

Secondment Policy

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Version	1.0
Owner	Ramya Pillay
Approving Committee	Remuneration & Nominations Committee
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Version History

V.	Date	Status and/ or amendments
1.0	18/3/16	Approved by Remuneration & Nominations Committee

Equality statement

Surrey Downs Clinical Commissioning Group (Surrey Downs CCG) aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Human Rights Act 1998 and promotes equal opportunities for all. This document has been assessed to ensure that no-one receives less favourable treatment on grounds of their gender, sexual orientation, marital status, race, religion, age, ethnic origin, nationality, or disability. Members of staff, volunteers or members of the public may request assistance with this policy if they have particular needs. If the person requesting has language difficulties and difficulty in understanding this policy, the use of an interpreter will be considered.

Surrey Downs CCG embraces the six staff pledges in the NHS Constitution. This policy is consistent with these pledges.

Equality analysis

This policy has been subject to an Equality Analysis, the outcome of which is recorded below.

		Yes, No or N/A	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	Age Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).		
	Disability A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability		

	to carry out normal day-to-day activities.		
	<p>Gender reassignment</p> <p>The process of transitioning from one gender to another.</p>		
	<p>Marriage and civil partnership</p> <p>In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple.</p> <p>Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).</p>		
	<p>Pregnancy and maternity</p> <p>Pregnancy is the condition of being pregnant or expecting a baby.</p> <p>Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>		
	<p>Race</p> <p>Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</p>		
	<p>Religion and belief</p> <p>Religion has the meaning usually given to it but belief includes religious and</p>		

	philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition		
	Sexual orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes		
2.	Is there any evidence that some groups are affected differently?		
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the document/guidance likely to be negative?		
5.	If so, can the impact be avoided?		
6.	What alternative is there to achieving the document/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		

For advice in respect of answering the above questions, please contact the Corporate Office, Surrey Downs CCG. If you have identified a potential discriminatory impact of this procedural document, please contact as above.

Names and Organisation of Individuals who carried out the Assessment	Date of the Assessment

1. Introduction

Surrey Downs CCG recognises that employees may choose to move from one area to another within the CCG or within the wider NHS organisation. This policy has been developed to provide a clear understanding of the CCG's principles underpinning such moves to clarify the procedure to be followed to facilitate these processes.

2. Definitions

A secondment is a short term development opportunity that allows staff to experience work in a different department or organisation and to return to their substantive post once the secondment has ended. A secondment should be for a specific period of time and could be a horizontal move as well a move to a higher band.

3. Purpose and Scope

All staff are eligible to apply for a secondment, upon satisfactory completion of a year's service within the CCG.

4. Duties

4.1 Responsibility of Staff/ Seconded

- To appreciate that a secondment can only be progressed following the agreement of all parties involved. Staff should consult with their manager and have their manager's support(confirmed in writing) before applying for any secondment;
- Adhering to CCG policies and procedures throughout the duration of the secondment;
- Adhering to local policies applicable within the secondment required by the host;
- Participating in discussions with their line manager and host manager as necessary about arrangements for the secondment.

- Staff who enter into a secondment should sign a secondment agreement outlining the terms and conditions.
- Employees that undertake a secondment will be expected to keep any information, which may be made available to them as a direct result of the secondment, confidential (e.g. salary, business sensitive information).
- Staff on external secondments (within the NHS organisation) will retain all of their continuity of service rights within the organisation.
- Following the completion of the secondment, staff are entitled to return to their substantive post on completion of the secondment. If the substantive post is subject to organisational change, this will be dealt with in line with the CCG's organisational change procedure.

4.2 Responsibility of Line Manager

- All secondment requests should be given due consideration in line with business needs.
- There is no explicit obligation on managers 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 CCG should not be overlooked. An explanation in writing should be given to the employee if a secondment request is being declined (Appendix 1)
- Line managers are responsible for agreeing the duration of the secondment between themselves, the host and the secondee;
- Ensuring the secondee is kept up to date with any changes in their substantive role, department and directorate;
- Ensuring the secondment arrangement is fully documented;
- Liaising with HR as appropriate and completing the necessary paperwork.

4.3 Responsibility of Host Manager

- Identifying a suitable secondee in an unbiased and non-discriminatory manner- in line with the CCG's recruitment process;
- Co-ordinating with HR regarding the terms and conditions of the secondment;
- Providing appropriate induction, mandatory training and any other training as

necessary during the secondment period;

- Carrying out regular reviews, including a review before the end of the secondment term;
- Ensuring that appropriate steps are taken to consult with the secondee about the ending of the secondment (usually within 1 month of the end of the secondment).
- It will be the host managers responsibility to outline the objectives to the secondee (for the duration of the secondment). Managers must also conduct performance reviews in line with the CCG's performance review procedures.

4.4 Responsibility of Human Resources

- Provide support and guidance to staff and managers
- Ensure that in applying this policy, due regard is given to eliminate unlawful discrimination during the recruitment process.
- To promote equality of opportunity for all- in line with the CCG's Equality and Diversity policy.
- Co-ordination and facilitation of the secondment process.

5. Secondment Process

- When a secondment opportunity has been identified, the vacancy will either be advertised in line with the CCG's recruitment process or a request will be made directly to the relevant department if the secondment requires specialist skills or knowledge.
- Following this, consideration should be given to the length of the secondment, any training required and the skill set or specialist knowledge required for staff undertaking the secondment.
- Alternatively, there could be instances where staff apply to roles that have been advertised externally by the CCG.
- The secondment can only progress following approval from the employee's line manager.
- 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 for the CCG should not be overlooked. An explanation should be given to the employee in writing (Appendix 1) if a request is turned down.

- Once agreed, HR will liaise with the departments to facilitate and agree what parameters will be applied to it.
- A secondment agreement will then be drafted by HR. The document will be issued to all three parties (line manager, secondee and host manager) for signature.

6. Secondment Process for External Organisations

- Where an individual manager is approached by an external organisation regarding a secondment opportunity for an employee, they should inform HR.
- If the secondment is feasible, HR will facilitate the agreement between all parties involved. The opportunity may be advertised depending on the nature of the request.
- Alternatively, where an employee wishes to pursue a secondment opportunity with the external organisation they should approach their line manager indicating that they wish to apply for an external secondment.
- Following the selection, an agreement must be reached on how the secondee's salary will be paid and which body will be responsible for meeting any additional expenses such as travel and subsistence allowances.
- During the period of the secondment the employee's Terms and Conditions will remain the same and continue to be subject to the CCG's policies and procedures. Exceptions to this will be agreed in advance between the CCG and the host organisation.
- Secondtees are responsible for reporting any reasons for absence in accordance with the CCG's absence management procedure and policies.

- Whilst on external 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.

7. Pay Entitlement

- Where the grade of the secondment post is higher than the grade of the employee's substantive post, the higher rate will be paid for the duration of the secondment. The rate of pay will be reverted when the employee returns to their substantive post.
- For external secondments, the employee's payroll records will remain active on the CCG's payroll, however, their salary could be paid by the host organisation. On return to the CCG the employee will revert to their substantive grade and salary.

8. Termination or Extension of Secondment

- A request for the 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.
- The secondment may be terminated by either party in writing giving the applicable contractual notice.

9. Secondment resulting in Permanent Appointment

- Where a full recruitment process was carried out for the secondment, the individual may be offered the post should it become permanent. The recruitment process should have included advertising the role publicly so all staff have an equal opportunity to apply for the role.
- If a full recruitment process was not followed then a recruitment and selection process will need to be carried out.

10. APPEAL

- If an employee feels that they have been treated unfairly in the application of this policy, they may progress their concerns using the CCG's Grievance Procedure.

11. Associated Documentation

This policy should be read in conjunction with the NHS terms & conditions of employment and the following CCG policies-

- HR04 Grievance and Dignity at Work Policy
- HR10 Appraisal Policy
- HR12 Equality and Diversity Policy
- HR14 Learning and Development Policy
- HR21 Organisational change Policy

Appendix 1 Template Letter- refusal of secondment request

Managers Name
Full Work Address
Email
Work telephone number

Private & Confidential
Addressee Only

Employee Name
Hand delivered/ Employee's Home Address

Date

Dear (employee's name)

Re: Secondment Application

Thank you for informing me of your request to apply for a secondment under the CCG Secondment Policy, a copy of which is enclosed for your information.

After giving serious consideration to this request I have decided that unfortunately I am unable to support your application for a secondment. The reasons that I have come to this decision are as follows:

- XXXX
- XXXXX

I hope you will understand the reasons behind my decision. I would be happy to discuss this further with you.

Yours sincerely,

Manager Name
Manager Job Title

Encl. CCG Secondment Policy and Procedure