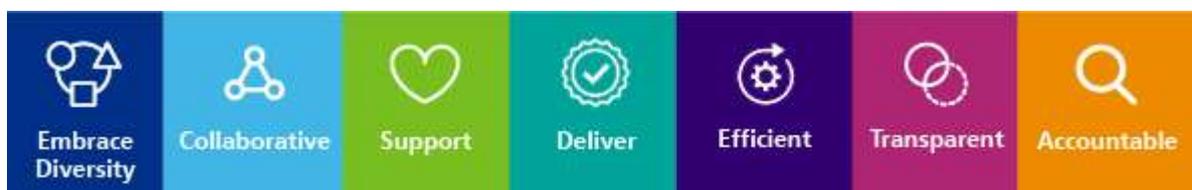
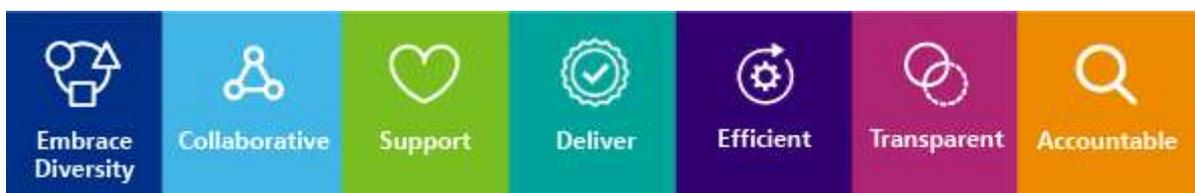


1	<b>Policy Name</b>	<b>Secondment Policy</b>			
2	<b>Accountable Director</b>	<b>Director of Corporate Services</b>			
3	<b>Applies to:</b>	<b>All Employees</b>			
4	<b>Groups / individuals who have overseen the development of this policy</b>	<b>HR, Policy Harmonisation Working Group</b>			
5	<b>Groups which were consulted and have given approval</b>	<b>Joint Partnership Group-October 2019 Executive Management Team-January 2020 Joint Partnership Group-May 2021 (Amendment)</b>			
6	<b>Equality Impact Analysis</b>	<b>Policy Screened</b>	<b>Yes</b>	<b>Template Completed</b>	<b>Yes</b>
7	<b>Ratifying Committees &amp; Date of final approval</b>	<b>Joint Partnership Group-October 2019 Executive Management Team-January 2020 Joint Partnership Group-May 2021 (Amendment)</b>			
8	<b>Version</b>	<b>1.2</b>			
9	<b>Available on</b>	<b>Intranet</b>	<b>Yes</b>	<b>Website</b>	<b>No</b>
10	<b>Related documents:</b>	<b>N/A</b>			
11	<b>Disseminated to:</b>	<b>All Employees</b>			
12	<b>Date of implementation</b>	<b>03 February 2020</b>			



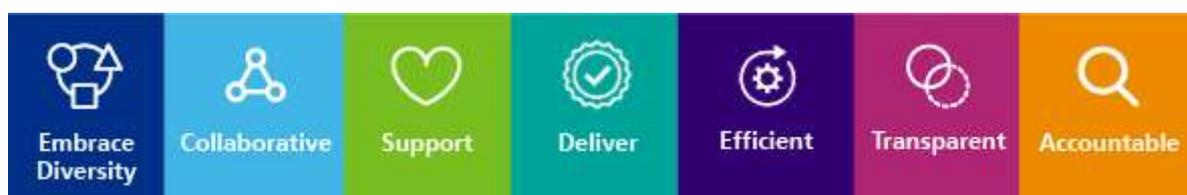
13	Date of next formal review	January 2023 or earlier should there be national NHS terms and condition/legislative changes
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# Secondment Policy



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## Introduction

### 1. Policy Statement

This policy facilitates the secondment of CCG staff both internally within the CCG and externally within the wider NHS and exceptionally with other non NHS Bodies.

A secondment may be arranged to assist with individual development needs as a result of the appraisal process or be specifically requested for project work where specific skills or specialist knowledge are required.

This Policy will apply to all employees within the CCG.

### 2. Principles

Secondment requests will be considered in line with business needs and may be refused on that basis.

Staff who enter into secondment agreements will be asked to sign a secondment agreement outlining the terms and parameters of the secondment.

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, and business sensitive information) confidential.

Employees on secondment with an external NHS organisation will retain all of their continuity of service rights with the CCG

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 change this will be dealt with in line with the normal CCG's Change Management Policy or name of relevant staff affected by change policy

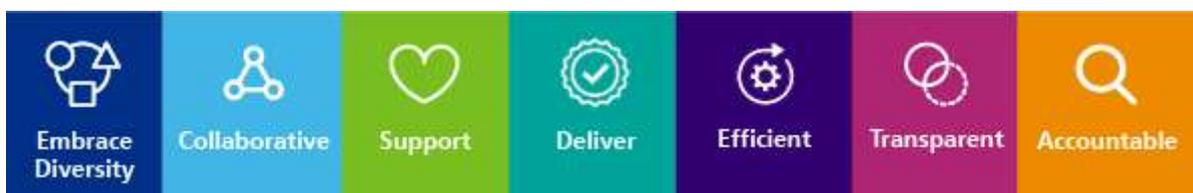
The duration of a secondment will vary depending on the circumstances. However, the minimum period is 3 months and the maximum is 24 months, with exceptions to be agreed with the relevant line Manager and Director.

Support on the application and implementation of this policy is available from the HR Team.

All applications for external secondment whether within the broader NHS or private sector will need to be approved by a Workforce Approval Panel (WAP).

### 3. Equality

In applying this policy, the CCG 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.



The Equality Impact Assessment for this policy has been carried out, and is available on request from HR.

#### **4. Data Protection/GDPR**

In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Personal Confidential Data of data subjects will be processed fairly and lawfully and in accordance with the six data protection principles. Data Subject's Rights and freedoms will be respected and measures will be in place to enable employees (data subjects) to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal confidential data. Employees will have access to the CCG's Data Protection Officer for advice in relation to the processing of their personal confidential data and data protection issues.

#### **5. Monitoring and Review**

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.

The implementation of this policy will be reviewed annually by the CCG's Executive Team.

#### **6. Requesting Internal Secondments within CCG**

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.

Depending on the nature of secondment, the vacancy will either be advertised in line with the CCG's Recruitment & Selection policy, or a request will be made directly to the relevant department the secondment requires specialist skills or knowledge.

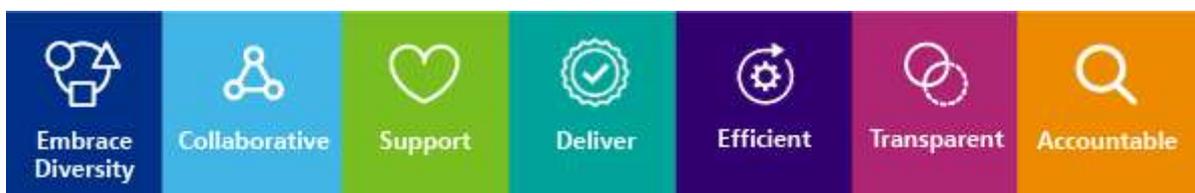
There is no explicit obligation on the manager to release an individual but proper consideration should be given to such a request. Any refusal to allow an individual to uptake a secondment opportunity should be carefully considered and the potential long term benefits to the CCG should not be overlooked. An explanation should be given to the employee if a request is turned down.

Once agreed, Human Resources will liaise with the departments to facilitate an agreement and agree what parameters will be applied to it.

If the secondee is from an external NHS organisation, Human Resources will liaise with both the CCG and the substantive NHS employer to facilitate an agreement and agree what parameters will be applied to it, detailing very clearly the funding arrangements that have been agreed.

#### **7. Secondment of CCG staff to external organisations**

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.



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.

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.

Staff who are part of the NHS Pension Scheme and pursue a secondment opportunity with an external organisation may not be eligible to continue with their membership in the scheme for the duration of their secondment. Advice should be taken from HR and Payroll before confirming the secondment.

During the period of the secondment the individual's Terms and Conditions will remain the same, with the exception to Pension provisions and continue to be subject to CCG policies and procedures. Exceptions to this will be agreed in advance between the host CCG, secondee and external organisation.

Secondees are responsible for reporting any reasons for absence directly to both the external organisation and the CCG in accordance with their own absence management policies.

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/Adoption Leave during the course of the secondment, accrual of their annual leave entitlements will continue to apply.

## **8. Funding Arrangements**

Prior to the secondment taking place, the appropriate manager(s) must liaise with Human Resources and the Finance Directorate 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 CCG change form or arrange for a debtors invoice to be raised.

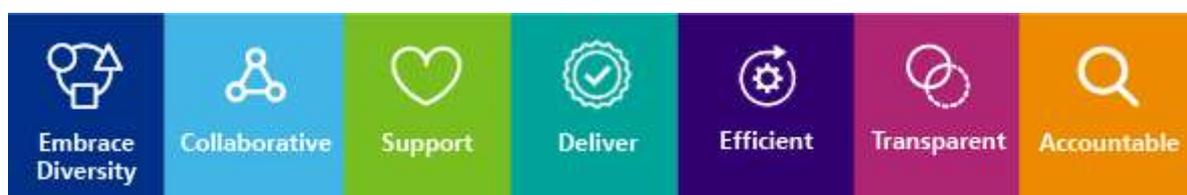
Where the grade of the secondment post is higher than the grade of the employee's substantive post, the full salary cost will be paid by the CCG and recovered from the host organisation. On return to the CCG the employee will revert to their substantive grade and salary.

## **9. Working Arrangements**

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.

## **10. Communication**

When on secondment, it must be agreed by all parties that three way communication between the secondee, host organisation and the employer is maintained.



Any secondee from the CCG should be kept informed of and consulted about any CCG changes that takes place during their period of secondment.

## **11. Appraisals**

Employees who are on short term (less than six months) secondment should continue to be assessed against their role and objectives of their substantive role.

Employees who are on long term (more than six months) secondment should be assessed against the objectives for the seconded/acting up role.

Appraisal discussions should take place to ensure performance continues to be of a satisfactory standard and that the employee is continuing to meet any performance objectives and develop as appropriate.

Employees who are on an external secondment should feedback to the CCG. It is advisable that the substantive line manager obtains feedback from the manager during the secondment prior to conducting the appraisal with the secondee.

## **12. Managers' responsibilities**

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 the local process in place.

## **13. Termination or Extension of Secondment**

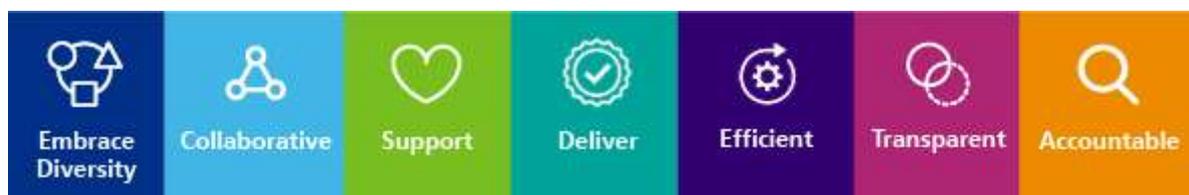
A request for an extension of an existing secondment should be considered in accordance with the needs of the service, and be mutually agreed by all parties and confirmed in writing. If an extension is refused, an explanation should be given to the employee. A further WAP approval should be obtained.

The secondment may be terminated by either party in writing with the appropriate or previously agreed notice period as outlined in the secondment agreement.

## **14. Secondment becoming permanent within the CCG**

When a manager identifies / confirms a secondment will subsequently become permanent, the manager should follow the appropriate advertising and recruitment process outlined in the recruitment and selection policy.

The manager should complete a WAP form and obtain WAP approval before commencing recruitment to the permanent post.



## 15. Appeal

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

