



# Secondment Policy

Document Reference	POL089
Document Status	Approved
Version:	V7.0

DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author (s)
HR Policy Group	March 2011	HR Policy Group
Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V0.1	24 March 2011	Reviewed by HR Policy Group
V0.2	1 April 2011	Sent to SPF for approval
V0.3	12 April 2011	Sent to SLT for approval
V0.4	20 June 2011	Sent to EMT for approval
V1.0		Approved Policy
V2.0	2 August 2013	SPF Ext Apr 2013 + Nov 2013
V3.0	6 December 2013	SPF Ext Nov 2013 + Nov 2014
V4.0	15 September 2014	SPF Ext Nov 2014 + Nov 2015

POL089 – Secondment Policy

Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V5.0	10 December 2015	Approved extension to review date by SPF to November 2016
V6.0	6 April 2019	Policy formatted on to new template
V6.1	7th February 2020	Review by HR Policy Sub-Group
V6.2	9th April 2020	Sent to ELT
V7.0	17 April 2023	Policy extended to January 2024 by CRG

Document Reference	Directorate: HR
Recommended at Date	SPF
Approved at Date	CRG 17 April 2023
Valid Until Date	31 January 2024
Equality Analysis	May 2020
Linked procedural documents	
Dissemination requirements	All Trust employees via the intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups. This policy applies to

## POL089 – Secondment Policy

all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust. All Trust policies can be provided in alternative formats.

### Contents

Paragraph		Page
1.	Policy Statement	4
2.	Definition	4
3.	Scope	5
4.	Roles and Responsibilities	5
5.	Access to the Procedure	5
6.	Purpose of a Development Opportunity/Secondment	5
7.	Timeframes	6
8.	Recruitment	8
9.	Management	8
10.	Terms and Conditions	8
11.	Enhancements	9
12.	Annual Leave	9
13.	Policy Review	10
Appendix 1	Equality Impact Assessment	11

## 1. POLICY STATEMENT

- 1.1 This document outlines the Secondment Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust recognises the benefits of secondments for both Management and Staff. The Trust also recognises that this process needs to be managed effectively and consistently.
- 1.2 This policy has been written in partnership by management and staff side.

## 2. DEFINITION

- 2.1 Temporary movement to a post up to 12 weeks is considered to be a development opportunity, staff will maintain the Terms and Conditions and salary associated with their substantive post or take those of the new role, whichever is most beneficial to the member of staff. All development opportunities will need to be approved using a Vacancy Requisition Form. Temporary movements may or may not be subject to a selection process.
- 2.2 Secondment in this context is the temporary movement of an employee from their substantive role to another role within the Trust which exceeds 12 weeks duration (excluding alternative or return to work duties and circumstances in 2.3). Secondments will be subject to a selection process.
- 2.3 In exceptional circumstances with agreement of the Staff Partnership Forum, the 12 week development opportunity may be extended without it becoming classified as a secondment. This extension, as requested by the manager, will be no longer than a further 12 weeks. This decision making responsibility will be delegated to designated senior members of the Staff Partnership Forum. Decisions on extensions will therefore be made in partnership between two members of staff-side and two other nominated members of the Staff Partnership Forum.

- 2.4 Where applicable this policy also covers secondments to/from external organisations.

### **3. SCOPE**

- 3.1 This policy applies to all staff employed by the Trust.

### **4. ROLES AND RESPONSIBILITIES**

- 4.1 Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

### **5. ACCESS TO THE PROCEDURE**

- 5.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this Policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 5.2 Employees and Managers may also wish to consult the Recruitment and Selection Policy.

## 6. PURPOSE OF A DEVELOPMENT OPPORTUNITY/SECONDMENT

- 6.1 Development Opportunities/Secondments should be for the benefit of the Trust, the member of staff or the NHS.
- 6.2 Examples of where a development opportunity/secondment would apply:
- to maintain or improve service delivery
  - to learn new skills that could be of benefit to the Trust
  - to undertake a specific project role on behalf of the Trust
  - to undertake roles in external organisations e.g. higher education, Strategic Health Authority
  - a temporary promotion to allow staff experience of a more senior position
- 6.3 All secondments must be agreed and recruited to in line with the Recruitment and Selection Policy.
- 6.4 Due to the nature of running a service, specific development opportunities/secondments for certain members of staff may not be practical. Development opportunities/Secondments are not an automatic right for staff and must be agreed with the Trust to ensure disruption to services are kept at a minimum. Decisions regarding the appropriateness of individual development opportunities/secondments will be made by the General Manager or equivalent Manager in conjunction with Human Resources Department.
- 6.5 When a member of staff applies for a development opportunity/secondment, they should inform their line manager.
- 6.6 Managers seconding an employee to an external organisation are required to complete a Commissioning Log request, available on East24 and return to [commissioning@eastamb.nhs.uk](mailto:commissioning@eastamb.nhs.uk) prior to the secondment starting. Further details are available from the Business Development Unit.

## 7. TIMEFRAMES

- 7.1 A secondment would usually be expected to last from 12 weeks to 9 months.
- 7.2 Under Agenda for Change, any secondment over 6 months should have a defined time period. For the purposes of this policy, all secondments (e.g. over 12 weeks) should have a defined time period. This includes secondments within the Trust, the NHS and with external organisations.
- 7.3 In some circumstances it may be beneficial to extend a secondment. A secondment may be extended up to twelve months, at which point the employee may return to their substantive post / rota line or be offered the seconded position as their substantive post if the criteria below are met:
- The secondment is not to a specialist team such as HART or HEMS etc. which have existing arrangements.
  - The post is fully funded by the Trust (i.e. not an additional CCG scheme).
  - The employee has been through the Trust's Recruitment and Selection process for the position.
  - Operational HR confirm that there are no individuals within the Trust who are either at risk of redundancy or of being displaced due to health and who fall under the equality act that maybe suitable for consideration for the role in question.
- 7.4 If an employee's secondment is to be substantiated this will need to be processed through the TRAC system and approved, then their original post / rota line will be advertised in line with the Recruitment and Selection Policy.
- 7.5 Where the secondment is coming to an end resulting in a substantive vacancy, the role will be advertised in line with the Recruitment and Selection Policy.
- 7.6 In exceptional circumstances, a secondment can be shortened or ceased. Notice of this change would need to be given 42 days in

## POL089 – Secondment Policy

advance unless an earlier return is mutually agreed between all parties concerned.

- 7.7 When seconding on a part-time basis and a post holder has two part-time posts, it must be made explicitly clear the hours expected by each post to avoid any confusion. This applies to part-time secondments both internally and externally.

## 8. RECRUITMENT

- 8.1 Recruitment for a secondment post will be in line with the Recruitment and Selection Policy.
- 8.2 Any secondment post must have a job description, person specification and have been through the job evaluation process.
- 8.3 Some development opportunities/secondments maybe subject to the receipt of enhanced Criminal Record Bureau (CRB) checks or Occupational Health checks. Staff will not be able to start in these seconded posts until the appropriate checks have been received.
- 8.4 The source of funding for any post must be established before anyone is recruited to that post in line with the Recruitment and Selection Policy.
- 8.5 A new Principal Statement of Terms and Conditions of Employment will be issued for the secondment period.

## 9. MANAGEMENT

- 9.1 Line management arrangements will be confirmed prior to the start of the development opportunity/secondment.
- 9.2 Staff on development opportunities/secondments within the Trust are subject to all policies and procedures within the Trust.

## **10. TERMS AND CONDITIONS**

- 10.1 If a secondment results in a change of pay band this will be dealt with under Agenda for Change Terms and Conditions (National and Local).
- 10.2 On returning to the substantive post after secondment, the post holder will be, minimally, placed back in the substantive pay band at a point as if they have continued to progress incrementally in accordance with National Terms and Conditions of Service pay progression rules.
- 10.3 Arrangements for line management including annual reviews will be discussed and agreed prior to the commencement of any secondment.
- 10.4 For the purpose of determining pay progression, if a seconded employee becomes substantiated, their increment date will be reflected by the date in which the secondment began and an HR2 will be completed retrospectively.

## **11. ENHANCEMENTS**

- 11.1 Staff seconded to a post will be subject to the Terms and Conditions relevant to that post.
- 11.2 Within the Agenda for Change Terms and Conditions there is the ability to agree additional payments (for example mileage) on an individual basis to support staff appropriately; this will be applied on a fair basis across the Trust.
- 11.3 Any arrangement regarding annual leave, time owing, shift swaps etc, must be agreed with the relevant managers prior to the start of any secondment.

## **12. ANNUAL LEAVE**

## POL089 – Secondment Policy

- 12.1 For staff on secondment within the Trust, annual leave will be in line with the Annual Leave Policy.
- 12.2 When a member of staff seconds out of the Trust on a part-time basis, annual leave will only be accrued in relation to the hours worked within the Trust and taken in line with the Annual Leave Policy.
- 12.3 Annual leave will not be accrued with this Trust when on an external secondment. This arrangement will be confirmed at the point of agreeing the external secondment.
- 12.4 All arrangements with regard to annual leave will be agreed with both the member of staff and any external agency where relevant, prior to the commencement of any secondment.

### 13. POLICY REVIEW

- 13.1 This policy will be reviewed on a two yearly basis or amended in the light of new employment legislation and/or relevant case law.

## APPENDIX 1



## Equality Impact Assessment

<b>EIA Cover Sheet</b>	
Name of process/policy	SECONDMENT POLICY
Is the process new or existing? If existing, state policy reference number	EXISTING
Person responsible for process/policy	
Directorate and department/section	HR
Name of assessment lead or EIA assessment team members	EqIA Panel members
Has consultation taken place? Was consultation internal or external? (please state below):	Internal via HR Policy Sub-Group & EQIA Panel

POL089 – Secondment Policy

The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state)	
	Training programme.	

Equality Analysis
<p>What is the aim of the policy/procedure/practice/event? Procedure and process for applying for and undertaking a secondment.</p> <p><b>This document outlines the Secondment Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust recognises the benefits of secondments for both Management and Staff. The Trust also recognises that this process needs to be managed effectively and consistently.</b></p>

POL089 – Secondment Policy

Who does the policy/procedure/practice/event impact on?					
<b>Race</b>	X	<b>Religion/belief</b>	X	<b>Marriage/Civil Partnership</b>	X
<b>Gender</b>	X	<b>Disability</b>	X	<b>Sexual orientation</b>	X
<b>Age</b>	X	<b>Gender re-assignment</b>	X	<b>Pregnancy/maternity</b>	X
Who is responsible for monitoring the policy/procedure/practice/event? <b>HR</b>					
What information is currently available on the impact of this policy/procedure/practice/event? <b>HR Metrics/ESR</b>					
Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? <b>No</b>					
Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes, If yes please provide evidence/examples:					
<b>Race</b>	X	<b>Religion/belief</b>	X	<b>Marriage/Civil Partnership</b>	X
<b>Gender</b>	X	<b>Disability</b>	X	<b>Sexual orientation</b>	X
<b>Age</b>	X	<b>Gender re-assignment</b>	X	<b>Pregnancy/maternity</b>	X
Please provide evidence: <b>The policy sets out a fair and consistent approach.</b>					
Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? No, if so please provide evidence/examples:					
<b>Race</b>	X	<b>Religion/belief</b>	X	<b>Marriage/Civil Partnership</b>	X
<b>Gender</b>	X	<b>Disability</b>	X	<b>Sexual orientation</b>	X

POL089 – Secondment Policy

<b>Age</b>	X	<b>Gender re-assignment</b>	X	<b>Pregnancy/maternity</b>	X
<p>Please provide evidence: Not with the Policy, possible with the implementation is everyone being treated fairly when applying for secondments or does HR data suggest certain groups are not having access to such opportunities.</p>					
<b>Action Plan/Plans - SMART</b>					
Specific					
Measurable					
Achievable					
Relevant					
Time Limited					

<b>Evaluation Monitoring Plan/how will this be monitored?</b>
Who
How
By
Reported to