

SECONDMENT PROCEDURE

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions

Notes:

- This policy is advisory only for all school based employees

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

Last Review	November 2017
Next Scheduled Review	November 2020
Last Updated	January 2018

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INTRODUCTION

Secondment is the temporary transfer or temporary 'loan' of an employee to other duties and responsibilities or projects. The duties or projects covered by a secondment will have an identifiable end date. This procedure should be followed when secondment is used.

PROCEDURE FOR SECONDMENTS WHERE THE COUNCIL IS THE HOST EMPLOYER

RECEIVING AREA/ORGANISATION'S RESPONSIBILITIES

The Director Area with the secondment opportunity will establish clear guidelines for the secondment including:

- identifying why a secondment is suitable rather than a fixed term or temporary appointment
- the grade (through JE where appropriate)
- the length of time of the secondment (no more than 12 months in line with policy)
- written statement of the duties and responsibilities
- reporting lines and relationships with others in the team
- induction in line with the relevant occupational standard
- training and development required of the individual whilst in post
- the assigning of a mentor, if appropriate
- regular reviews, one to ones, at least every six weeks

If an employee is seconded to a post at the same grade, no change will be made to their existing pay. If they are seconded to a higher grade post, then the salary will commence at the bottom of the pay scale for the grade of the role.

If they apply and choose to be seconded to a role at a lower grade, pay protection will not apply where an employee has voluntarily sought appointment to a post offering a lower rate of pay.

APPROVAL AND SELECTION PROCEDURE

All employees are eligible to be considered for secondment opportunities, however, the Council reserves the right to decide each case on its own merits with consideration of service needs, for example:

- additional costs such as training
- ability to recruit backfill
- planned organisational changes / impact on operational service delivery

An employee applying for the post needs to have obtained the agreement of their line manager **before** application using the [Secondment Request and Approval Form](#) at Appendix 1. This form should also be used for externally hosted secondments.

There will be a presumption in favour of allowing secondments unless there are compelling operational constraints which override this.

The line manager /Head of Service should respond to the request in writing within five working days through the form in Appendix 1 using the checklist at Appendix 2 to

consider the request. Any issues will be escalated to the relevant senior manager and may be reviewed by Resourcing Board where necessary. Employees who are dissatisfied with the decision may raise their concerns through the Council's [Grievance Procedure](#).

Council selection procedures must be used to recruit to an internal secondment. The process adopted will be determined by the nature and level of the secondment. In some cases the secondment opportunities should be advertised throughout the Council and possibly to relevant partners, through the e-recruitment system (see [Recruitment and Selection Toolkit](#)). This process would be followed where there are a number of employees who may be able to fill the role, so full recruitment and selection procedures must be followed.

In some cases, such as an opportunity requiring specialist knowledge/experience, it may be possible to fill a secondment through an expression of interest process. Where the expression of interest process is chosen, advice should be sought from your HR Adviser and the business case recorded by the Manager.

For external secondments, the recruitment and selection procedure will be determined by the external host organisation.

SECONDMENT AGREEMENTS AND CONFIRMATION

A secondment agreement for incoming or externally hosted secondments or a letter for internal secondments will set out the terms of the secondment.

A template secondment agreement can be found in [Appendix 4](#) and advice can be obtained from your HR Adviser. The secondment agreement must be agreed and signed by all parties, the originating manager/organisation, the employee and the receiving manager/host organisation.

The receiving manager is responsible for providing a letter or a secondment agreement (using the appropriate Secondment Agreement). This must be signed by the secondee and relevant managers before the secondment commences. Once this has been done, it should be sent to the secondee with an accompanying letter using Template 1 or 2 as appropriate. Your HR Adviser can advise on all stages of this process.

The receiving manager is also responsible for ensuring that payroll is updated about the change of contract and for liaising with Finance and identified individuals in external organisations to ensure that appropriate cross charging arrangements are in place.

PERFORMANCE AND DEVELOPMENT APPRAISAL

All employees who are due to start a secondment should have the progress against their objectives reviewed from their substantive post before they move. These objectives may be amended or reallocated as appropriate for the duration of the secondment.

Once the secondment commences the new manager will set new objectives through an initial performance and development appraisal.

Employees who start their secondment after 1st October of any year (up to 31st March) will need an initial performance and development appraisal to set objectives for their first 6 months in the secondment. These objectives must be reviewed and rated after 6 months to enable an increment decision to be made. This will be payable at the 6 month point where applicable.

Employees who start their secondment between 1st April and 1st October of any year will need to have objectives set at the beginning of the secondment to be reviewed at the end of the secondment or at the end of the appraisal year, whichever comes sooner. Successful and above performance and development appraisal ratings at the end of the appraisal year will result in a pay progression increment payment on 1st April where applicable.

If the employee returns to their substantive post before the end of the appraisal year the outcome of their secondment performance and development appraisal will be taken into account so that the end of year rating is a reflection of performance across the whole year.

When employees return to their substantive posts the number of increments achieved during the secondment period will be applied to the substantive post grade unless the top scale point has already been reached.

MAINTAINING CONTACT

There is a dual responsibility on the employee and originating manager to maintain regular contact. This will ensure the employee is kept informed about on-going developments, changes and general information about the Director Area, service area and/or team.

TEMPORARY OR FIXED TERM CONTRACTS THAT ARE DUE TO EXPIRE BEFORE THE END OF THE SECONDMENT

Where a secondee's substantive post is temporary or fixed-term and is due to expire before the end of the secondment, please refer to the [Fixed Term and Temporary Contracts Policy](#)

RETURNING TO THE SUBSTANTIVE POST

Secondees will have the right to return to their substantive post unless a redundancy situation arose during the period of secondment or there is some other reason why it is not reasonably practicable to return to the original job. In such cases secondees will be fully consulted.

It is recognised that in certain circumstances there may be organisational needs to fill the substantive post on a permanent basis. In these circumstances secondees must be consulted first and given the opportunity to return to their substantive post.

At the end of the secondment, if the employee is successful in gaining a consecutive secondment, or an extension to the secondment which takes the arrangement over 2 years, then they will no longer retain the right to return to their substantive post, but will retain their permanent employment status and in line with the Council's redeployment policy will be considered as an 'at risk' candidate for any applications made for posts at their previous substantive level or below, when their secondment ceases.

There should be "return to substantive post procedures" when the secondee returns to their substantive post, including:

- Debriefing managers on the skills development from the secondment
- Ensuring the secondee has the opportunity to be updated on service developments since their secondment. If regular contact is maintained throughout the secondment as suggested above, this should take minimal effort and time.

Secondment opportunities should generally be allowed to run their course, in line with the terms of the secondment agreement. However, the originating manager reserves the right to recall the secondee prematurely if required in exceptional circumstances.

There may also be occasion where the secondee is not meeting the requirement of the secondment and an early return to the substantive post would be beneficial to all.

Termination of the secondment, prior to expiry at its agreed end date, will normally be subject to an agreed period of notice.

SECONDMENT BECOMES A PERMANENT POST

Secondments are temporary in nature and therefore a secondment becoming a permanent post will be by exception only.

Secondees need to be clear that they will be considered equally with any other applicants for permanent posts that may arise from the secondment and that the secondment in itself gives no right to more favourable consideration.

If a secondment position is to become a permanent post, the post will be advertised in line with normal procedures.

ADDITIONAL RELEVANT POLICIES

[Secondment Policy](#)
[Fixed Term and Temporary Contracts Policy](#)
[Green Book Employees Pay and Conditions Policy](#)
[Performance and Development Appraisal Policy](#)
[Recruitment and Selection Toolkit](#)

TEMPLATE DOCUMENTS

[Appendix 1 Secondment Request and Approval Form](#)
[Appendix 2 Manager Checklist for Considering Secondment Extension](#)
[Appendix 3 Flowchart of Secondment Procedure](#)
[Appendix 4 Secondment Agreement Template](#)
[Template Letter 1 External, Outgoing Secondment](#)
[Template Letter 2 Incoming Secondment](#)
[Template Letter 3 Internal Secondment](#)

ADVICE AND SUPPORT

Please contact your HR Adviser.