

C29 Secondment Policy

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1. Introduction	
1.1 The Trust is committed to delivering excellence for its pupils and their families, staff and the local communities it serves. It seeks to deliver against this commitment by ensuring there is a highly knowledgeable, skilled and competent workforce. The Trust values its staff and invests in training and development at all stages of their careers.	
1.2 The Trust believes that secondments provide a platform for employees to share ideas, insights and best practice, as well as providing valuable career development opportunities.	
1.3 Secondments are open to all employees within the Trust except those that are within their probation period or appointment support period.	
2. Roles and Responsibilities	
2.1 The Executive Team has overall responsibility to ensure that the staff establishment meets the operational and strategic needs of the Trust.	
2.2 Principals/Heads of Service are responsible for efficient workforce planning to meet the needs of their respective academy/department, including short term requirements that may be fulfilled using secondments and/or vacancies arising from an employee undertaking a secondment within or outside of the academy/department.	
2.3 Staff with line management responsibility of substantive and seconded roles are responsible for complying with the procedures outlined in this policy, ensuring that secondees are recruited and managed in a way that reflects the principles herewith and best practice.	
2.4 Finance is responsible for ensuring that recruiting decisions are financially viable and fully funded through approved budgets and/or external funding arrangements.	
2.5 The People Department is responsible for providing information, support and guidance on matters relating to secondments and associated policies, procedures and contractual provisions.	

3. Secondment Arrangements

- 3.1 A secondment is the temporary deployment of an employee into an alternative role and/or workplace.
- 3.2 Secondments can support an employee's professional and career development by;
- Providing an opportunity for knowledge and skills transfers to different working environments;
 - Enabling them to experience new professional challenges;
 - Increasing exposure to different workplace situations; and
 - Broadening their overall knowledge, skills and experience.
- 3.3 The Trust operates three types of secondment:
- Internal – a different role within an academy/department
 - Intra-Trust – a role in a different department/academy within the Trust
 - External – a role within an external organisation
- 3.4 The types of work that may be considered for secondment include:
- A specific project or piece of work
 - Short term appointment prior to making a permanent appointment
 - Cover for long term absence e.g. maternity, sickness
- This list is not exhaustive.
- 3.5 A secondment does not apply to situations where employees temporarily undertake additional responsibilities or acting up assignments. Provisions regarding these assignments are contained within the Support Staff and Teacher Pay Policies.
- 3.6 All secondment positions are required to be authorised through the relevant approval route and must include consideration by the Executive Team. A job request form within the Trust's ATS (Applicant Tracking System) must be completed by the hiring manager which includes a full job description. A business case may be requested by any approving party, depending on the nature of the secondment.
- 3.7 The duration of a secondment will normally be up to 12 months, however, this can be extended for up to two years in exceptional circumstances. Hiring managers should obtain advice from the People Department if an assignment is expected to exceed 2 years.
- 3.8 All secondments must have a clear remit, focus and purpose, and must be agreed by all parties. All details will be confirmed in the Secondment Agreement (Appendix 1).
- 3.9 In some cases, secondees' substantive positions will be filled by other secondees which creates a chain of secondments. Should one of the secondees in the chain experience a change in employment circumstances, an immediate review of all subsequent secondments must be undertaken in order to reduce disruption to positions.
- 3.10 Secondment arrangements must be agreed by all parties, namely the secondee, their manager and the person managing the secondment (the host). This will be confirmed in a Secondment Agreement (Appendix 1).

4. Recruitment and Selection

- 4.1 In the interests of equality of opportunity, all secondments within the Trust should be advertised internally for a minimum of 7 calendar days. The advertisement may be limited to staff within the specific department/academy where appropriate.

- 4.2 Should an immediate need arise to fill a position on a temporary or fixed term basis, an acting up arrangement should be considered pending recruitment to the role. This should be for a maximum of four weeks to allow for recruitment and selection and will require approval from the Executive Team through the contract amendment request process.
- 4.3 On occasion, a post originally advertised as a fixed term contract with the intention of recruiting an external applicant may be filled by an internal applicant. In this case, the post may be offered as a secondment as opposed to a fixed term contract, subject to line manager agreement: This allows the successful applicant the right to return to their substantive post at the end of the secondment (see 6).
- 4.4 Recruitment and selection will be conducted in a fair and non-discriminatory manner. Practices will be in line with the principles of the Trust's Recruitment policy.

5. Management and Communication

- 5.1 On a day-to-day basis, the secondee will report to and be managed in line within the host organisation's reporting structures. The host's line management responsibility and related performance management practices will apply, including 'appraisal' arrangements.
- 5.2 Before the start of a secondment, the employee and their substantive manager should agree communication arrangements during the secondment period. In the case of long-term secondments, the manager and the secondee will normally begin to make arrangements for the employee's return no later than 2 months before the secondment ends.
- 5.3 Any matters of concern that need to be addressed formally will normally be dealt with by the manager of the employee's substantive post who retains responsibility of for the employment relationship. However, this will be in collaboration with the host.

6. Returning to substantive post

- 6.1 The employee will have the right to return to their substantive role upon completion of the secondment. Prior to their return and in accordance with 5.2, the employee and their substantive manager will meet to discuss and agree arrangements for the employee's return. This meeting will include:
- An overview of academy/department and Trust developments
 - Clarification of the role and responsibilities
 - Setting expectations and objectives
 - Discussing how any skills acquired during the secondment can be applied in the employee's substantive role
- 6.2 A secondment may be terminated early by mutual agreement, or by either party giving notice as agreed and confirmed in the secondment agreement. This will usually be a minimum of four weeks.

7. Principles

- 7.1 A secondment is a voluntary agreement between the Trust and an employee. Neither party is able to insist that a secondment is offered and undertaken, and the secondee's manager must agree to the employee undertaking a secondment.
- 7.2 Internal and Intra-trust secondments on the same grade will be at the same rate of pay as the employee's substantive post. If the secondment is to a higher graded post, the salary will normally be at the lowest scale point of the relevant grade.
- 7.3 If the secondment position is in a different staff category from the employee's substantive position, different terms and conditions may apply. This will not affect continuity of service.

- 7.4 The host organisation is responsible for the payment of salary and expenses during the secondment period.
- 7.5 During a secondment, whether internally or externally, salary awards and increments will take place as normal. Upon completion of the secondment, the employee will return to their substantive grade and scale point subject to any adjustments that took place during the period of the secondment.
- 7.6 Staff policies and procedures will continue to apply to all secondments. An external secondee will be expected to comply with policies and procedures of the host organisation, including health and safety, safeguarding and other statutory related provisions.
- 7.7 Secondments may be full time or part time. In the event that a secondee amends their usual working hours for the duration of a secondment, the terms and conditions will be amended accordingly, including pro-rata arrangements if applicable. If the secondment is on a full-time basis, the secondee is expected to fully relinquish the responsibilities of their substantive position upon commencement of the secondment.
- 7.8 If the substantive role of a secondee is fixed term and/or has limited funding, this should be considered when assessing suitability and the duration of the secondment.
- 7.9 If there is a restructure which affects the employee's substantive post during the period of a secondment, the secondee will be included in the consultation process and treated as if they were still in post.
- 7.10 All documentation relating to an employee's secondment will be treated confidentially and used, retained and disposed of in accordance with data protection requirements.

8. Policy Status and Review

Written by	Senior People Partner
Owner	Head of People
Status	Approved
Equality Impact Assessment	Initial Impact Assessment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Full Impact Assessment Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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Comments	

