

SECONDMENT POLICY

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.

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POLICY

INTRODUCTION

Secondment is the temporary transfer or temporary 'loan' of an employee to other duties and responsibilities or projects whether the project or the employee is external or internal to the Council. The duties or projects covered by a secondment will have an identifiable end date.

Secondment is advantageous by:

- enabling movement of employees to areas requiring short-term / temporary resource
- directing expertise where it is most needed
- supporting "joined up" working and service improvement through cross Council/organisation experience of seconded employees
- supporting employee development and flexibility of employment
- strengthening a culture of flexibility
- attracting employees who are flexible and keen to develop
- developing and sharing skills and knowledge within and across organisations

PRINCIPLES

Employees wishing to apply for a secondment must get approval from their manager before application which will need to be considered in light of operational service needs and the ability to recruit specific skills to backfill.

The terms of the secondment must be agreed by the employee, substantive and receiving managers (the three parties) and confirmed in writing.

Prior to arranging an internal secondment consideration must be given as to whether a fixed term or temporary post would better support the organisation.

The maximum period of a secondment is normally 12 months.

Services need to track secondments to ensure they do not continue indefinitely.

If managers choose to backfill the secondees, this must be done on a temporary basis to ensure there is no increase in establishment.

Where the remuneration of the secondment opportunity is at a higher or lower level than that of the employee's substantive post, the remuneration applicable to the secondment post will apply.

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.

TYPES OF SECONDMENT

This policy applies to:

Internal Secondments

- Sideways Moves - this relates to a secondment from an established post to a post on the same grade in the same or a different Director Area.
- Promotions - this relates to a secondment on to a higher grade and/or offering an opportunity to develop at a higher level.

External / Outgoing Secondments

- To partner organisations, where the Council will remain the employer and therefore the secondee will continue to be subject to the Council's policies and procedures.

Incoming Secondments

- from partner organisations where the Council is the Host, not the employer.

NB. For both external and incoming secondments specific consideration must be given in relation to cross charging i.e. the reimbursement of salary/contractual and statutory sick, maternity or paternity pay/expenses.

Secondments may be full time or part time and could take place on a shared week basis.

A template secondment agreement is available in [Appendix 4](#) and advice on the process can be obtained from Human Resources.

DURATION OF SECONDMENTS

The maximum period of a secondment is normally 12 months.

The period of secondment must be agreed and clearly defined in the secondment agreement signed by all parties.

Managers may consider extending the period of internal secondment (provided that there are operational reasons for doing so) to ensure that the organisation continues to best use the skills and experience available to it, which also maintains the development of the secondee.

For secondments internal to the Council any extension of the secondment should be agreed between the employee, the original Director Area or external employer and the receiving Director Area with an updated letter or an updated secondment agreement completed. Consideration must be given as to whether the post should become a permanent position and the appropriate selection process should take place. Any issues should be escalated to the appropriate level of management and may be considered by the Resourcing Board.

Any extensions on external secondments should be agreed between the employee, their Manager and the host employer with an update secondment agreement completed.

SECONDMENT FUNDING

The receiving Director Area/organisation will meet the costs of secondment. Where the project has corporate benefits, the Corporate Management Board should share the cost.

RESPONSIBILITIES

DIRECTOR AND ASSISTANT DIRECTOR LEVEL

Ensuring effective implementation and awareness of the policy and procedure

MANAGERS

Ensuring that the terms of the secondment are agreed by the employee, substantive and receiving managers (the three parties) and confirmed in writing.

Both substantive and receiving managers to ensure that performance & development appraisal processes are followed.

SERVICE MANAGER – PEOPLE

Reviewing the policy and procedure as necessary

EMPLOYEES

Ensuring that the agreed terms of the secondment are maintained

HR ADVISERS

Responsible for advising and supporting managers in the application of this policy.

ADDITIONAL RELEVANT INFORMATION

[Secondment Procedure](#)

[Fixed Term and Temporary Contracts Policy](#)

[Green Book Employees Pay and Conditions Policy](#)

[Performance and Development Appraisal Policy](#)

[Recruitment and Selection Toolkit](#)

ADVICE AND SUPPORT

Please contact your HR Adviser.