May 2013
Management Circular No. 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 months notice, should this be beneficial to the exigencies of our service.

1. SCHOOL BASED STAFF

Whether secondments are internal or external, staff who are interested in accessing such 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 to Human Resources Workforce Planning for authorisation by the Executive Director at the Workforce Planning Board.

Secondments will be the subject of discussion between the Head of Service/Area Education Officer 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 Human Resources 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 Human Resources Workforce Planning to the member of staff indicating the arrangements that have been agreed between Education Services and the place of secondment.

The right to revert to the member of staff’s substantive post after the secondment would be considered at the start of the secondment and would 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. On return to their teaching post, if it was mid school year, they would return to a post within permanent supply and attend the main staffing exercise to select from available posts.

- Promoted teachers will 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, Human Resources Workforce Planning 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 Human Resources Workforce Planning in 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.

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.

Maureen McKenna
Executive Director of Education