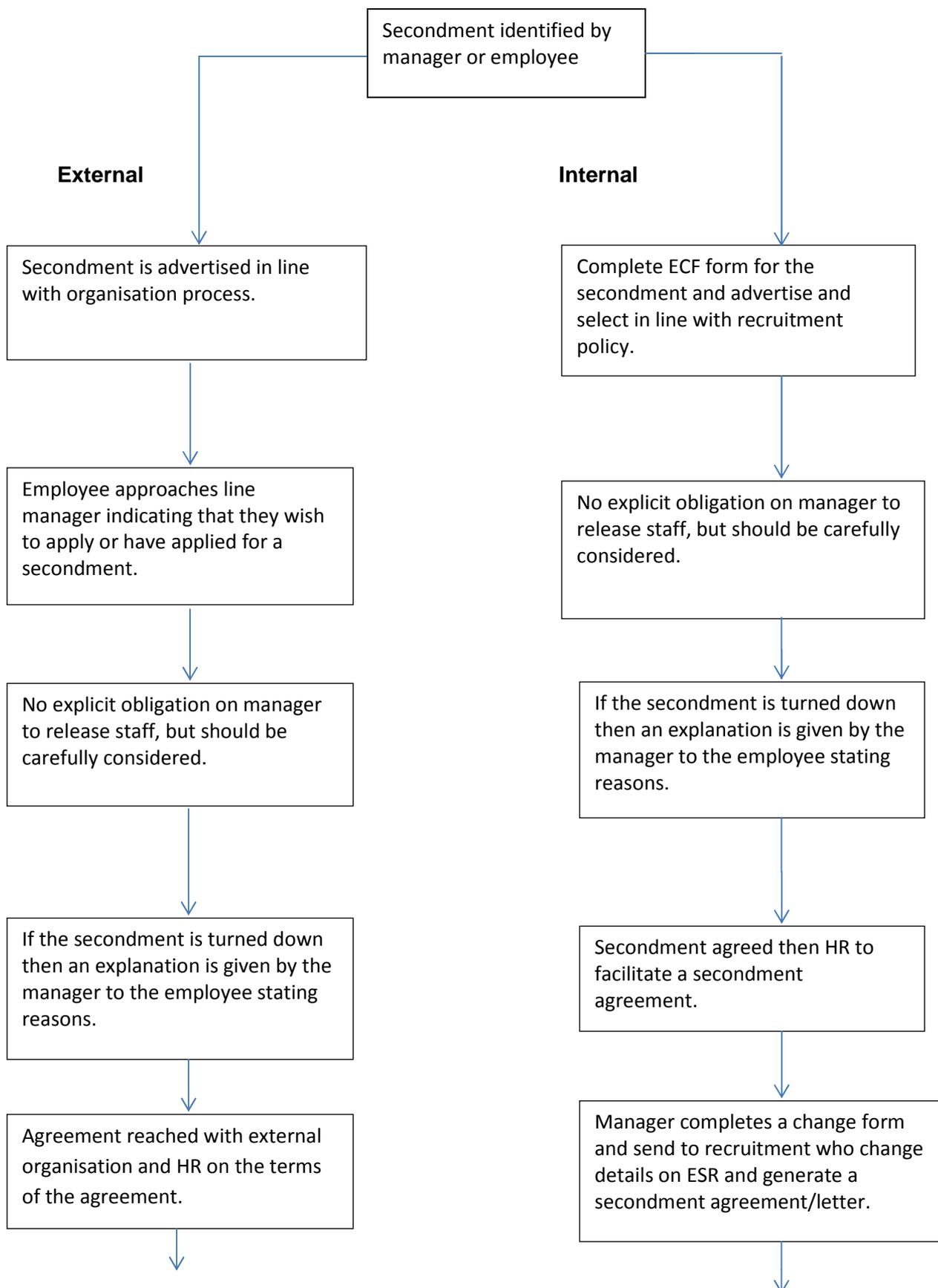
Secondment resulting in Permanent Appointment

- 1.21 Where a secondment post becomes a permanent post the individual in that secondment may only be offered the post if a full recruitment process was carried out for the secondment, and it was clear that there was a possibility of it becoming permanent.
- 1.22 If a full recruitment process was not followed then a recruitment and selection process will need to be carried out.

2. APPEAL

An employee may use the Grievance Procedure if they feel that they have been treated unfairly in relation to application of this policy.

The Secondment Process for CCG employees



Prior to the secondment taking place the manager to liaise with HR and Finance to agree funding and payment arrangements.



Manager completes a change form and send to recruitment who change details on ESR and generate a secondment agreement/letter.



Manager who is accountable for secondment to outline with secondee the objectives for the period of secondment



If an employee feels that they have been unfairly treated in relation to the policy then they can use the grievance procedure to appeal any decision.

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Equality Impact Assessment

Title of policy	Secondment Policy (HR05)	
Names and roles of people completing the assessment	Alison Ewart, HR Business Partner Nadeem Murtuja, Senior Associate Equality and Diversity.	
Date assessment started/completed	Started 03.01.2014	To be reviewed July 2018

1. Outline

Give a brief summary of the policy	This Policy facilitates the secondment of the Organisations staff both internally within the Organisation and externally within the wider NHS and exceptionally with other non NHS Bodies. It is also designed to encourage staff from external organisations to take up a secondment where available within the Organisation, for the mutual benefit of both organisations.
What outcomes do you want to achieve	This Policy enables an employee to apply for a secondment for individual development, as a result of an appraisal or specifically requested for project work where specific skills or specialist knowledge are required.

2. Analysis of impact

This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations			
	Are there any likely impacts? Are any groups going to be affected differently? Please describe.	Are these negative or positive?	What action will be taken to address any negative impacts or enhance positive ones?
Age	No		

Carers	No		
Disability	No		
Sex	No		
Race	No		
Religion or belief	No		
Sexual orientation	No		
Gender reassignment	No		
Pregnancy and maternity	No		
Marriage and civil partnership	No		
Other relevant group	No		

<p>If any negative/positive impacts were identified are they valid, legal and/or justifiable? Please detail.</p>	<p>No anticipated positive or negative impact on any equality group. The policy is applicable to all employees and adheres to the NHS Litigation Authority Standards, statutory requirements and best practice. The policy makes all reasonable provision to ensure there is an open and transparent process in place that facilitates equality of access to all employees. There are no statements, conditions or requirements that disadvantage any particular group of people with one or more protected characteristic.</p> <p>The policy clearly indicates should an employee feel that they have been treated unfairly in relation to application of this policy they may use the Grievance Procedure.</p>		

3. Monitoring, Review and Publication	
<p>How will you review/monitor the impact and effectiveness of your actions</p>	<p>ESR will record those employees on secondment. It is the appropriate manager's responsibility to monitor the effectiveness of the secondment and liaise with HR on any areas of concern/extension of secondment.</p>

	Secondments will follow internal or external processes for consistency; applications can be reviewed as necessary to check for any trends regarding any of the protected groups.		
Lead Officer	Alison Ewart	Review date:	July 2018

4. Equality and Diversity Sign off			
Equality Lead Officer	Nadeem Murtuja		
		Date approved:	March 2014

5. Sign off			
Lead Officer	Fiona Stephens		
Director	Associate Director of Corporate Affairs	Date approved:	July 2015