



Secondment Policy

DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author
HR Policy Group	March 2011	HR Policy Group
Version	Date	V5.0
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
V5.0	10 December 2015	Approved extension to review date by SPF to November 2016

Names and roles of contributors, user engagement etc.	
Document Reference	Directorate: HR
Recommended at Date	HR Policy Group 24 March 2011
Approved at Date Approved	EMT: 20 June 2011
Review date of approved document:	November 2016
Equality Impact Assessment	24 March 2011
Linked procedural documents	
Dissemination Requirements	All Trust employees via the intranet

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of discriminating, directly or indirectly, against employees, patients, contractors or visitors on the grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief or disability. This policy will apply equally to full and part time employees. All East of England Ambulance Service NHS Trust policies can be provided in large print or Braille formats if requested, and language line interpreter services are available to individuals who require them.

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 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 Under exceptional circumstances, if management feel it is beneficial to do so, the secondment can be extended. If the secondment itself lasts more than 9 months, the substantive post and/or rota line of the seconded employee may be permanently filled in their absence. Prior to any decision being made relevant parties involved, including the secondee, will meet to discuss and agree the implication of extending the secondment beyond 9 months. Two months notice should be given for an extension. However, the total secondment should not last more than 12 months. Managers and HR are jointly responsible for monitoring adherence of these timescales.
- 7.4 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.
- 7.5 In exceptional circumstances, a secondment can be shortened or ceased. Notice of this change would need to be given 42 days in advance unless an earlier return is mutually agreed between all parties concerned.
- 7.6 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 on an annual basis. However, if the post holder has gained specific experience/competencies in a higher level seconded role as demonstrated against their substantive role KSF profile, this may be acknowledged in terms of placing them at a higher spine point within their substantive pay band when they return to their substantive role. Individuals are responsible for producing evidence to support their case for an increase in spine point. Any decision to place them at a higher spine point must be agreed by the budget holder, in conjunction with HR.
- 10.3 Arrangements for personal development reviews will be discussed and agreed prior to the commencement of any secondment.

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

- 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.