

<b>Secondment Policy</b>	<b>Policy</b> <b>Register No: 04014</b> <b>Status: Public on ratification</b>
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Developed in response to:	Staff/Management need Best Practice
Contributes to CQC Regulation	

Consulted With	Individual/Body	Date
Nona Stevenson	HR Manager	May 2016
<b>Professionally Approved By</b>	Bernard Scully, Director of Human Resources	May 2016

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Author/Contact for Information	Adetola Adetunji, Senior HR Advisor
Policy to be followed by (target staff)	All MEHT Staff
Distribution Method	Intranet & Website
Related Trust Policies (to be read in conjunction with)	Terms and Conditions of Service Recruitment and Selection Policy Organisational Change Policy Appraisal Policy

#### Document Review History

Review No	Reviewed by	Active from Date
1.0	Nick Groves	December 2003
2.0	Rob Jarvis	January 2007
3.0	Jan Mumford	May 2007
4.0	Rachel McDonald	November 2012
5.0	Adetola Adetunji	7 <sup>th</sup> June 2016

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## **1. Purpose of the Document**

1.1 The purpose of this policy is to set out the procedure and provide guidance on the management and implementation of secondments internal and external to Mid Essex Hospital Services NHS.

1.2 The policy also gives a definition of a secondment.

## **2. Aims**

2.1 By providing a framework for the management of secondments, the aim of this policy is to ensure that the benefits of secondments for both the employee and the organisation are optimised, that secondments are offered fairly, and that they are managed consistently.

## **3. Scope**

3.1 The procedure covers the management of secondments within and outside the Trust. It does not specifically address the management of staff on secondment to the Trust from another employer, although the same good practice principles should apply.

3.2 This policy does not apply to medical staff, seconded students and employees solely employed on the bank.

3.3 All secondments are to be planned and supported throughout the process and managed effectively

## **4. Roles and Responsibilities**

### **4.1 Manager**

4.1.1 The secondee's manager must liaise with HR before recruiting to all secondments and follow the Trust Recruitment and Selection Policy when appointing to the secondment.

4.1.2 The secondee's manager must ensure that the secondee has the necessary local and corporate induction. The appropriate development programme and review periods must be agreed with the secondee and new manager. Managers should refer to the Trusts Appraisal Policy. The secondee may require some development and training to facilitate their transition into the secondment and this should be addressed within the first 2 weeks of the secondment.

4.1.3 The secondee's manager must address any issues in relation to attendance and conduct issues should they arise in line with the Trust Policies.

4.1.4 It is at the discretion of the substantive manager to release the employee for a secondment opportunity. Managers should make careful consideration of the benefits that secondments can offer and subsequent back filling of the position.

4.1.5 Substantive managers should remain in contact with the secondee throughout the secondment. If organisational change occurs substantive managers should communicate the affects of this on the secondee's substantive post.

- 4.1.6 All parties (seconded, the seconded manager and substantive manager) must sign and agree to the secondment arrangements on Appendix 1 and attach a copy of this to the appropriate payroll form once necessary clearances have been received.
- 4.1.7 Terms and conditions of secondments will be agreed with the seconded manager at the appointment stage and guidance must be sought through the Trust's Recruitment Policy. If a member of staff wishes to undertake a secondment with another employer (including another Trust) it will almost always be necessary for the Trust, employer and the potential seconded first to agree terms for the secondment. This will include liability for the seconded's pay and conditions, their acts and omissions, their personal safety, their access to and use of confidential information and the application of relevant procedures including any relating to performance, conduct and sickness.
- 4.1.8 As part of agreeing the secondment, managers should define roles and responsibilities and set out their expectations of the member of staff in terms of reporting arrangements for sickness absence, requesting annual leave, appraisal and other relevant day-to-day management issues.
- 4.1.9 Managers should define the role and responsibilities of the secondment to the member of staff and identify capabilities, expectations and responsibilities within performance management
- 4.1.10 On completing the secondment, the seconded may also require reorientation and updating to help them acclimatise to their substantive role. The member of staff is required to participate in and complete this training and development as a condition of their secondment.
- 4.1.11 Should the secondment need to be extended the seconded manager and substantive manager must agree the new end date of the secondment. The seconded manager must meet with the seconded to inform them of the new end date and a letter should be sent to the seconded following this meeting within 5 working days.

## **4.2 Employee**

- 4.2.1 Staff that are eligible for secondment opportunities must apply under the Trust's Recruitment Policy and obtain agreement from their substantive manager to release them from their substantive post.
- 4.2.2 Staff must consider the secondment opportunity and how this will develop their personal and career development in line with the Trusts Appraisal Policy.
- 4.2.3 All seconded's must familiarise themselves with the relevant organisational procedures and working practices.
- 4.2.4 Seconded's are responsible for raising any issues relating to the secondment directly with their seconded manager.
- 4.2.5 Seconded's should remain in contact with their substantive manager throughout their Secondment.

- 4.2.6 Should the secondment period be extended the secondee must request an extension from their substantive manager.
- 4.2.7 Employees are not automatically entitled to be released on secondment and should refer to the Trust's Grievance policy if they feel they have been treated unfairly.

### **4.3 Human Resources**

- 4.3.1 Human Resources are responsible for providing advice on secondments and the relevant process to managers and staff.

## **5. What is a Secondment?**

- 5.1 A secondment is a move to a post outside of the secondee's substantive department whether this is internal to another post in another department within the Trust or external within another organisation. All secondments should be appointed using the Trust's Recruitment Policy.
- 5.2 The length of a secondment should be no less than 3 months or more than 1 year. Secondments of more than one year may be more appropriately filled through a substantive or fixed-term appointment.

## **6. Who is Eligible for a Secondment?**

- 6.1 Permanent members of staff and fixed term appointments in substantive posts may apply for secondment opportunities where appropriate.
- 6.2 This policy applies to these staff groups.

## **7. Benefits of Secondments**

### **7.1 For Managers**

- 7.1.1 To complete a project or provide continuity in respect of organisational needs or staff absences such as long term sickness, maternity leave, career breaks and so forth.
- 7.1.2 To develop a multi-skilled workforce and enhance closer working relationships with other areas of the Trust.
- 7.1.3 To provide a cost effective way of developing employees skills and knowledge.
- 7.1.4 To improve team morale and motivation

### **7.2 For Employees**

- 7.2.1 To provide the opportunity for employees to enhance their career and personal development.
- 7.2.2 To gain new skills and knowledge through practical experience within different working environments.

7.2.3 To increase motivation and engagement

## **8. Equality and Diversity**

8.1 Mid Essex Hospital Services NHS Trust is committed to a Policy embracing the Equality Act 2010 in all its employment practices and strives to eliminate all unfair discrimination, harassment, bullying and victimisation. Equality of opportunity is a high priority within Mid Essex Hospital Services NHS Trust and the Trust will not unlawfully, unfairly or unreasonably discriminate or treat individuals less favourably on the grounds of gender, marital status, sexual orientation, religion or belief, disability, age, race, nationality or ethnic origin.

## **9. Professional Registration**

9.1 Staff whose substantive role requires them to maintain a professional registration are responsible for ensuring that their registration is maintained during the period of their secondment. If the secondee's professional registration lapses they will risk termination of their substantive role.

9.2 It may be possible to configure the secondment to support the maintenance of professional registration within the role. Alternatively, the member of staff may need to undertake occasional bank shifts to fulfil their professional registration requirements. This should be negotiated as part of each secondment agreement.

## **10. Organisational Change**

10.1 Managers should take particular care to ensure that staff on secondment are not disadvantaged in the consultation surrounding, or the implementation of, any organisational change affecting their substantive role.

10.2 Although managers are not expected to delay the implementation of an organisational change, e.g. restructure, because a member of staff is on secondment, it might be possible to redeploy the secondee in accordance with the relevant Organisational Change Policy but, if practicable, delay their start date until the end of the secondment.

## **11. End of the Secondment**

11.1 The secondee retains the right and is required to return to their original role with the same terms and conditions on completion of secondment, except where there has been an organisational restructure and the previous post no longer exists. In these cases, the Trust redeployment procedure will apply.

11.2 A secondment may be terminated prematurely by either party with a minimum of four weeks' notice in writing.

11.3 Exceptionally (i.e. in the event of unforeseen clinical, organisational or business circumstances which would in the opinion of the appropriate HR Lead render the continuation of the secondment impracticable) the Trust retains the right to curtail a secondment immediately.

- 11.4 In the event of an early termination, it may not be practicable for the secondee to return to their substantive role immediately or until the date they were originally due to do so, e.g. if another member of staff has been seconded or is acting up into their role. In these circumstances, the secondee should be offered, and is required to undertake, a suitable alternative role within the Trust or local health economy for the duration.
- 11.5 If the seconded post is to be advertised as fixed term or permanent and the secondee is the successful applicant there will be no right to return to the original role at a future point.

## **12. Pensions Auto Enrolment**

- 12.1 As at 1<sup>st</sup> July 2013 the Trust has an obligation to assess all workers and their individual position within the organisation. This being the case staff need to be aware that any changes to pay under this policy may affect their Pensions Auto Enrolment Status

## **13. Breaches of Policy**

- 13.1 Where there is a significant breach of this policy, the HR Operations Team must consider whether that breach should be reported under the Trust's Datix reporting procedure.

## **14. Audit and Monitoring**

- 14.1 The policy will be monitored annually by the Human Resources Operations Team with areas of exception being highlighted.
- 14.2 A yearly audit of all breaches of this Policy will be carried out and submitted to JCNC. This will be completed by the Human Resources Operations Team.

## **15. Communication and Implementation**

- 15.1 Staff will be made aware of this policy through reference at Corporate Induction and dissemination via Staff Focus. The document will be stored for access to all on the MEHT Intranet under HR Policies and will be available also on the Trust website.

## **16. Review**

- 16.1 This policy and procedure will be reviewed within 24 months of its agreement and bi-annually thereafter. Any additional amendments will be made in accordance with any changes in legislation.

## **17. Equality Impact Assessment**

- 17.1 The Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals. An Equality Impact Assessment is attached at Appendix 2

## **18. References**

- 18.1 Secondment Factsheet Chartered Institute of Personnel and Development (CIPD).



## Pro Forma Secondment Agreement

<b>Name of secondee:</b>		<b>Employee Number:</b>	
<b>Job Title for secondment post:</b>			
<b>Purpose of secondment:</b>			
<b>Name of manager in substantive post:</b>			
<b>Name of secondee's substantive organisation:</b>		<b>Address of substantive department/employer:</b> <i>(If external to MEHT)</i>	
<b>Name of manager in seconded post:</b>			
<b>Name of secondee's secondment organisation:</b>		<b>Address of substantive department/employer:</b> <i>(If external to MEHT)</i>	
<b>Secondment start date:</b>		<b>Expected end date:</b>	
<b>Hours of work:</b>		<b>Location of work:</b>	
<b>Temporary variations to terms and conditions</b> <i>(including conditions relating to study and training)</i>	<i>(The member of staff's substantive terms and conditions will apply – unless variations have been mutually agreed.)</i>		
<b>Appropriate documentation attached</b> <i>(please tick the box)</i>	<b>SWA</b> <i>(for secondee's external to the Trust)</i> <input type="checkbox"/> <b>SWB</b> <i>(for secondee's internal to the Trust)</i> <input type="checkbox"/>	<b>Trusts recruitment and Selection Policy followed and appropriate clearances received</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>Name of Secondee:</b>	<b>Signature of Secondee:</b>	<b>Date:</b>
<b>Name of Substantive Manager:</b>	<b>Signature of Substantive Manger:</b>	<b>Date:</b>
<b>Name of Secondee Manager:</b>	<b>Signature of Secondee Manager:</b>	<b>Date:</b>

Appendix 2

**Equality Impact Assessment (EIA)**

**Title of document being impact-assessed:** Secondment Policy

**Date of assessment:** May 2016

**Lead person on the assessment:** Adetola Adetunji

<b>Equality or human rights concern. (see guidance notes below)</b>	<b>Does this item have any differential impact on the equality groups listed? Brief description of impact.</b>	<b>How is this impact being addressed?</b>
<b>Gender.</b>	Impact of the policy is gender neutral.	Paragraph 4.1 and 7.2.1 of the Secondment Policy states that the Recruitment and Selection Policy must be used when appointing to secondments. All secondments are advertised on NHS Jobs, wording on advert is proof read before advertising. Data is collected from application form. Personal information on all applicants is withheld from recruiting managers when short listing.
<b>Race and ethnicity.</b>	Impact of the policy is race neutral.	Paragraph 4.1 and 7.2.1 of the Secondment Policy states that the Recruitment and Selection Policy must be used when appointing to secondments. All secondments are advertised on NHS Jobs, wording on advert is proof read before advertising. Data is collected from application form. Personal information on all applicants is withheld from recruiting managers when short listing.
<b>Disability.</b>	Impact of the policy on disability is positive.	Application form asks to let employer know if they have disability. Under the two ticks scheme applications with disability are guaranteed an interview if they meet the essential criteria.
<b>Religion, faith and belief.</b>	Impact of the policy is neutral.	Paragraph 4.1 and 7.2.1 of the Secondment Policy states that the Recruitment and Selection Policy must be used when appointing to secondments. All secondments are advertised on NHS Jobs, wording on advert is proof read before advertising. Data is collected from application form. Personal information on all applicants is withheld from recruiting managers when short listing.

<b>Sexual orientation.</b>	Impact of the policy is neutral.	Paragraph 4.1 and 7.2.1 of the Secondment Policy states that the Recruitment and Selection Policy must be used when appointing to secondments. All secondments are advertised on NHS Jobs, wording on advert is proof read before advertising. Data is collected from application form. Personal information on all applicants is withheld from recruiting managers when short listing.
<b>Age.</b>	Impact of the policy is neutral.	Paragraph 4.1 and 8.7.2.1 of the Secondment Policy states that the Recruitment and Selection Policy must be used when appointing to secondments. All secondments are advertised on NHS Jobs, wording on advert is proof read before advertising. Data is collected from application form. Personal information on all applicants is withheld from recruiting managers when short listing.
<b>Transgender people.</b>	None	
<b>Social class.</b>	None	
<b>Carers.</b>	None	