

# HUMAN RESOURCES POLICY

## SECONDMENT

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<b>Consultation Process:</b>	Partnership Forum
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<b>Policy Adopted From:</b>	BSA HR30 Secondment Policy
<b>Approval Given By:</b>	Executives in Common 16/5/17

### Document History

Version	Date	Significant Changes
1.0	April 2013	n/a
2.0	May 2015	n/a

### Equality Impact Assessment

Date	Issues
22.03.13	None

### Policy Validity Statement

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

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## **1. POLICY STATEMENT**

- 1.1 This policy facilitates the secondment of CCG staff both internally within the organisation and externally within the wider NHS and exceptionally with other non NHS Bodies. It is also designed to encourage staff from external organisations to take up a secondment where available within the Organisation, for the mutual benefit of both organisations.
- 1.2 A secondment may be arranged to assist with individual development needs as a result of an appraisal or KSF review or be specifically requested for project work where specific skills or specialist knowledge are required.
- 1.3 This policy will apply to all employees within the CCG.

## **2. PRINCIPLES**

- 2.1 Secondment requests will be considered in line with business needs and may be refused on that basis.
- 2.2 Staff who enter into secondment agreements will be asked to sign a secondment agreement outlining the terms and parameters of the secondment.
- 2.3 Any individual who agrees to undertake a secondment will be expected to keep any information, which may be made available to them as a direct result of the secondment,(e.g. personnel, salary , business sensitive information) confidential.
- 2.4 Employees on secondment with an external organisation will retain all of their continuity of service rights with the organisation
- 2.5 Staff who undertake a secondment will be entitled to return to their substantive post on completion of the secondment. Should the substantive post be subject to organisational change this will be dealt with in line with the normal CCG procedure.
- 2.6 The duration of a secondment will vary depending on the circumstances. However the minimum is 3 months and a maximum 24 months with exceptions to be arranged with the relevant line manager and support from Human Resources.
- 2.7 Training and support will be provided to all Line Managers in the implementation and application of this policy

## **3. EQUALITY**

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## **4. MONITORING & REVIEW**

- 4.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## **PART 2**

### **1. PROCEDURE**

#### **Requesting and organisation of Internal Secondments within Organisation**

- 1.1 Where a Department within the CCG identifies that a secondment opportunity exists, consideration should be given to the length of the secondment, any training required and the skills set or specialist knowledge required of staff undertaking the secondment.
- 1.2 Depending on the nature of secondment, the vacancy will either be advertised in line with the organisation's Recruitment policy, or, a request will be made directly to the relevant department/organisation if the secondment requires specialist skills or knowledge.
- 1.3 There is no explicit obligation on the manager to release an individual but proper consideration should be given to such a request. Any refusal to allow an individual to uptake a secondment opportunity should be carefully considered and the potential long term benefits to the CCG should not be overlooked. An explanation should be given to the employee if a request is turned down.
- 1.4 Once agreed, Human Resources will liaise with the departments to facilitate an agreement and agree what parameters will be applied to it.
- 1.5 If the secondee is from an external organisation, Human Resources will liaise with the organisation to facilitate an agreement and agree what parameters will be applied to it, detailing very clearly what funding arrangements have been agreed.

#### **Organisation for secondments of CCG Staff to external organisations**

- 1.6 Where an individual manager is approached by an external organisation regarding a secondment opportunity for an employee, contact should be made with Human Resources. The opportunity may be advertised depending on the nature of the request. If the secondment is feasible, Human Resources will facilitate the agreement between all parties involved.
- 1.8 Where an employee wishes to pursue a secondment opportunity with an external organisation they should approach their manager indicating that they have applied or wish to apply for an external secondment.
- 1.9 Agreement must be reached on how the secondee/placement individual's salary will be paid and which body will be responsible for meeting any additional expenses such as travel and subsistence allowances.
- 1.10 During the period of the secondment the individual's Terms and Conditions will remain the same and continue to be subject to CCG policies and procedures. Exceptions to this will be agreed in advance between the host organisation and the secondee/CCG.
- 1.11 Secondees are responsible for reporting any reasons for absence directly to both the external organisation and the host organisation in accordance with their own absence management policies.
- 1.12 Whilst on any secondment employees will continue to accrue annual leave entitlements and be permitted to take annual leave to their entitlement limit with the agreement of the host organisation. Where an employee takes a period of Maternity Leave during the course of the secondment accrual of her annual leave entitlements will continue to apply.

#### **Funding Arrangements**

- 1.13 Prior to the secondment taking place the appropriate manager(s) must liaise with Human Resources and Corporate Finance to agree who will be funding the secondment and how the

payment arrangements are to be facilitated. Depending on the individual agreements it may be appropriate to submit a change form or arrange for a debtors invoice to be raised.

- 1.14 Where the grade of the secondment post is higher than the grade of the employee's substantive post, the full salary cost will be paid by the CCG and recovered from the host organisation. On return to the CCG the employee will revert to their substantive grade and salary.

### **Working Arrangements**

- 1.15 For the duration of the secondment or work placement the individual will be required to comply with the working/cover arrangements of the department or host employer. Any agreement to exceed/reduce their contractual working hours will be subject to agreement at the initiation of the secondment and the conditions of Working Time Regulations.

### **Communication**

- 1.16 When on secondment is confirmed it must be agreed by all parties, that three way communication between the secondee, host organisation and the employer is maintained
- 1.17 Any secondee from the CCG should be kept informed of and consulted about any organisational change that takes place during their period of secondment.

### **Managers responsibilities**

- 1.18 For managers who are accountable for managing the secondee it will be their responsibility to outline at the start what their objectives are for the duration of the secondment. Managers must also conduct performance reviews/appraisals in line with local policies.

### **Termination or Extension of Secondment**

- 1.19 A request for an extension of an existing secondment should be considered in accordance with the needs of the service, and be mutually agreed by all parties and confirmed in writing. If an extension is refused, an explanation should be give to the employee.
- 1.20 The secondment may be terminated by either party in writing with the appropriate or previously agreed notice period.

### **Secondment resulting in Permanent Appointment**

- 1.21 Where a full recruitment process was carried out for the secondment, the individual may be offered the post should it become permanent.
- 1.22 If a full recruitment process was not followed then a recruitment and selection process will need to be carried out.

## **2. APPEAL**

An employee may use the Grievance Procedure if they feel that they have been treated unfairly in relation to application of this policy.

## Equality Analysis Initial Assessment

**Title of the change proposal or policy:**

Secondment

**Brief description of the proposal:**

To ensure that the policy amends are fit for purpose, that the policy is legally compliant, complies with NHSLA standards and takes account of best practice.

**Name(s) and role(s) of staff completing this assessment:**

Shamshy Salehin, HR Consultant, Cheshire HR Service

**Date of assessment: 22<sup>nd</sup> March 2013**

**Please answer the following questions in relation to the proposed change:**

**Will it affect employees, customers, and/or the public? Please state which.**

Yes, it will affect all employees

**Is it a major change affecting how a service or policy is delivered or accessed?**

No

**Will it have an effect on how other organisations operate in terms of equality?**

No

**If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:**

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards and best practice. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.

**Please return a copy of the completed form to the Equality & Diversity Manager**