

# HR24 Secondment Policy

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## Policy on a Page

**1.0** The secondment policy covers the following aspects.

- **Internal secondments** – detailing the purpose of an internal secondment, whilst informing managers and employees of the processes to advertise them and apply for them.
- **External secondments** – explaining how employees can apply for an external secondment and guidance for managers when responding to such requests.
- **Terms of secondment** – information on financial and management arrangements during and after the secondment period.
- **Roles and Responsibilities** – detailing the expectations of both the employee and the manager.

## Secondment Policy

### 2.0 Policy Statement

- 2.1 This policy applies to staff that are temporarily seconded to another role or department within the Trust, externally to the wider NHS or another organisation for the purposes of research or personal or professional development. It does not apply to staff on training courses.
- 2.2 The Trust recognises that secondments are a means of encouraging development and growth, allowing staff to gain knowledge and skills.
- 2.3 By placing staff in different work situations, secondments offer benefits from sharing skills both to staff and partner organisations, whilst retaining and optimising the use of expert staff resources.

### 3.0 Definitions

Divisional or Directorate Management Team for the relevant group/ department	For example Matron/Group Manager/Service Head/Department Head.
External Secondment	Temporary transfer of an employee to the Trust from another NHS or external employer or organisation or from the Trust to another NHS or external employer or organisation. It is primarily for the purposes of professional or personal development.
Host	Department or organisation to which the individual is to be seconded.
Internal Secondment	Temporary transfer of an employee from one job or department within the Trust to another internal job or department. It is primarily for the purposes of professional or personal development
Secondee	Individual who is being seconded. This may be a current employee of the Trust who is being internally or externally seconded to another department or organisation or an individual from another organisation.
Seconding manager	The line manager releasing the individual on secondment i.e. at the organisation of the substantive post.
Substantive employer	Department or organisation from which the secondee is being released.

## 4.0 Accountabilities

### 4.1 Directors, Deputy Directors, Chief Operating Officer, Deputy Chief Operating Officers, Divisional Managers, Group Managers, Heads of Nursing, Department Managers, Heads of Service, Directorate Managers, Matrons.

- Ensure all staff are treated fairly and within the provisions and spirit of the [Trust's Equality of Opportunity Policy \(HR05\)](#) when responding to employees' secondment requests.
- Respond promptly and fairly to employees' requests to be released on secondment, and, if declined, for the reasons to be fairly justified and fed back to the member of staff in a timely manner. The member of staff may request a review of the decision by the next level of line manager within 15 days.

Responsibilities when a secondment is agreed are as follows.

- Complete the required Changes e-Form (for external secondments, Part B of the change form will be counter-signed by the seconding manager's line manager, not by the external organisation).
- Make any financial arrangements with the external organisation or area in which the secondee is to work (the secondee will remain on their current budget during the secondment). For external secondments, the existing salary budget will either be reimbursed for the secondment or receive a budget transfer.
- Ensure employees are provided with a written agreement detailing the terms of the secondment (see [HR Advisory toolkit](#) for template Secondment Agreements).
- Obtain the employee's written agreement to the secondment arrangements.
- Arrange to cover the secondment. Arrange the secondee's return to their substantive role.
- The secondee and their substantive line manager will maintain contact during the secondment. The contact frequency will be agreed prior to the secondment commencing.

### 4.2 Human Resources

- Will ensure that managers receive coaching and guidance in the use of the policy, including providing advice to staff, and advice, guidance and relevant support for managers

### 4.3 Employees

- Will seek line manager approval prior to applying for secondment opportunities.
- Inform their manager **BEFORE** any interview for secondment if their application is successful.
- Maintain contact with their substantive post line manager during the secondment.

## 5.0 Policy Detail

### 5.1 Any member of staff may make a request to their line manager for a period of secondment either within the Trust, the wider NHS or externally. If this is supported, approval will be sought from a member of the Divisional Management Team for the relevant directorate or department. Agreement to any secondment will be discretionary and subject to:

- The needs of the service;
- The role to be undertaken during the secondment;

- Its relevance to the Trust;
  - Its value to the individual's career path within the NHS;
  - The secondment complying with the Trust's statutory authority.
- 5.2 Internal secondment opportunities will normally be advertised on NHS Jobs, with any variation to this being subject to the agreement of the Human Resources Department.
- 5.3 The NHS and Community Care Act 1990 allows the Trust to second staff to non-NHS bodies in two circumstances: if research is being undertaken by the individual or by the unit to which the individual is to be seconded, or where training, in connection with the health service, is being undertaken by a University or other body (normally another NHS employer).
- 5.4 For internal secondments, a member of the Divisional Management Team for the substantive directorate or department will agree the arrangements for the secondment with a member of the Divisional Management Team for the potential host directorate or department.
- 5.5 For external secondments, the Divisional Management Team for the substantive directorate or department will discuss the proposals and funding arrangements with the relevant Finance representative, Human Resources representative and with the external body prior to agreement.
- 5.6 The situation may arise where the secondment is for only part of the normal working week of the secondee and is at a higher rate of pay. Managers will liaise with the HR Department for guidance in such cases.
- 5.7 A Secondment Agreement detailing the terms of the secondment must be issued to the employee and a copy (signed by all parties) kept on the employee's personal file (template available in the [HR Advisory toolkit](#)).
- 5.8 During the secondment the secondee will normally be paid their existing basic rate of pay, excluding current enhancements, and will be eligible for enhancements of pay based on the work done during the secondment (e.g. overtime, special duties, shift pay etc.). However, if the secondment is offered on temporarily improved terms and conditions of employment, they will only apply to the period of secondment after which the secondee will revert to their substantive terms and conditions.
- 5.9 In the case of secondment to an external organisation the secondee will not normally be eligible for travelling expenses from the Trust and therefore any arrangements regarding travel expenses are to be negotiated by all relevant parties in advance. Where the Trust agrees to pay travelling expenses these will be paid at public transport or lease car rate as appropriate.
- 5.10 The secondment will normally last for no more than one year and the secondee will normally return to their previous position at the end of the secondment. Where this is extended, the post will be reviewed to determine whether a substantive post is required or whether an extension of the secondment is needed. If a substantive post is required, then the normal recruitment process will apply.
- 5.11 Any extension to the period of secondment must be agreed by all parties before it is

confirmed.

- 5.12 The secondment may be ended before the agreed end date by either the substantive employer, the secondee or the host by giving 4 weeks' notice.
- 5.13 If the secondee's substantive role is affected by organisational change during the secondment or immediately afterwards, it is essential that the secondee is fully informed of the process and, in the absence of an agreement to do otherwise, is treated as if they were at work in their substantive post. Managers will liaise with Human Resources in all cases so that the appropriate formal consultation with staff representatives can take place.
- 5.14 The Royal Wolverhampton NHS Trust recognises its Health and Safety responsibilities for employed and seconded staff. During the term of secondment, the employer's duty of care will be the responsibility of the host employer. The Trust will communicate with the host employer to ensure evidence of appropriate risk assessments having been undertaken is obtained.
- 5.15 With regards to external secondees coming in to the Trust, although the substantive employer is expected to carry out all pre-employment checks, the host manager must also ensure that all pre-employment checks are completed (i.e. an individual's proof of right to live and work in the UK is verified, Occupational Health clearance is obtained, including any vaccination/immunisation clearances where applicable, registration and/or qualifications are verified and also, where applicable, a Disclosure Barring Services Check (DBS) is completed). If the applicant is recruited centrally, via Trac and the Resourcing Team, these checks will be completed accordingly, and the manager provided evidence of this. The secondment checklist for RWT hosting managers must be completed (available in the [HR Advisory toolkit](#)).
- 5.16 Although the substantive employer is expected to carry out a comprehensive induction programme, the host manager is also responsible for ensuring that the individual has an appropriate corporate and local induction relevant to their secondment, in line with the Trust's Induction and Mandatory Training Policy (OP41).
- 5.17 The '[HR Advisory toolkit](#)' provides a range of additional resources including template documents.

## 6.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources	No
2	Does the implementation revenue resources of this policy require additional	No
3	Does the implementation of this policy require additional manpower	No
4	Does the implementation of this policy release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff	No

	Other comments	
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**7.0 Equality Impact Assessment**

7.1 An initial equality impact assessment has been carried out and it indicates that there is no likely adverse impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.

**8.0 Maintenance**

8.1 This policy will be reviewed every three years or earlier if warranted by a change in standards or if changes are deemed necessary from internal sources.

**9.0 Communication and Training**

9.1 The HR Department will provide advice on the policy to staff, and advice and support to managers in the fair and equitable application of this policy as appropriate.

9.2 A 'HR Advisory Toolkit' is available to provide further guidance and support.

9.3 All Group Managers, Matrons, Departmental/Directorate Managers are responsible for the communication of this policy to their staff.

**10.0 Audit Process**

10.1 The Chief People Officer has overall responsibility for the update and maintenance of this policy.

10.2 The Divisional Team, as well as the People and Organisational Development Committee (POD) will be responsible for monitoring its implementation and reviewing this policy to ensure it reflects national standards and best practice.

Criterion	Lead	Monitoring method	Frequency	Committee
Fairness in application of this policy	HR Department	Audit regarding number of grievance cases received in relation to the Secondment Policy	3-yearly	People and Organisational Development Group Committee

**11.0 References**

**11.1 Other Relevant Trust Policies**

The following Organisational Policies must be considered when using this policy:  
 OP41 Induction and Mandatory Training Policy  
 OP73 Undertaking and Equality Impact Assessment  
 Engagement of Temporary Workers Procedure  
 HR05 Equality of Opportunity Policy  
 Employment Checks Procedure Recruitment Toolkit - Right to Work Documentation

**11.2 Statutory Legislation**

The list below is not exhaustive.

Data Protection Act 1998  
Employment Rights Act 1996  
Equality Act 2010



**Part A - Document Control**

<b>Policy number and Policy version:</b>  HR24 v7.0	<b>Policy Title</b>  Secondment Policy	<b>Status:</b>  FINAL		<b>Author: HR Manager, Deputy HR Manager</b>  <b>Chief Officer Sponsor: Chief People Officer</b>
Version / Amendment History	<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
	1	Jul 2001	Policy Development Group	Original Policy
	2	Jul 2004	HR Director	Review Date
	3	Apr 2008	HR Director	Review Date
	4	Nov 2011	HR Director	Review Date
	5	Jan 2017	Deputy HR Manager	Review Date
	6	Feb 2020	Deputy HR Manager	Review Date
	7	Apr 2023	HR Manager and Deputy HR Manager	Review Date
<b>Intended Recipients:</b> All staff with responsibility for generating trust policies and procedural documentation. All staff wishing to partake in a secondment opportunity.				
<b>Consultation Group / Role Titles and Date:</b> Staff Side – December 2022; HR Advisory department based on manager feedback – December 2022.				
<b>Name and date of Trust level group where reviewed</b>		Trust Policy Group – April 2023  JNC (pre TPG)  Trust Management Committee – April 2023		
<b>Name and date of final approval committee</b>		Trust Management Committee – April 2023		
<b>Date of Policy issue</b>		May 2023		
<b>Review Date and Frequency</b> (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		April 2026 (then every 3 years)		
<b>Training and Dissemination:</b> Information sharing and engagement at manager’s meetings, launched via Divisional Management forums. Advice and guidance available from the HR Advisory Department as and when required by managers and staff.				
<b>To be read in conjunction with:</b> <a href="#">HR05 Equality of Opportunity Policy</a> , <a href="#">HR Advisory Toolkit</a> , <a href="#">Engagement of Temporary Workers Procedure</a> .				
<b>Initial Equality Impact Assessment (all policies):</b> <b>Completed Yes</b> <b>Full Equality Impact assessment (as required):</b> <b>Completed No</b> If you require this document in an alternative format e.g., larger print please contact Policy				

<b>Monitoring arrangements and Committee</b>	People and Organisational Development Committee (POD)
<p><b>Document summary/key issues covered:</b>          The aim of this policy is to support and encourage development and growth, allowing staff to gain knowledge and skills, whilst retaining and optimising the use of expert staff resources.</p> <p>The policy directs managers and staff to guidance and supporting documents relating to the secondment process.</p>	
<b>Key words for intranet searching purposes</b>	Secondment
<b>High Risk Policy?</b>	<b>No</b>

Part B

## Ratification Assurance Statement

Name of document: HR24 Secondment Policy

Name of author: Chloe Dyke & Deepa Patel  
Manager

Job Title: Deputy HR Manager & HR  
Manager

I, \_\_\_\_\_ the above named author confirm that:

- The Policy presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust- wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines (OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document, and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author: D. Patel & C. Dyke

Date: February 2023

Name of Person Ratifying this document (Director or Nominee):

Job Title:

Signature:

- I, the named Director (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder/author change.

To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to: The Policy Administrator

## IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

<b>Policy number and policy version</b> HR24 v7	<b>Policy Title</b> Secondment Policy	
<b>Reviewing Group</b>	People and Organisational Development Committee	<b>Date reviewed:</b> February 2023
<b>Implementation lead:</b> DEEPA PATEL, HR MANAGER, CHLOE DYKE, DEPUTY HR MANAGER		
<b>Implementation Issue to be considered (add additional issues where necessary)</b>	<b>Action Summary</b>	<b>Action lead (Timescale for completion)</b>
Strategy; <b>Consider</b> (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.	Policy will be communicated through the Divisional/ Department Meetings and Trust communication channels.	Upon policy approval HR Advisory Team
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form	n/a	
Development of Forms, leaflets etc; Consider 1. Any forms developed for use and retention within the clinical record <b>MUST</b> be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed	Tools and templates will be available on the HR Advisory Toolkit	Immediately available HR Advisory Team
Strategy / Policy / Procedure communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	Launched via management forums, communicated through the chairs of approving committees, via the Intranet and Trust communication channels, and guidance provided by the HR Advisory team.	Upon policy approval HR Advisory Team
Financial cost implementation Consider Business case development	None	
<b>Other specific Policy issues / actions as required</b> <b>e.g. Risks of failure to implement, gaps or barriers to implementation</b>	n/a	