

## SECONDMENT POLICY

### 1. Introduction

- 1.1 A secondment is the temporary placement of an employee to a different part of the organisation or to another organisation, for a specific purpose and a period of time to the mutual benefit of all parties.
- 1.2 Where staff are considering applying for a secondment it is essential for them to discuss their availability for release with their line manager before applying. Should permission not be forthcoming then they should refer the matter to their Head of Service. If after further consideration it is still not considered a possibility, then no further appeal will be available.

### 2. Scope

- 2.1 This policy covers all Council employees except those employed by schools.
- 2.2 The policy refers to secondments within the Council and to other appropriate external organisations such as other local authorities, the Civil Service, government departments and other public bodies with similar functions.

### 3. Internal secondment

#### 3.1 Creating an internal secondment opportunity

- 3.1.1 Managers should actively consider secondments as an opportunity to develop staff for example where a short term project arises.
- 3.1.2 When a secondment arises which is expected to last longer than 12 months and is not a ring fenced opportunity for a team, then normal recruitment and selection processes will apply including prior reference to the redeployment pool.

#### 3.2 Terms and conditions of internal secondments

- 3.2.1 Secondments can be for any length of time but would not normally exceed two years.
- 3.2.2 Where the secondment post attracts improved terms, the secondee will be subject to those terms and conditions and will revert to their

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substantive terms and conditions when the secondment ends.

- 3.2.3 In the event of early termination, written notice of a minimum of one month will apply.
- 3.2.4 The period of secondment will be clearly defined and agreed in writing via the **Secondment Agreement** form.
- 3.2.5 The expectation of the return arrangements should also be defined in the **Secondment Agreement** ( e.g. will it be to the same job, or to whatever vacancy is available, or to a suitable alternative with no pay protection)

## 4. **Secondments to external organisations**

### 4.1 **Criteria for approval**

- 4.1.1 All requests for external secondments should be made to the appropriate Line Manager with final approval being sought from the relevant Director.
- 4.1.2 The individual will need to identify the objectives of the secondment against one or more of the following criteria:
  - to gain knowledge and experience of different working methods which can then be shared across the Council
  - to gain knowledge and experience to help the staff member perform their current job better
  - to gain knowledge and experience to enhance career development.
- 4.1.3 Before approving a secondment, the Line Manager will consider:
  - the current and future business needs against the proposed period of secondment.
  - the purpose and objectives of the secondment
  - the benefits to the Council and the individual
  - whether secondment is to an appropriate external organisation
  - other business factors which affect the approval of the request.
  - risks to the organisation

### 4.2 **Terms and conditions of external secondments**

- 4.2.1 The host organisation receiving the secondee will normally be required to meet all employee costs and expenses, including the salary, pension

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contributions, training and development.

4.2.2 A **secondment agreement** will set out the purpose and aims of the secondment, as well as the practical arrangements for example:

- appraisal and personal development planning
- notification of sickness absence
- annual leave and expenses

4.2.3 Where the secondment attracts improved terms and conditions, the secondee will fall under the terms and conditions attached to the secondment and will revert to the terms and conditions for their substantive post when their secondment ends. Advice should be sought from the HR Advisory Service on secondments involving external organisations.

## 5. **Duration of secondments**

5.1 External secondments will not normally exceed two years. However, in exceptional circumstances an extension can be agreed by mutual agreement of the secondee, the Council and host employer.

5.2 Exceptional circumstances could include where there were considerable benefits to the Council, a downturn in the volume of work or an exchange of staff is taking place.

5.3 If a possible TUPE transfer of the post arises then advice should be sought from the HR Advisory Service.

## 6. **Keeping in touch**

6.1 The responsibility for keeping in touch will be the joint responsibility of the secondee, their substantive line manager and their new line manager.

6.2 It will be the secondee's responsibility to advise their substantive line manager of any exceptional circumstances that arise e.g. the reason for any significant sick leave (more than a week) or disciplinary action being taken against them

## 7. **Redundancy whilst on secondment**

7.1 In the event of an organisational restructure and there is a risk of the employee's substantive post becoming redundant whilst on secondment, the employee will be advised and upon return will be subject to the redundancy process. Further information on redundancy is available at <http://www.warwickshire.gov.uk/redundancy> and advice should be sought from the HR Advisory Service.

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## APPENDIX A - Guidance for Managers

If an employee is going on secondment, the current manager and the receiving manager need to agree the transfer date and jointly ensure that the following actions are taken:

- Current Manager and Secondment Manager to complete Secondment Agreement and ensure copy retained by both Managers and a copy provided to employee
- The Secondment manager should complete a request via the [HR Service Desk](#) to enable HR to make the necessary changes in Your HR.
- The current Manager must ensure that the employee has submitted all claims relating to their current position before they transfer and that these are approved before the transfer takes place.

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