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| **Human Resources** | **HR30 Secondment Policy** |

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| **Version Number** | | **Date Issued** | **Review Date** |
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| **Prepared By:** | Kirstin Brundle |
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| **Formally Approved:** | July 2022 |
| **Approved By:** | ICB Board |

**EQUALITY IMPACT ASSESSMENT**

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| **Date** | **Issues** |
|  | To be completed, as outlined in the agreed 2022/23 HR EIA review schedule. |

**POLICY VALIDITY STATEMENT**

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

**ACCESSIBLE INFORMATION STANDARDS**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [necsu.icbhr@nhs.net](mailto:necsu.icbhr@nhs.net)

**Version Control**

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| **Version** | **Release Date** | **Author** | **Update comments** |
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**Approval**

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| **Role** | **Name** | **Date** |
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**Contents**

[1. POLICY STATEMENT 4](#_Toc106867383)

[2. PRINCIPLES 4](#_Toc106867384)

[3. PROCEDURE 5](#_Toc106867385)

[4. APPEAL 7](#_Toc106867386)

[5. EQUALITY STATEMENT 7](#_Toc106867387)

[6. DATA PROTECTION 7](#_Toc106867388)

[7. MONITORING & REVIEW 7](#_Toc106867389)

[Appendix 1 - Equality Impact Assessment 8](#_Toc106867390)

# **POLICY STATEMENT**

* 1. This policy facilitates the secondment of North East and North Cumbria Integrated Care Board (the Organisation)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 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 Organisation.

**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, and 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 Organisations 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.** **PROCEDURE**

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

3.1 Where a Department within the Organisation 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.

3.2 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.

3.3 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 Organisation should not be overlooked. An explanation should be given to the employee if a request is turned down.

* 1. Once agreed, Human Resources will liaise with the departments to facilitate an agreement and agree what parameters will be applied to it.
  2. 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 Organisation** **Staff to external organisations**

3.6 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.

3.7 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.

3.8 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.

3.9 During the period of the secondment the individual’s Terms and Conditions will remain the same and continue to be subject to their substantive Organisation's policies and procedures. Exceptions to this will be agreed in advance between the host organisation and the secondee/Organisation .

3.10 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.

3.11 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**

3.12 Prior to the secondment taking place the appropriate manager(s) must liaise with Human Resources and 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.

3.13 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 Organisation and recovered from the host organisation. On return to the Organisation the employee will revert to their substantive grade and salary.

3.14 For further guidance on appropriate salary when on secondment to a higher band, reference should be made to HR37 Incremental Pay Progression Policy and HR27 Recruitment and Selection Policy.

**Working Arrangements**

3.15 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. 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
  2. Any secondee from the Organisation should be kept informed of and consulted about any organisational change that takes place during their period of secondment.

**Manager responsibilities**

3.18 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**

3.19 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 given to the employee.

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

**Secondment resulting in Permanent Appointment**

3.21 Where a full recruitment process was carried out for the secondment, the individual may be offered the post should it become permanent.

3.22 If a full recruitment process was not followed then a recruitment and selection process will need to be carried out.

**4. APPEAL**

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

# **5. EQUALITY STATEMENT**

5.1 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.

**6.** **DATA PROTECTION**

6.1 In applying this policy, the Organisation will have due regard for the UK General Data Protection Regulation (UK GDPR) tailored by the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data protection principles. Data Subject Rights and freedoms will be respected, and measures will be in place to enable employees 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 information.  Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

# **7. MONITORING & REVIEW**

7 .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.

**Appendix 1 - Equality Impact Assessment**

Equality Impact Assessments will be updated to include statistical data. Equality Impact Assessments will be updated and included in each Human Resource policy, as per the agreed 2022/23 HR EIA review schedule