



# MANAGEMENT CIRCULAR

83

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**December 2018**  
**Management Circular 83**

To Heads of all Educational Establishments

## **Secondment Arrangements for Staff**

Glasgow City Council recognises the value of secondment opportunities for Education Services staff in terms of personal and professional staff development, whether these are internal within Glasgow City Council Services or Arms Length Organisations or to external organisations, such as Education Scotland, SQA, Scottish Government, Universities, etc. Internal secondment will also aim to progress policy initiatives of Glasgow City Council.

Staff do **NOT**, however, have the automatic right to access secondments and staff will not normally be given authorisation for more than one secondment within a five year period. Glasgow City Council also reserve the right at all times to recall any member of staff on secondment with an appropriate period of one month's notice, should this be beneficial to the exigencies of our service.

### **1. School And Early Years Staff**

Whether secondments are internal or external, staff who are interested in accessing such opportunities must seek approval to apply from the Head of Establishment before applying. Requests for approval of secondments must be submitted for authorisation by the Executive Director at the Workforce Planning Board.

Secondments will be the subject of discussion between the Head of Service and Head of Establishment to ensure that the release of the member of staff, either part-time or full-time, will not create undue difficulties for the educational establishment. Where a secondment is not full-time or long term, Heads of Establishment need to carefully consider how the post will be covered.

In determining whether or not a member of staff is given approval to apply, or be considered for an external secondment, the Head of Establishment will take full account not only of the development opportunity for the member of staff but also the impact that the secondment will have on:

- Attainment and Achievement;
- Continuity of Education;
- Availability of replacement staff;
- Exigencies of the service.

Where it is a member of staff who holds a management post the school must be satisfied that the necessary arrangements can be put in place to ensure continuation of the management remit at no additional cost to Education Services

## **2. All Other Staff**

Whether secondments are internal or external, staff who are interested in accessing such opportunities must seek approval to apply from their direct line manager in the first instance. Requests for approval of secondments must be submitted to Education Workforce Planning for authorisation by the Executive Director.

Secondments will be the subject of discussion between the relevant Line Manager and HR to ensure that the release of the member of staff, either part-time or full-time, will not create undue difficulties for the service. Where a secondment is not full-time or long term, Line Managers need to carefully consider how the post will be covered. In determining whether or not a member of staff is given approval to apply, or be considered for an external secondment, the Line Manager will take full account not only of the development opportunity for the member of staff but also the impact that the secondment will have on the team/ section.

Where it is a member of staff who holds a management post the Line Manager must be satisfied that the necessary arrangements can be put in place to ensure continuation of the management remit at no additional cost to Education Services.

Once a secondment has been authorised, the outcome will be communicated by the Education Workforce Planning to the member of staff indicating the arrangements that have been agreed between Education Services and the place of secondment.

### **All Employees**

The right to revert to the member of staff's substantive post after the secondment must be considered at the start of the secondment and will only normally be granted to secondments of less than 12 months. Secondments beyond 12 months and requests for extensions to secondments would be subject to review and would depend on the following factors:

- Unpromoted teachers would normally be expected to relinquish their rights to their substantive post within a school if the secondment was to continue beyond 12 months. The main exception to this is internal secondments to specialist services,

EAL, Leaders of learning, which are normally for 2 school sessions. On return to their teaching post, if it was mid school year, a teacher may be required to return to a post within permanent supply and return to their substantive post at the start of the new session.

- For all secondments extended beyond 23 months, teaching employees will give up the right to revert to their substantive post. Teachers returning from a secondment in excess of 23 months (internal or external) will attend the annual staffing exercise to select a new post.
- Promoted teachers may require an individual discussion about their right to revert to their substantive post, if the secondment was to continue beyond 12 months.

For all teaching staff, secondments will not normally extend beyond 23 months or two school sessions, and the staffing needs of Glasgow's schools will be paramount.

8 weeks prior to the planned end of the secondment, the relevant HR Officer will contact the member of staff to find out if the secondment is likely to end at the planned date, or if it is likely to be extended for a further period. Any extensions to secondments will be also be confirmed by Education Service Workforce Planning Board, a similar process to granting the original request. All secondments will be reviewed by the Education Services Directorate team on a termly basis to ensure governance.

### **3. Terms And Conditions**

While a member of staff is on secondment they will continue to be paid their salary by Glasgow City Council, with Glasgow City Council being reimbursed by the place of secondment for all salary costs and any enhancements received. Glasgow City Council will also charge a 10% administration charge for all seconded employees and this will be included in each invoice issued to the place of secondment.

Please note that at the end of a secondment, any enhancements given by the place of secondment will cease when the member of staff returns to Education services.

During a secondment, informal contact should be maintained between Head of Establishment/ Line Manager and the member of staff. Staff may also continue to attend team meetings/training at their original place of work, if possible. It is essential that the member of staff does not lose contact with their original place of work, to ensure that they are kept up to date with any changes, as well as to facilitate a smooth transition when the secondment comes to an end.

Seconded staff are entitled to maintain their existing terms and conditions of employment except where mutually agreed otherwise. Whilst on secondment, it is the employee's responsibility to ensure that they maintain their professional registration to either GTCS or SSSC.

During a period of secondment to another organisation, employees will receive written confirmation with the details of their secondment, including right to revert and any salary enhancements (if applicable).

Glasgow City Council and the host organisation will exchange secondment agreements.

Where a secondment is internal to Education services or another council department, the employee will also receive details of their secondment. If the alternative employment is at a

higher level, this is an “Acting Up” period and not a secondment.

#### **4. Policies And Procedures**

If a member of staff on secondment is absent due to sickness, then they must follow Glasgow City Council’s absence reporting procedures and maintain contact with their Education Services Head of Establishment/Line Manager. The Education Services Head of Establishment/Line Manager will be responsible for conducting return to work interviews/formal interviews.

If it is necessary to take disciplinary action against a member of staff for an incident that occurs whilst they are on secondment, then would be investigated and disciplined under either LNCT Circular 12, Code of Discipline for Teachers, Disciplinary and Appeals Procedure or Glasgow City Council Discipline and Appeals Procedure with necessary input from representatives from the host organisation. Similarly, if a member of staff on secondment has a grievance, this should be raised under LNCT Circular 13, (Revised Grievance Framework and Procedures for Teachers or Glasgow City Council Grievance Procedures).

#### **5. Administration**

Glasgow City Council will apply a 10% administration charge when invoicing the host organisation. The frequency of invoicing is agreed at commencement of secondment. In some circumstances the Executive Director may decide it is appropriate to waive the 10% administration charge (e.g. Charitable Organisation).

#### **6. INTERNATIONAL EXCHANGES**

There are a range of organisations offering teaching staff the opportunity of an international exchange. Any teacher considering an international exchange must seek the support of their Head of establishment. If support is forthcoming, the teacher may proceed to arrange the exchange, but should not make any acceptance of the offer until approval is granted from the Education services Workforce Planning Board. Approval will normally only be granted in line with Glasgow City Council’s school session, and at no additional financial cost to the service.

Maureen McKenna  
Executive Director of Education