

## Secondment Agreement

### (SECTION TO BE COMPLETED BY LINE MANAGER OF SUBSTANTIVE POST)

<b>A</b>	Name of Employee	
<b>B</b>	Existing Job Title	
<b>C</b>	Existing Section	
<b>D</b>	Existing Group	
<i>To be seconded to :-</i>		
<b>E</b>	Job Title	
<b>F</b>	Section	
<b>G</b>	Group	

<b>1.</b>	<b>Start date of secondment</b>	
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<b>2.</b>	<b>End date of secondment:</b>	
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<b>3.</b>	<b>Salary</b>	
3a	Salary Grade before secondment	
3b	Salary Scale Point before secondment	

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<b>4.</b>	<b>Job Role</b>	
During the period of the secondment the Employee will undertake the role as outlined in the attached Job Description.		
4a	Job Description attached	Yes / No

<b>5.</b>	<b>Salary</b>	
5a	Salary Grade during secondment (if different)	
5b	Salary Point during secondment (if different)	

<b>6.</b>	<b>Line Management</b>	
During the secondment period the following named staff will provide normal line management responsibilities :-		
6a	Immediate Line Manager	
6b	Head of Service or Equivalent	

<b>7.</b>	<b>Practical Arrangements (if different to substantive contract)</b>	
7a	Frequency of Appraisals and date of next appraisal	
7b	Contact for notification of sickness absence	
7c	No of days annual leave	
7d	Details of allowance / expense rates	
7e	Any other arrangements different to substantive contract	

<b>8.</b>	<b>End of Secondment – Return to Substantive Post</b>	
Indicate which of the following scenarios is the intention for the end of the secondment period		
8a	At the end of the secondment the Employee will resume the full duties of the post described on page 1 of this document ( rows B,C and D) as the existing job	Yes / No
8b	At the end of the secondment the Employee will return to whatever vacancy or suitable alternative is available at the time.	Yes / No
8c	If alternative arrangements are envisaged then they should be agreed before the commencement of the secondment and described here :	Yes / No



<b>7.</b>	<b>Review and Termination</b>	
7a	The period of this agreement remains subject to review at any time but shall be specifically reviewed on :-	<i>INSERT A REVIEW DATE</i>
	The Secondment may be terminated before the end of the period with a minimum of one month's notice in writing to all parties.	
	The Secondment will be terminated if the Employee's employment is terminated for whatever reason.	
	Any proposed changes to the terms of this agreement shall be discussed and agreed in writing prior to initiation or amendment.	

<b>8.</b>	<b>Agreements</b>
I confirm that I have read and accordingly agree the details contained within this Secondment Agreement.	
<b>8a</b>	<b>Signed..... Date:</b> <b>Job Title.....</b> (For and on behalf of the Group from which the employee will be seconded)
<b>8b</b>	<b>Signed..... Date:</b> <b>Job Title.....</b> (For and on behalf of the Group who will be employing the secondee)