

Policy for Secondments W15

**Part of Policy Cluster for Performance and Development Policies
Also refer to Secondments Procedure**

Human Resources Policy Cluster Ref. B

Within the Cluster additionally refer to:

- Development and Training
- Annual Appraisal and Pay Progression
- Acting Up
- Sponsorship of Healthcare Workers for Professional Registration Training
- Employee Performance Management Policy

Within relevant Clusters additionally refer to:

- Equality and Diversity
- HS11 Management of Health and Safety: Risk Assessment Forms
- Recruitment and Selection
- CRB

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Policy Version History

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Policy for Secondments – previously HR03

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Appendix 1 – Procedure Document

Policy on a page – Policy for Secondments W15

The Policy for Secondments and Procedure document provides information for employees and managers on:

- **Internal secondments** – detailing the purpose of a secondment, the paperwork needed to advertise a secondment opportunity and how to recruit
- **External secondments** – explaining how employees can apply for an external secondment and guidance for managers when responding to such requests
- **Terms of secondment** – including information on financial and management arrangements during and after the secondment period

The Procedure also includes supporting documentation consisting of:

- **Template letters** for managers to agree or decline a secondment request,
- **External secondment agreement**
- **Flow charts** detailing the process to be used for appointment to substantive post following a fixed term contract or secondment and host managers process for recruiting a secondee.

Furthermore, the policy outlines roles and responsibilities for secondees (employees), seconding managers (line managers), host organisation, Human Resources and the Recruitment Team.

1 Policy Statement

- 1.1 The aim of this policy is to provide staff with development opportunities. The Trust believes that secondment enables employees to gain experience and exposure to a range of situations, which may not be available to them in their substantive post. Furthermore, it also provides the Trust with a means of resourcing short-term assignments or projects by seconding staff from other departments and other organisations.
- 1.2 This policy forms part of the Policy Cluster for Performance and Development.
- 1.3 Reference should be made where appropriate to policies relating to Recruitment and Selection.
- 1.4 This policy is supported by Trust Procedure that is available from the Trust Intranet, including flowchart providing an overview of the processes, additional guidance, Frequently Asked Questions (FAQ's) and Standard Documents/Forms and Letters.
- 1.5 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality and Diversity Policy (HR01). Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life.

2 Scope

- 2.1 This policy applies to staff who are considering applying for a secondment, are temporarily seconded either within the Trust or to an external organisation for research or personal/professional development. It **does not** apply to staff on training courses. A separate policy exists for secondment for professional registration or second registration training.

3 Definitions

- 3.1 **Secondment** – a defined period of time where an employee of the Trust undertakes a role that is not their substantive role, for which remuneration may or may not be attached. It also refers to the acceptance of a member of staff from another organisation coming into the Trust on a loan or temporary basis.

Seconding manager – current line manager, prior to the secondment

Host manager – line manager during the period of secondment

Hiring Manager – manager wishing to appoint an employee into a secondment opportunity

Expression of interest – a document prepared by the prospective secondee detailing their skills, experience and knowledge in respect of the role.

4 Duties and Responsibilities

- 4.1 **Secondees (employee)**
 - Ensuring they discuss with their manager and have their support prior to applying for any secondment.
 - Attending any meeting(s) arranged in accordance with this procedure.

- Adhering to Trust policies and procedures throughout the duration of any secondment, for example reporting sickness absence.
- Adhering to any local policies and procedures as requested by the host organisation.

4.2 Seconding Managers (Line Manager)

- Implementing this policy fairly, giving due consideration to any request for a secondment.
 - Ensuring that the requirements of the secondment are fully agreed. In the case of an external secondment, this will include confirming who will pay for additional costs e.g. mileage, enhancements etc.
 - Ensuring that the secondee is made aware of any developments or changes that may impact on them in their substantive role e.g. organisational change, reconfiguration of services etc.
 - Making available all relevant information and ensuring that all employees are aware of their responsibilities and of opportunities available to them.
 - Liaising with other relevant departments as required i.e. Recruitment, HR, Corporate Education, Pay Services, Pensions, and Occupational Health.
- Maintaining accurate records in accordance with this policy.

4.3 Host Organisation

- Drawing up and agreeing the external secondment agreement, including any relevant details regarding remuneration, mileage etc due to be paid during the period of the secondment.
- Liaising with the seconding manager in respect of the secondment duration and any possible extensions.
- Alerting the seconding manager to any concerns regarding the secondee such as sickness absence, conduct etc.

4.4 Human Resources and Recruitment teams

- Providing support and guidance to staff and managers on the implementation and application of this policy.
- Monitoring the application of this policy cluster and update it as required.

5 Internal Secondment Opportunities

5.1 Internal secondment opportunities will be advertised via the Trust's NHS Jobs website or locally where applicable. Further information concerning this can be found in the Procedure Document to support this policy.

5.2 Appointments may be made in accordance with the Trust's Recruitment and Selection Policy.

6 External Secondments

6.1 In most cases, secondments will be to other NHS bodies or to partner organisations, although consideration will be given to supporting secondments in other sectors if the service can accommodate it and is beneficial to the organisation and individual's development. Further information concerning this can be found in the Procedure Document to support this policy.

7 Terms of secondment

- 7.1 The secondment agreement will be set out in accordance with the relevant document (internal or external). Further information concerning this can be found in the Procedure Document to support this policy.
- 7.2 It is recognised that, in some cases, the secondment may be offered on temporarily improved terms and conditions of employment. Where improved terms are offered, these will apply to the period of secondment only and the secondee will revert to their substantive terms and conditions at the end of the secondment.
- 7.3 In the case of a secondment to an external organisation the Trust will not normally pay travelling expenses. In exceptional circumstances the Trust may agree to pay travelling expenses. These will be at public transport rate for Medical and Dental Staff or at the reserve rate for Agenda for Change staff or for lease car holders lease car rate as appropriate. This does not prevent a separate agreement being reached between the host organisation and the secondee.
- 7.4 During the period of secondment the individual remains an employee of the Trust and retains their normal terms and conditions of service other than for temporary variations in terms as may be agreed for the specific purpose and duration of the secondment.
- 7.5 The secondment will normally last for no more than one year and the individual will usually return to their previous position at the end of the secondment. The secondment can be terminated early if circumstances dictate.
- 7.6 In the event that a longer period is planned or where the individual will not be able to return to their previous position at the end of the secondment, the terms relating to the return to work should be agreed with the individual prior to the secondment being agreed. Further information concerning this can be found in the Procedure Document to support this policy.
- 7.7 Any extension to the period of secondment must be agreed by all parties before it is confirmed with the secondee.
- 7.8 Where the secondee's substantive role is to be affected by organisational change during the secondment or immediately afterwards, the secondee will be fully informed of the process and treated as if they were at work in their substantive post.

8 Intellectual Property

- 8.1 Trust staff seconded to another organisation or employees of another organisation hosted by the Trust under contract are subject to the arrangements for the ownership of Intellectual Property agreed between the Trust and that organisation. For further information, please refer to the Trust's Intellectual Property Policy.

9 Training

- 9.1 Training required to fulfil this policy will be provided in accordance with the Trust's Training Needs Analysis. Management and monitoring of training will be in accordance with the Trust's Development and Training Support Policy (HR59).
- 9.2 This information can be accessed via the Learning Zone pages on the Trust intranet.

10 Review Process

10.1 The Trust will review this policy every 5 years, unless there are significant changes at either national policy level, or locally.

11 Equality Impact Assessment (EQIA)

11.1 This policy applies to all employees equally.

12 Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Access and uptake to be monitored	At policy review access and uptake of policy entitlement to be reviewed	HR Team	On policy review	TNCC
Organisations expectations in relation to staff training	Management and monitoring of training will be in accordance with the Trust's Development & Training Support (HR59) and Risk Management Training Policy			

13 References

Legislation

- Equality Act 2010
- Employment Rights Act 1996

Other references

The NHS Employers Website provides further information on managing NHS employees www.nhsemployers.org

- NHS Terms and Conditions Service Handbook (AfC)