



**Latest Version – 24th November
Secondment Policy**

Printed copies must not be considered the definitive version

DOCUMENT CONTROL		POLICY NO.	
Policy Group	Corporate		
Author	Margot Martin	Version no.	4.0
Reviewer	Margot Martin John McGoldrick Janette Park Val Douglas Jackie Henry Marian Mcdonald Wendy Parker	Implementation date	November 2014
Scope (Availability)	All staff		
Status	Final and approved	Next review date	November 2017
Approved by	APF	Last review date:	

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1. PURPOSE AND SCOPE

In adopting this Policy, NHS Dumfries & Galloway recognises the value of secondments in creating a more flexible organisation responsive to the modernisation agenda by increasing staff knowledge, abilities and skills through broadening their experience and sharing resources across all organisations providing health and social care in Dumfries & Galloway

This Policy has been developed on behalf of our Partnership Forum and employees within NHS Dumfries & Galloway from existing good practice, the Secondment Pin Policy document and to conform to Employment Law.

This Policy is designed to:

- Provide opportunity to make full use skills and experience of staff across organisational boundaries
- Provide equitable access to learning and development opportunities within NHS Dumfries & Galloway
- Promote the development of learning and development plans linked to service plans and personal development plans
- Ensure effective communication and accountability arrangements are in place for all seconded staff

The scope of this policy is Board wide.

2. POLICY AIMS

2.1 This policy aims to:

- ensure that all policies, procedures, guidelines and guidance documents are in line with NHS Dumfries and Galloway purpose and objectives.
- detail the processes for the development, implementation and review of policies, procedures and guidelines in NHS Dumfries and Galloway.
- detail the management responsibilities, and supporting organisational and monitoring arrangements for ensuring that policies, procedures and guidelines are complied with.
- define what is meant by 'strategy', 'policy', 'procedure', 'guideline' and 'guidance document'

2.2 NHS Dumfries & Galloway defines Secondment as 'the temporary loan of an employee to another organisation, or to a different part of the same organisation for a specific purpose for a specific time to mutual benefit of all parties'.

2.3 This Policy applies to all secondments of 3 – 24 month duration period. Secondments will not last longer than 24 months, depending on circumstances, but may be extended, by mutual agreement. The period of secondment will be agreed and clearly defined in a Secondment Agreement, signed by all parties concerned, e.g. seconding manager/organisation, the secondee and the host manager/organisation.

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- 2.4** It should be noted that from June 2010, the organisation was required to implement a process for the management of vacancies, including secondments. The organisation's Hiring/Authorising Vacancies/Redeployment Control Group will continue to review, on a weekly basis, all vacancy staff control forms, including secondments, and approval must be received prior to advertising a secondment.
- 2.5** The Policy specifically includes:
- Internal secondment opportunities within NHS Dumfries & Galloway
 - Internal secondment with NHS Scotland, e.g. other NHS Boards or Scottish Executive
 - External secondment, e.g. Local Authority, Trade Unions, Professional Organisations and Voluntary Sector.

3. RESPONSIBILITIES AND ORGANISATIONAL ARRANGEMENTS

- 3.1** It is the responsibility of the Workforce Directorate to ensure the contents of the Secondment process is maintained.

NHS Dumfries & Galloway recognises the following:
Secondment opportunities should be made available for all staff and these will not be unreasonably refused;

Secondment opportunities may arise through a variety of circumstances. The most obvious of these should be identification of a job requiring to be done and should be advertised by the normal recruitment methods, with all vacancies being reviewed by the aforementioned Hiring/Authorising Vacancies/Redeployment Control Group;

Individuals may also identify through appraisal and review their development needs. In these circumstances individual secondment arrangements will apply;

Arrangements for accessing secondment should take account of the following points;

- Clear reasons identified for secondment
- Clear arrangements for start and finish dates
- Training requirements and training needs during and following a period of secondment
- Replacement costs
- Statutory obligations
- Appraisal arrangements
- What the benefits are
- Monitoring arrangements for this should be clearly documented by relevant manager within the secondment contract
- To consider all secondment requests and only refuse a request if there are clear, demonstrable business reasons why it is not practicable.

Reasons for refusal should be communicated to the employee in writing and a record of refusal and its reasons sent to the coordinator

3.2 Terms and Conditions of Employment

Seconded staff are entitled to maintain their terms and conditions of employment. Where the terms and conditions for the secondment opportunity would be greater or lower than those in the substantive post, the appropriate terms and conditions of the secondment post would apply for the temporary period of secondment.

For certain staff, the statutory requirements for maintenance of professional registration, must be explicit within the secondment arrangements. Secondments out with the NHS may require a return to NHS duties for short periods during the term of secondment to assure registration.

Arrangements for appraisal and Personal Development Plans will be clearly documented in the secondment contract, particularly for those staff on Executive, Senior Manager terms and conditions. In such circumstances the host employer will complete the documentation following NHS Dumfries & Galloway appraisal system.

Where secondment is to a post of a higher substantive band; credit will be given for time spent in this post in line with Agenda for Change terms and conditions of service.

Agreement must be reached at the start of the secondment regarding arrangements for review. The period for review will be specified in the secondment contract. Secondment opportunities should be allowed to run their course. However, the organisation reserves the right, in exceptional circumstances, to recall staff prematurely if required. Termination, prior to expiry of the secondment, will normally be subject to an agreed one month period of notice. The employee who is in post to backfill the Secondee would therefore be given notice as per the Fixed Term Contract Policy.

Host Manager

To fulfil their agreed obligations under the secondment agreement, including:

- Liaising with the Secondee's Accountable Manager in order to have input to any appraisal outcomes/ performance issues
- Liaising with the Secondee's Accountable Manager on any proposal to change, terminate or extend the secondment.

All of the above must be undertaken timeously bearing in mind the needs of the post holder backfill in the fixed term contract

3.3 Continuity of Employment

Time spent on secondment with another employer within or out with the NHS will not adversely affect continuity of employment.

In circumstances where the employee's substantive role may not be available for their return, then this must be understood and agreed by the Accountable Manager and the Seconded prior to the commencement of the secondment, or at the time of any subsequent proposed extension. In such cases, or where the substantive post is subsequently subject to change during the secondment, relevant organisational change provisions will apply. In all cases the Accountable Manager should seek guidance from HR.

In circumstances where a secondment is refused and the employee seeks to undertake the opportunity on a fixed term basis, to liaise with HR to ensure that the employee is fully aware of the circumstances as outlined in the Fixed Term Policy.

3.4 Before the Secondment

Secondment agreements must be completed and authorised by the necessary parties in advance of the secondment commencing,

In all instances a clear rationale for Secondment will be identified, along with an appropriate Person Specification / KSF Outline, outlining the Knowledge, Skills and Experience required, what training will be given and the benefits to both the organisation and the individual. The Secondment Contract (attached) will clarify and contain start and finish dates, appraisal and monitoring arrangements, costs and statutory obligations.

3.5 During the Secondment

Effective induction is essential. Where appropriate the host organisation should organise a briefing package for the secondees, providing background information on the organisation, functions of the host workplace, duties and responsibilities of the post, office procedures etc.

The implementation of the Secondment Contract will be formally monitored by relevant manager throughout the period of secondment, including any Induction and Personal Development Plan.

Seconded staff are entitled to maintain their Agenda for Change terms and conditions of employment. Where the terms and conditions for the secondment opportunity would be greater than those in the substantive post, the appropriate terms and conditions of the secondment post would apply for the period of the secondment only.

For certain staff, the statutory requirements for maintenance of professional registration must be explicit within the secondment arrangements.

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Secondments out with the NHS may require a return to NHS duties for short periods during the term of secondments to assure registration.

Arrangements for Appraisal and Personal Development Plans should be clearly documented in the Secondment Contract, particularly for those staff on Executive, Senior Manager terms and conditions of service. In such circumstances, the host employer will complete documentation following NHS Dumfries & Galloway appraisal system.

For secondments that commence part way through an appraisal year or where the secondment is for less than 12 months duration, then appraisals will be undertaken jointly by the host organisation/department and the employee's substantive line manager.

Secondment opportunities should be allowed to run their course. However, in exceptional circumstances, the organisation reserves the right to recall staff prematurely if required. Likewise, the secondee has the right to request to return to their substantive post. Termination, prior to expiry of secondment, will normally be subject to an agreed period of one month. Time spent on secondment with another employer within or out with the NHS will not adversely affect continuity of employment.

3.6 Keeping in touch during Secondment

Keeping in touch with staff on secondment throughout the period is essential. Arrangements for this should be clearly documented. The responsibility for this is mutual, where both the secondee and their Line Manager will be responsible for keeping in touch. The Line Manager will act as the contact point and keep the secondee in touch with developments.

Account must be taken of individuals' requirements, including:

- Monitoring arrangements
- Appraisal
- Maintaining professional registrations
- Evaluation of secondment
- Retraining requirements upon return from secondment

All staff undertaking a secondment opportunity must have an effective induction programme.

3.7 After the Secondment

Secondments will be evaluated against the objectives as set out at the start of the secondment and Personal Development Plan by the Host Manager.

Formal plans should be put into place for the secondee by the Line Manager to be re-introduced to their substantive post. The Secondment Policy applies to all secondments of 3 – 24 month duration period. Secondments will not last longer than 24 months, but may, in exceptional circumstances by mutual agreement.

Only in exceptional circumstances should a second period of secondment be considered and HR staff must be contacted if a third period of secondment were to be considered.

Secondments will not automatically lead to permanent positions without application of NHS Dumfries & Galloway Recruitment Policy.

Following completion of the Secondment:

- Secondees might find it valuable to maintain the contacts and networks they have built
- Secondees should report back to colleagues and managers on their return and to offer advice to fellow colleagues considering a secondment
- The organisation will maximise the benefits of applied learning, when the secondee returns from secondment to their substantive post.
- Secondees to participate in an evaluation of learning following completion of the secondment to ensure that newly developed knowledge or skills can be identified and used to the benefit of the service.

3.8 Expenses

Expenses incurred as a result of the secondment will be reimbursed in line with the provisions of NHS Terms and Conditions of Service, normally by the host employer with any variations agreed prior to commencement and clearly detailed in secondment contract.

3.9 Health & Safety

The host employer will be responsible for the Employers Liability Insurance and have a duty of care under the relevant Health and Safety legislation for the secondee.

4. MONITORING

Amendments or variations to the Secondment Policy will only be made will only be made by agreement with the Area Partnership Forum.

5. EQUALITY AND DIVERSITY

- 5.1 NHS Dumfries and Galloway is committed to the elimination of discrimination, harassment and victimisation in relation to the nine protected characteristics (Race, Disability, Sexual Orientation, Religion and Belief, Gender, Gender Reassignment, Age, Pregnancy and Maternity and Marriage and Civil Partnership) as per the requirement in the Equality Act 2010. The Board is committed to ensuring that all employees have equitable access to the provisions of this policy and recognises the different needs of staff who may require additional support due to the impact of the various forms of inequality.
- 5.2 An Impact Assessment has been carried out on this policy.

This Secondment Contract must be completed in accordance with the Secondment Policy. Updated records should be provided by the Host Manager to the Line Manager of the Secondee, e.g. Study Leave, Mandatory Training

Purpose of Secondment

[Details appropriate to secondment to be filled in]

Secondment Job Title

Your Job Title will be _____ .

The duties of your post are as outlined in the job description attached. The job description may require to be changed to meet development needs of the service in agreement with the secondee.

Base

Your base will be _____

Your post may involve travelling out with your main seconded base for the proper performance of your duties and for which you will receive appropriate reimbursement of expenses.

Hours

Your normal working hours will be _____ per week.

Your normal working days will be _____

You may be requested on occasion to work additional hours. Any request will be consistent with the agreement under the Working Time Regulations.

Secondment Period

Start date _____

End date _____

Performance Appraisal

Normal appraisal arrangements will apply during the period of secondment.

Appraisal of performance will be undertaken by (host employer) in consultation with NHS Dumfries & Galloway.

TERMS AND CONDITIONS (Agenda for Change)

The terms and conditions for this secondment will be those as detailed in your substantive contract of employment. Any variations to these conditions are detailed below: (delete as appropriate)

Notice

A minimum of one month's notice, in writing, will be given and is required in the event of early termination of secondment by either party.

Sickness Absence, Annual Leave, Public Holidays and Study Leave

Arrangements for the reporting of sickness absence will be as agreed with (host manager).

You will retain your current entitlement to annual and public holidays subject to local arrangements.

Employee Conduct and Capability

Any concerns regarding your conduct and/or capability will be brought to your attention by (host employer) and, if necessary, will be dealt with in accordance with NHS Dumfries & Galloway policy on the Management of Employee Conduct/Capability

Employee Dissatisfaction Procedure

If you seek redress of any grievance relating to your seconded employment, you should communicate your grievance, in writing, to your (host manager) identified under the secondment arrangements. If the matter is not settled at this level you may pursue it in accordance with agreed procedures

Health and Safety

Both (host manager) and (seconded) have a mutual responsibility for Health & Safety. During the term of secondment, the employer's duty of care will be the responsibility of NHS Dumfries & Galloway.

CONFIDENTIALITY**Obligations Arising from Data Protection Legislation**

Particular regard should be given to your responsibility to abide by the principles of current data protection legislation. Further information is available from the Data Protection Officer, I.T. Department, NHS Dumfries & Galloway.

General Obligations

Similarly no information of a personal or confidential nature concerning (host employer) should be divulged to anyone without the proper authority having first been given. If you are in any doubt whatsoever as to the authority of a person or body asking for information you must seek advice from the (host manager).

Failure to Comply with Obligations

Failure to observe these obligations will be regarded by your employer as serious misconduct that may result in disciplinary action being taken against you, up to and including dismissal. You may also be liable to prosecution for an offence under data protection legislation or an action for civil damages.

Keeping in touch and return to work arrangements

Please refer to main Secondment Policy.

NAME:

ADDRESS:

We hereby agree the secondment of the above named on the conditions set out in the foregoing Contract.

Signature (Host employer)

Name: _____ **Position** _____

Signature (NHS Dumfries & Galloway employer)

Name: _____ **Position** _____

Signature:..... (Employee/Secondee)

Name _____ **Position** _____

Date: _____

DOCUMENT CONTROL SHEET

1. Document Status

Title	Secondment Policy
Author	Margot Martin, John McGoldrick, Janette Park, Val Douglas, Jackie Henry, Marian Mcdonald, Wendy Parker
Approver	Area Partnership Forum
Document reference	
Version number	4.0

2 Document Amendment History

Version	Section(s)	Reason for update
1.0		Policy was last reviewed August 2010 / review due
2.0	2.4	Paragraph added to incorporate Hiring / Authorising Vacancies /Redeployment control Group
2.0	3.1	As above to reinforce requirement of above Group
3.0	1, 3.1, 3.2, 3.3, 3.4, 3.7, 5.0	To incorporate the relevant sections of the newly developed Secondment Pin Policy
4.0	Policy document	Policy was reviewed in accordance with due review date

3. Distribution

Name	Responsibility	Version number
Board Secretary	Place on policy register	4.0
HR Team	Place on intranet and in 'latest news'	4.0
Area Partnership Forum	Dissemination to all staff through line management	4.0

4. Associated documents

NHS QIS Clinical Governance and Risk Management Standards 2005

Secondment Pin Policy document

Current Secondment Policy – approved by Area Partnership Forum October 2012

5. Action Plan for Implementation

Action	Lead Officer	Timeframe
Place on policy register	Board Secretary	December 2014
Place on intranet	Workforce Staff	December 2014
Dissemination to senior staff through line management	Area Partnership Forum	December 2014
Raise awareness and inform staff	All line managers	December 2014
Use policy	All staff	December 2014 onwards

Pregnancy and Maternity Marriage and Civil Partnership	Yes Yes	access to the provisions of this policy and recognises the different needs of staff who may require additional support due to the impact of the various forms of inequality.	
Does the policy contain evidence of the Equality & Diversity Impact Assessment Process?		Yes.	
Is there an implementation plan?		Yes	
When will the policy take effect?		Immediately following APF	
If the policy applies to partner agencies, please explain the reasons for this and how they will be informed of their responsibilities			
Is any training required?		No	
If yes, has any been arranged?		Not applicable	
Are there any cost implications?		No	
If yes, please detail costs and note source of funding		Not applicable	
If the policy has to be reviewed other than bi-annually please state the reasons for this.		n/a	
Who will review the policy? (please give designation)		Workforce Directorate staff	

Name: Margot Martin

Date: 24th November 2014