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Council**

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Comhairle Siorrachd
Chlach Mhanann

Clackmannanshire Council
Secondment Procedure

SECONDMENT PROCEDURE

Date: November 2018

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| Author: | Diana Kerr |
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| 0.1 | January 2018 | Draft | D.K. | N/A |
| 0.2 | April 2018 | Amendments made following HR team review | D.K | N/A |
| 0.3 | June 2018 | Amendments made following policy group regarding appropriate officer approval level. Amendment also made to pension area of procedure. | D.K | N/A |

SECONDMENT PROCEDURE

1. Introduction

- 1.1. Clackmannanshire Council recognises the mutual benefits in supporting, where possible, secondments both internally and externally.
- 1.2. Secondments externally are most likely to occur with partnership organisations such as the NHS, Police Scotland, Scottish Government and any other appropriate organisation taking into consideration service requirements.
- 1.3. Clackmannanshire Council defines a secondment as, “an employee temporarily transferring to another section/service or organisation for a defined period, specific purpose and with the agreement of all parties.”
- 1.4. Employees should ensure that they have prior agreement from the relevant Chief Officer that the Council can support a secondment before applying for one with an external partnership organisation or otherwise.
- 1.5. Where a secondment is agreed this should be supported by a secondment agreement and have an identifiable end date.
- 1.6. An unsigned secondment agreement may delay the start date of any agreed secondment.

2. Responsibilities

- 2.1. The appropriate Chief Officer has overall responsibility for approving secondments taking into consideration any budget implications.
- 2.2. HR will be responsible for issuing secondment agreements where agreed and approved.
- 2.3. Line managers should evaluate the rationale behind the appointment of a secondee prior to making any decisions. Line managers will also be responsible for managing the secondee in line with the associated secondment procedure.
- 2.4. Staff have a responsibility to ensure that where seconded they understand and work to the host organisation's specific conditions regarding hours of work, flexitime and holiday arrangements such as holiday leave year.

3. Internal Secondment Opportunities

3.1. Any employee wishing to apply for a secondment must do so with the permission of their current line manager. All requests will be considered on the outlined criteria:

- The exigencies of the service
- The potential for securing a backfilling resource
- The employee's professional development

3.2. Internal recruitment into any post will be in line with the Council's Recruitment and Selection Policy and Procedure.

3.3. A line manager from the host service/team should ensure they meet with the member of staff on commencement of the secondment and undertake appropriate induction arrangements.

3.4. During the secondment contact should be maintained with the substantive service, this is a joint responsibility with the secondee and their substantive line manager.

4. External Secondment Opportunities

4.1. Any employee wishing to apply for an external secondment must do so with the permission of the relevant Chief Officer. All requests will be considered on the outlined criteria:

- The exigencies of the service
- The potential for securing a backfilling resource
- The employee's professional development
- The recruiting body engaging in a secondment agreement

4.2. The secondee will usually work under the normal working arrangements specific to the host organisation. Any variation to this is by agreement at the time of secondment.

4.3. Where an employee undertakes a secondment with an external partner they will be required to meet the host organisations standards regarding conduct but will remain subject to Clackmannanshire Council's formal policies and procedures.

- 4.4. When absent the secondee should follow the absence reporting procedure for the host organisation although it should be noted that sickness allowance and payment will be in line with Council terms and conditions.
- 4.5. The partner organisation will be responsible for advising the Council of any periods of sickness absence.
- 4.6. Procedures for the authorisation of leave will be advised by the host organisation or service, the host organisation will ensure that the Council is updated of leave.
- 4.7. Where an employee is undertaking a secondment to an external partner the secondee will not have a break in their continuous service with the Council.
- 4.8. During secondment the secondee would be subject to any performance review/appraisal operated by the host organisation and during the secondment arrangements must be put in place for feedback on this to be provided to his/her substantive manager for inclusion in the individual's performance review and development (PRD) folder. Where the host organisation has no PRD arrangements in place, a process for regular review and feedback should be agreed by the substantive manager and the host organisation.
- 4.9. Any performance concerns should be discussed with the employee and the host organisation and the substantive line manager should be made aware.
- 4.10. Where there are concerns raised regarding meeting requirements for continuous professional development (CPD) then this should be discussed with the individual and the host organisation.

5. Pension

- 5.1. Employees should seek advice from pensions directly regarding any impact on their pension before undertaking an external secondment.

6. Organisational Change and Workforce Management

- 6.1. In the event of an employee's service undergoing a restructure during the period of their secondment the Council will ensure that that seconded employee is fully consulted.
- 6.2. Employees seconded from another partnership organisation to the Council are entitled to apply for any internal council vacancies.

7. Termination of Secondment Arrangements

- 7.1. Should the secondment be terminated earlier than initially agreed then this should be with reasonable notice which would normally be four weeks to the substantive service/organisation.
- 7.2. Where the employee requests to end their secondment early this will have to be assessed if it can be approved based on service delivery requirements.
- 7.3. Triggers for the early termination of a secondment arrangement may include but are not restricted to:
- Disciplinary issues
 - Unacceptable levels of absence
 - Performance issues
 - Organisational change

8. Conditions of Return After Secondment

- 8.1. Arrangements should be made to prepare the secondee for a return to their substantive post by updating him/her on any changes to the team and or working arrangements that may have been implemented during their period of secondment.
- 8.2. When the secondment is for 12 months or less and the secondee would normally return to their substantive post on conclusion.
- 8.3. Should the secondment be for a period of longer than 12 months or it is anticipated that cover may be difficult, the secondee would normally return to a comparable post on the same grade and normally within their own service.

8.4. Salary on return will be on the salary for the post the employee left, incorporating the normal salary increments and pay awards during the time of the secondment.

8.5. It should be noted that any agreement for a secondee to return to the same post following a longer secondment needs careful consideration and should be discussed with an HR Business Partner.

9. Renewal of Secondment Arrangements.

9.1. Where there is a need for the secondment arrangement to continue beyond the scheduled end date appropriate approvals should be sought.

9.2. A revised secondment agreement should be issued.

10. Responsibilities for Health and Safety

10.1. Should an employee be seconded to an external partner organisation then that organisation will be responsible for the Employers Liability Insurance and have a duty of care under the relevant Health and Safety legislation for the secondee.

11. Backfilling of the Substantive Post

11.1. Should the substantive service require to backfill the secondee then this should be done in line with the Council Recruitment and Selection Policy/Procedure and relevant approvals sought where appropriate.

12. Monitoring and Review

12.1. HR will monitor the effectiveness of the procedures on an on-going basis.

Revisions and updates will be implemented by the Council following, if appropriate, consultation with recognised Trade Unions.

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| Policy Name | Secondment Procedure |
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| Policy Lead | HR |
| Equality Impact Assessment | |
| Full EQIA required | Yes <input type="checkbox"/> No* <input type="checkbox"/> |
| * In no please provide rationale | |
| Date Full EQIA complete | N/A |
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