



SECONDMENT POLICY & PROCEDURE

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'During the COVID19 crisis, please read the policies in conjunction with any updates provided by National Guidance, which we are actively seeking to incorporate into policies through the Clinical Ethics Advisory Group and where necessary other relevant Oversight Groups'

NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust

DOCUMENT HISTORY					
(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)					
Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
07 Nov 12	1.1		Director of HR	Transferred into new Policy template. Added reference to 'Our Strategic Objectives' as one of the outcomes of a secondment. Job titles updated. New Equality Analysis. Consideration for pay when seconded into a role at a lower pay band – point 7.1.2.	
27 Nov 12	1.2		Director of HR	Consultation closures - No changes.	Ratified at Partnership Forum.
11 Jan 13	1.3		Executive Director of Nursing & Workforce	Amendments requested at Policy Management Group	Reviewed at Policy Management Group
25 Feb 13	1.4		Executive Director of Nursing & Workforce	Executive Summary - Added reference to the Integrated Business Plan and removed reference to Workforce Strategy. 5.2 to 5.4 = making it explicit levels of authority to approve a secondment and what to do when a secondment comes to an end. 5.4 = "to all affected parties" has been added to the sentence 5.5 = added reference to the European Working Time Directive. Section 6 - Added link to Template letters Section 6.2 - Section 6.2.4 added to reflect feedback from Policy Review Group re Health and Safety Assessments Section 6.2 - Amended point 6.2.7 following feedback from the Policy Review Group.	
04 Jun 13	1.8		Executive Director of Nursing & Workforce	Append C - New checklist added Reference to Counter Fraud incorporated 5.8 + 6.2.1 = Incorporated the requirement to undertake a Quality Impact Assessment to assist the decision whether to second or not	
02 Oct 14	1.8		Executive Director of Nursing & Workforce		Ratified at Partnership Forum
21 Oct 14	2	21 Oct 14	Executive Director of Nursing & Workforce		Approved at Policy Management Group
Sept 17	2.1		Director of HR and OD	Policy review	Partnership Forum and Joint Local Negotiating Committee
12 Dec 2017	3.0	12/12/2017	Director of HR and OD	Approved at	Corporate Governance and Risk Committee
20 Oct 20	3.1		Director of People and OD	Scheduled review of policy. Update to Trust branding and departments. Revision of Template letters, secondment approval forms and links.	
1 Dec 20	3.1	11/05/2021	Director of People and OD	Draft policy checked by Corporate Governance Team and draft version returned to be finalised.	Approved at People and OD subcommittee

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- C** Managers Checklist
- D** Secondment Request Form
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Executive Summary

The term 'secondment' is broadly used to describe the temporary movement or 'loan' of an individual to another part of the same organisation or to a completely different organisation.

This policy has been designed to provide guidance to all those who may be involved in the secondment process, in particular managers supporting the secondment of a member of their team, Secondtees' themselves and managers in the Host Organisation or department.

This policy should be read in conjunction with the NHS Terms and Conditions Handbook (Agenda for Change), Terms and Conditions – Consultants (England) 2003.

2 Introduction

To support you with your aims and aspirations to grow and develop your career with the Isle of Wight NHS Trust ('The Trust') we are pleased to be able to offer a range of training and development opportunities.

Secondments at the Trust aim to provide you with the opportunity to develop your skills in a new working environment, appreciate different ways of working and enhance your broader understanding of the Trust.

We are committed to ensuring that no secondment opportunity is unreasonably refused and your line manager will need to provide you with justification if they are unable to support your secondment. To ensure that you are treated fairly and consistently the following criteria should be used when assessing the merits of your secondment request:

- That the secondment provides clear evidence of personal and professional development for you.
- That it is consistent with the development needs identified within your personal development plan.
- That the benefit to the Trust can be evidenced through improved individual performance linked to the Trust Vision and Strategic Objectives.

As a Trust we are committed to ensuring that you are treated fairly, and as individuals, not discriminated against on the basis of your age; whether you have a disability; your gender; your sex or sexual orientation; your ethnicity; your marital status or your religion or beliefs

2 Definitions

'**Secondment**' is the temporary movement of an employee from their substantive role to either another role within the Trust or to another organisation.

2.1 Substantive Post is the original post that the employee was in prior to the secondment.

2.2 A line manager's level of authority to authorise the secondment for a member of their team should be line with the financial limits set out in the Trust's Standing Financial Instructions. A manager may also wish to seek advice from other functions such as Human Resources and Finance to ascertain the full implications of the secondment before making their final decision – see section 6.2.2 of this policy.

- 2.3 The period of a secondment can vary, however, in the first instance; it should be for a maximum period of 12 months.
- 2.4 If the secondment is intended to continue beyond the date originally agreed, a new 'Secondment Agreement' must be completed and signed by all parties.
- 2.5 In exceptional circumstances, any party can request a secondment to be shortened or terminated before the anticipated end date. In these circumstances one month's notice should be given to all affected parties.
- 2.6 A secondment can be a full or a part-time appointment. Part-time secondment may result in a post holder having two part-time posts, in these situations, the hours expected to be worked in each post must be made explicit to avoid any confusion. The Trust will not support any secondment agreement that would result in a failure to comply with the European Working Time Directive. This applies to staff members employed by the Trust and as well as those being seconded to the Trust who are employed by another organisation.
- 2.7 All secondments should have a specific purpose, these may be:
- To fill a vacancy where the Host department, Care Group, Division or Trust lacks the expertise to undertake a specific piece of work
 - For personal or career development
 - To fill a substantive position on a temporary basis.
- 2.8 There are three types of secondment;
- Internal secondment within the organisation
 - Secondment to undertake training – see section 5.9
 - Secondment to another NHS organisation
 - Secondment to another external organisation e.g. Isle of Wight Council
- 2.9 The Trust may second an employee to undertake education or training providing the following criteria has been satisfied:
- There is no increase in costs to the Trust
 - The business case to second is linked to recruitment and/or retention of hard to recruit to professions
 - The employee meets Higher Education visa and entry requirements
- Examples of courses that employees may be seconded to undertake include
- Foundation Degree
 - Post Registration modules (NHS South of England Local Education and Training Board)
 - Post Graduate Degree and Higher Degree Courses
 - Training to become a registered Mental Health Practitioner
- 2.10 The Trust cannot guarantee employment in a registered role on completion of the training.
- 2.11 If a secondment results in the need for further recruitment, the Trust's recruitment request approval process must be followed.

2.12 Being on secondment does not exclude an employee from applying for other position(s) during the secondment period. Should they be successful in obtaining alternative employment, the secondee must notify their substantive line manager as soon as possible. Normal notice periods will apply i.e. 1 month (band 1 to 6), 2 months (band 7) and 3 months (band 8a and above) unless an alternative arrangement is mutually agreed.

2.13 The continuous service and contractual rights of the seconded employee will not be affected.

3 Scope

In general terms, secondments usually apply to individuals who are employed on a permanent basis with the Trust and would not normally apply to staff employed on a temporary or bank contract. If however, there are occasions where secondment would apply to staff in these before mentioned groups; this will be reviewed on an individual basis in line with the objectives of the Trust.

This policy will not apply in circumstances where the agreed sharing of workforce falls within the scope of the workforce sharing agreement as part of our formal partnership arrangements with other NHS organisations.

4 Purpose

The purpose of this policy is:

- To provide guidance on the process to be followed by line manager's and employee's.
- To provide a transparent framework ensuring that secondment opportunities are equitable, fair and effective in meeting the organisation's goals and objectives.
- To promote personal and professional development of staff
- To ensure that secondments are consistent with the Trust's recruitment and selection process.
- To ensure appropriate governance arrangements are in place between the substantive employer and host organisations.

5 Roles and Responsibilities

5.1 Employees (secondees)

Who wishes to apply for a secondment will need to:

5.1.1 Have an initial conversation with their line manager regarding the secondment opportunity to understand whether a secondment could be supported.

5.1.2 Complete a Secondment request form – Appendix D for consideration by their line manager.

5.1.3 Employees need to be aware that managers are responsible for balancing quality and finance of delivering a service as well as staff development. If a manager feels that supporting a secondment will have a detrimental impact on the quality of service provided, then they have the right to decline the secondment request.

5.1.4 During a secondment the secondee will be expected to:

- Maintain regular contact with their substantive line manager and must raise any problems with the Host manager and if necessary their substantive line manager.

- Observe the appropriate procedures and working practices within the Host department.
- On completion of the secondment, identify their learning outcomes and demonstrate how their learning will add value to the team, department in both organisations's involved in the secondment arrangement.

5.2 Line Manager

When considering to support the secondment must ensure

- 5.2.1 Before the secondment is confirmed you must identify any potential conflict of interest between the organisation and the Host Organisation.
- 5.2.2 It is advisable that you contact the Human Resources Officers, who will provide advice concerning any contractual implications of the secondment before confirming the secondment. The Finance Department will be able to cost the financial implications of supporting the secondment.
- 5.2.3 Prior to making your decision you must ensure that the secondment opportunity links to the employees' personal development plan.
- 5.2.4 Whilst your employee is on secondment, as their employer, the Trust requires assurance that whilst on secondment, the duty of care of the employee is maintained. It is therefore the requirement of the line manager, to ensure that a Health and Safety Risk Assessment has been undertaken on the role your employee is being seconded into.
- 5.2.5 Once the decision has been made to support a secondment you must ensure the following actions are completed:
- Complete section 2 & 3 of secondment request form – **Appendix D** (To be signed by all parties). The Secondment Agreement will be used to formalise the agreed terms of the secondment.
 - A Secondment confirmation letter - **Appendix E**
 - Complete an Information Governance Checklist – **Appendix C** e-Change Form:
 - Start and end dates of the secondment
 - Pay band and spine points – incremental dates would not change
 - Change of address payslips should be sent to (if applicable)
 - This should then be sent to iownt.HRe-changes@nhs.net at the earliest opportunity to avoid the risk of over/underpayments.
- 5.2.6 During the secondment you are expected to:
- 5.2.7 Maintain contact with the employee during their secondment, to keep them informed about any service developments and general information about the team and department. This is vital especially if their substantive post is likely to be affected by Organisational change.
- 5.2.8 Maintain regular (at least monthly) contact with the Host employer.
- 5.2.9 During a secondment the salary of the employee is paid by their employer. Where an employee of the Trust is seconded to another organisation, you must ensure the other organisation is invoiced on a monthly basis to recoup the seconded employee's salary.

5.2.10 Because the secondee remains an employee of the Trust during their secondment, the overall responsibility for managing the performance of the secondee remains with you. In reality, this is likely to be done in conjunction with the Host manager.

5.3 People & Organisational Development

5.3.1 If, as a result of the secondment you need to recruit, you must ensure that the Trust's current recruitment practices and Recruitment Request Approval processes are followed at all times.

6 Policy detail/Course of Action

6.1 General Principles

During the secondment, the secondee will remain on the terms and conditions commensurate with their substantive position and employer.

6.1.1 When returning from secondment, the employee will either be:

- placed back into their substantive role and on the pay step point reflecting their additional complete year of experience or
- into a role commensurate with the pay band of their substantive position.

6.2 Agenda for Change

6.2.1 If the pay band of the seconded role is higher than their substantive role, section 6.18 to 6.20 of the Terms and Conditions Handbook "Temporary movement to a higher pay band" will apply.

6.2.2 If the pay band of the seconded role is lower than the Secondees' substantive role, they will be appointed at the point of the pay band closest to the salary of their substantive role.

6.2.3 Annex 21 of the NHS terms and conditions Handbook may apply to an employee of the Trust who is seconded to undertake training.

6.2.4 Secondees will be subject to the enhanced payments relevant to the post they are seconded into.

6.2.5 The NHS Terms and Conditions of service handbook allow additional payments (for example mileage) on an individual basis.

6.2.6 Arrangements regarding annual leave, time owing, shift swaps etc must be agreed with the relevant managers prior to the start and at the end of any secondment.

6.2.7 Special Leave requests during a secondment must be approved by the Host manager.

6.2.8 People seconded into the Trust from another organisation will retain their original terms and conditions of employment.

6.3 Medical Workforce. Any secondment opportunity and related pay should be discussed with the Care groups Clinical Director in the first instance, with final authorisation granted by the Trusts' Medical Director.

6.4 Performance and Conduct

6.4.1 During the secondment placement, the Host employer will be responsible for monitoring performance, attendance, conduct and undertaking appraisal, in line with the Secondees' substantive terms and conditions.

6.4.2 Assessment will be based on objectives agreed between the Host employer and the secondee at the start of the secondment. Objectives should be reviewed throughout the placement as stated in the contract agreement.

6.4.3 It is vital that communication links between the seconding manager and the manager responsible for the individual in the Host Organisation are established at the beginning of the secondment and maintained throughout the secondment, e.g. monthly meetings.

6.4.4 If it becomes necessary to take informal/formal performance or disciplinary action, the Host employer will notify the seconding manager immediately. It is the responsibility of the Trust to take such action as the employer of the individual. However, the Host employer may be asked to undertake the role of investigating manager under our organisation's policy with support from the organisation's Human Resources Department.

6.5 Recruitment Process for Secondments

6.5.1 When seeking to fill a position through secondment the Trust's Recruitment Request Approval process must be followed.

6.5.2 When secondment placements are arranged (internally or externally) cover for the Secondees substantive post is often necessary. The post cannot be filled on a permanent basis. Recruitment Request Approval will also be required.

6.5.3 Where the absence is for three months or less, the Secondees' post can be filled on a temporary basis using acting-up, temporary or fixed term contracts. This must be approved through the organisation's Recruitment Request Approval process.

6.5.4 Recruitment Request Approval will also be required to request an extension to a secondment placement. The Host line manager should discuss this with a Human Resources Officer before making their final decision. The post cannot be filled on a permanent basis.

6.6 Return to Substantive Post

6.6.1 On completion of a secondment the employee will have the right to return to their original substantive post, or if it cannot be held open, an equivalent post on no less favourable terms and conditions will be offered on completion of the secondment.

6.6.2 No later than 4 weeks before the end of the period of secondment, the employee should receive in writing from the substantive manager confirmation of the arrangements to return to their substantive or equivalent post

6.6.3 At the end of the secondment period, the seconded employee should meet with both Host Manager and the Substantive Manager to complete a 'Secondment Evaluation Form' –

Appendix F. This is an ideal opportunity to discuss and document the achievement of agreed objectives and evaluate the individual learning outcomes in line with the Trusts overall objectives. Achievement should be given appropriate recognition and acknowledgement by management.

7 Consultation

The following groups and individuals have had an opportunity to contribute towards the development of this policy through consultation:

- Staff Side Representatives emailed to Combined Union and Professional Associations Committee (CUPAC) Local Negotiating Committee (LNC)
- Human Resource Officers
- Made available to staff via the Trust's Draft Policies intranet site.

8 Training

The responsibility for the implementation of the policy is within the Human Resources and Organisational Development (HR) Directorate.

Human Resources will provide training and awareness of this policy as well as advice and coaching to individuals and line managers who may be considering a secondment.

This Secondment Policy and Procedure does not have a mandatory training requirement or any other training needs. Monitoring Compliance and Effectiveness

9 Monitoring Compliance & Effectiveness

The effectiveness of this policy will be measured by monitoring in the first instance by:

Human Resource Officer feedback/surveys.

10 Links to other Organisational Documents

Policy	Reference in this policy
NHS Terms and Conditions Handbook including Annex 21	Section 7.2
Recruitment and Selection Policy	Various
Learning and Development Strategy	Section 1
Supporting the future of NHS Workforce – a consultation on the NHS Bursary Scheme	Sections 3 and 5
Organisational Change Policy	Points 6.2.6
Higher Education Entry Requirements	Point 5.7
Management of Corporate and Local Induction Policy	Appendix C

11 References

12 Appendices

- A Equality Impact Assessment
- B Financial and Resourcing Impact Assessment on Policy Implementation
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DRAFT



Equality Impact Assessment (EIA) Screening Tool

Document Title:	Secondment Policy and Procedure
Purpose of document	<p>To ensure there is a policy and procedure for managers and employees to follow so that no one is disadvantaged because of who they are or because they have something in common with another group of people.</p> <p>This Policy aims to provide structure to the secondment process.</p>
Target Audience	<p>The policy only applies to:</p> <ul style="list-style-type: none"> employees of the Isle of Wight NHS Trust who secure a secondment to another department within the Trust, employees of the Isle of Wight NHS Trust who secure a secondment to another organisation Managers within of the Isle of Wight NHS Trust who wish to second someone from another organisation to work in their department.
Person or Committee undertaken the Equality Impact Assessment	

- To be completed and attached to all procedural/policy documents created within
- Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?

If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

All Employees have an opportunity to apply for a secondment. The procedure allows for a fair process for secondment selection and development opportunities regardless of their protected characteristic to ensure consistency and equality.

		Positive Impact	Negative Impact	Reasons
Gender	Men			<p><u>No positive or negative impact identified during this review</u></p> <p>A decision to second an employee will be based on objective justification and how the individual as well as the organisation will benefit from the secondment.</p> <p>The decision will not be influenced by whether the applicant is male or female.</p>
	Women			
Race	Asian or Asian British People			<p><u>No positive or negative impact identified during this review</u></p> <p>Secondments could be considered as a means of taking Positive Action, to enrich the diversity of a particular professional group.</p>
	Black or Black British People			
	Chinese people			
	People of Mixed Race			
	White people (including Irish people)			
Disability	People with Physical Disabilities, Learning Disabilities or Mental Health Issues			<p><u>No positive or negative impact identified during this review</u></p> <p>People who are seconded to the Trust and our employees who wish to take up a secondment will not be disadvantaged if they have a disability or long term condition.</p> <p>Less than 1 % of our employees have reported they have a disability.</p>
Sexual Orientation	Transgender			<p><u>No positive or negative impact identified during this review</u></p>
	Lesbian, Gay men and bisexual			
Age	Children			<p>Age may be a consideration; for example undertaking training where the Trust is</p>
	Older People (60+)		X	

	Younger People (17 to 25 yrs)			unlikely to get a return on the investment. This must be objectively justified by the individual's line manager with support from Human Resources.
	Faith Group			<p><u>No positive or negative impact identified during this review</u></p> <p>The Trust would expect its managers to pay due regard to beliefs of an individual who they second into their department/area.</p> <p>In addition, the Trust would take appropriate action if an employee refuses a secondment on the basis of the beliefs an individual may have. Conversely, appropriate action would be taken if it came to light that a persons' secondment had been supported because the beliefs the individual had did not 'conform' to cultural norms.</p>
	Pregnancy & Maternity			<p><u>No positive or negative impact identified during this review</u></p> <p>The secondee is entitled to the same maternity leave, pay and other family leave as set out in the original terms and conditions of employment. Following any Pregnancy/ Maternity related leave; consideration will be given to employee to resume the secondment upon their return.</p>
	Equal Opportunities and/or improved relations			

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

3. Level of Impact

If you have indicated that there is a negative impact, is that impact:		
	YES	NO
Legal (it is not discriminatory under anti-discriminatory law)	✓	
Intended	✓	

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:	
The Trust will endeavour to fully assist Secondment applications at all times. Due consideration will be given in circumstance where the Trust is unlikely to get a return on the investment. This must be objectively justified by the individual's line manager with support from Human Resources.	
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:	
The Trust will continue to review and give equal consideration to all Secondment requests.	
3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?	
N/A	
Scheduled for Full Impact Assessment	Date: Not required
Name of persons/group completing the full assessment.	N/A
Date Initial Screening completed	N/A

Financial and Resourcing Impact Assessment on Policy Implementation

NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.

Document title	Secondment Policy and Procedure
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Totals	WTE	Recurring £	Non Recurring £
Manpower Costs	0	0	0
Training Staff	0	0	0
Equipment & Provision of resources	0	0	0

Summary of Impact:

The Trust considers supporting staff to undertake a secondment is a positive initiative as a good employer.

Risk Management Issues:

That staff are supported to undertake a secondment but finding backfill is often difficult as the post will only be for a fixed term.

Benefits / Savings to the organisation:

Equality Impact Assessment

- Has this been appropriately carried out? YES
- Are there any reported equality issues? NO

If "YES" please specify:

Use additional sheets if necessary.

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

Manpower	WTE	Recurring £	Non-Recurring £
Operational running costs	0	0	0
Totals:	0	0	0

Staff Training Impact	Recurring £	Non-Recurring £
	0	0
Totals:	0	0

Equipment and Provision of Resources	Recurring £ *	Non-Recurring £ *
Accommodation / facilities needed	None	
Building alterations (extensions/new)		
IT Hardware / software / licences		
Medical equipment		
Stationery / publicity		
Travel costs		
Utilities e.g. telephones		
Process change		
Rolling replacement of equipment		
Equipment maintenance		
Marketing – booklets/posters/handouts, etc		
Totals:		

- Capital implications £5,000 with life expectancy of more than one year.

Funding /costs checked & agreed by finance:	Not applicable
Signature & date of financial accountant:	
Funding / costs have been agreed and are in place:	
Signature of appropriate Executive or Associate Director:	

Managers Checklist

This checklist aims to assist Line Managers who second a member of their team to another department within the Trust or to another organisation.

	Line Managers Actions (policy reference)	Yes/No	Date
1	Acknowledgement of request undertake a Secondment		
2	Ensure the links between the secondment and the employees' personal development plan are identified.		
3	Regular meetings with the Host Line Manager have been set up (6.2.6)		
4	Agreed with Host Manager how performance management issues will be managed should the need arise (6.2.8). This could include: <ul style="list-style-type: none"> • Day to Day reporting for duty • Sickness absence monitoring 		
5	Complete a E-Change form and send to lownt.HRe-changes@nhs.net stating start and end dates (6.2.5)		
6	Arrange to meet with the Seconded and the Host Manager no later than 1 month prior to the end of the secondment to discuss final end date and/or extension possibilities. There may be contractual implications. You may need to seek HR advice.		
7	Complete a E-Change form and send to lownt.HRe-changes@nhs.net clearly date the employee will return to their substantive role.		
8	Where the employee is seconded to another organisation, arrange invoices for their salary to be raised by Finance (6.2.7).		

	Host Line Manager Actions (policy reference)	Yes/No	Date
1	Arrange local induction – see Management of Corporate and Local Induction Policy		
2	Arrange role specific training		
3	Regular meetings with the Secondees substantive Line Manager have been set up		
4	Agreed with Secondees substantive Line Manager how performance management issues will be managed should the need arise (6.2.8). This could include <ul style="list-style-type: none"> • Day to Day reporting for duty • Sickness absence monitoring • Failure to achieve objectives 		
5	Agree secondment objectives with the secondee and how they are going to be monitored and measured (SMART) (7.4.2)		
6	Complete a Change form and send to iownt.HRe-changes@nhs.net clearly stating start and end dates, salary information and change of address for pay slips(6.2.5).		
7	Arrange to meet with the Secondee and the Host Manager no later than 1 month prior to the end of the secondment to discuss final end date and/or extension possibilities.		
8	Complete a Change form and send to iownt.HRe-changes@nhs.net clearly date the employee will return to their substantive role.		



Secondment Request Form

(Please provide a copy to HR on completion)

The secondment request form is in place to document the secondment request process of individuals wishing to undertake a secondment. The form consists of three sections which have been outlined below:

Section 1: Employee request for secondment – to be completed by employee.

Section 2: Line manager secondment decision – to be completed by line manager

Section 3: Secondment agreement – to be signed by the employee, line manager and host manager upon the agreement of the secondment.

Section 1: Employee request for a secondment

1. Name:	
2. Current post details	
Job title:	Band:
Department:	Care Group/Division
Place of work:	
3. Secondment details	
Job title:	Band:
Department:	Care Group/Division
Place of work:	
Name and address of Host Department or Organisation (if external)	
Reason for secondment	
1. How do you feel this secondment will contribute to your personal and professional development? (please continue on a separate sheet if necessary)	
2. What benefits or value will this produce for the Isle of Wight NHS Trust during and after the secondment? (please continue on a separate sheet if necessary)	

3. What value or contribution do you think you are able to make to the host department/organisation during the secondment? (please continue on a separate sheet if necessary)
The Secondment is consistent with my personal and professional development needs as identified within my current Personal Development Plan (PDP)
Signed: _____ Date: _____

Section 2: Line manager secondment decision

(a) I support the above candidate in seeking this secondment opportunity	
Line Manager's name: _____	
Line Manager's signature: _____	Date: _____
(b) I do not support the secondment opportunity for the following reasons: (please continue on a separate sheet if necessary)	
<p>Line Manager's name:</p> <p>Line Manager's signature:</p> <p>date:</p>	

Section 3: Secondment agreement

Please note: Section 3 should only be completed once the secondment has been agreed.

Secondment Period	
Start Date: _____	End Date: _____

Funding Arrangements (If Applicable)

AGREEMENT OF SECONDMENT *(Please tick all appropriate boxes)*

It has been agreed that the employee will return to their substantive post after the secondment

OR if this is not possible, will return to a post on the same grade following the secondment period.

The employee has been informed where appropriate of the need to maintain their professional registration and to keep up to date with any professional registration needs as required.

CERTIFICATION *(To be signed by all three parties)*

I confirm my agreement to the secondment in accordance with the conditions set out above and for the period stated.

Employee's signature.....

Date

I agree to release this employee to undertake the secondment for the agreed period stated above

Signed Title
(Current Manager)

Name in Capitals

Date

I agree to accept this employee for secondment for the agreed period stated above

Signed Title
(Manager responsible for the secondment post)

Name in Capitals

Date

Appendix E – Internal & External secondment Template letters

Internal secondment letter

(Please ensure all letters are printed on headed paper with up to date Trust Branding)

DD MONTH YYYY

Posted via Special Delivery

Strictly Private and Confidential

Name

Address

Address

Date

Dear *Name of secondee*

Re: Secondment from *insert name of department* to *insert name of Host department*

I am writing to formerly confirm the arrangements made for your secondment from *insert the name of your department* to *insert the name of the department* within the Isle of Wight NHS Trust

The details of the arrangement are as follows:

- a. The secondment will be for a period of *X* months beginning *insert date* and will end on the *insert date*. The secondment can be ended early by either the department giving 1 months notice (band 1 to 6) 2 months notice (Band 7) and 3 months notice (band 8a and above) giving reasons for the early termination. The secondment may also be ended by resigning from your employment with the Trust, and thereby the secondment, giving your normal notice period.
- b. While on secondment, you will continue to be employed by the Trust. For the duration of the secondment your salary will be in line with pay band (*??, salary amount*) At the end of the secondment, your salary will revert to your pay band and spine point that was in place prior to the secondment. You will continue to be a member of the NHS Pension Scheme (if you are already a member).
- c. Any travel and subsistence costs incurred by you in the course of this secondment will be reclaimed from your Host department.
- d. You will be entitled to your annual leave in accordance with the Agenda for Change Terms and Conditions of Employment. For the duration of your secondment you should agree your annual leave with *insert the name of the Host manager*.
- e. You will remain subject to the Trust's annual performance appraisal system and it is important that the work offered for secondment should have clear objectives and identifiable personal development benefits. You should discuss these issues with your new line manager at the earliest opportunity, and retain a copy for your own records.
- f. At the end of the secondment period, it is agreed that you will return to your substantive post of *insert the substantive post job title*, Isle of Wight NHS Trust. (*Insert if applicable: or if it cannot be held open, an equivalent post of no less favourable*

Appendix E – Internal & External secondment Template letters

terms and conditions will be offered on completion of the secondment) In the event of the organisational structure within the Trust being reviewed you will be consulted on any proposed changes and informed of any impact on you personally. The Trust's normal consultation arrangements will apply.

I would like to wish you every success in your secondment and I hope you find the experience useful and rewarding.

I would be grateful if you could confirm in writing your acceptance of the arrangements as detailed above.

Yours sincerely

CC: Human Resources Department

I confirm my agreement to the secondment in accordance with the conditions set out above and for the period stated.

Employee's signature.....

Date

Appendix E – Internal & External secondment Template letters

External secondment letter

(Please ensure all letters are printed on headed paper with up to date Trust Branding)

Strictly Private and Confidential

To be opened by addressee only

Name and address of secondee

Date

Dear Name of secondee

Re: Secondment from the Isle of Wight NHS Trust to *insert name of Host organisation*.

I am writing to formally confirm the arrangements made for your secondment from *insert the name of your department* to *insert the name of the host organisation*.

The details of the arrangement are as follows:

- a. The secondment will be for a period of X months beginning *insert date* and will end on the *insert date*. The secondment can be ended early by either the department giving 1 months notice (band 1 to) 2 Months notice (Band 6) and 3 months notice (band 8a and above) giving reasons for the early termination. The secondment may also be ended by resigning from your employment with the Isle of Wight NHS Trust, and thereby the secondment, giving your normal notice period.
- b. While on secondment, you will be employed by the Isle of Wight NHS Trust and will remain on the Trust's payroll. For the duration of the secondment your salary paid by the host organisation will be **(INSERT AMOUNT)**. At the end of the secondment, your salary will revert to your pay band and spine point that was in place prior to the secondment. You will continue to be a member of the NHS Pension Scheme (if you are already a member).
- c. The *insert the name of the Host organisation* will reimburse the Trusts the full costs of your salary and other outgoings, i.e. employer's NI contribution and a charge for pensionable salary to cover pension costs.
- d. All travel and subsistence costs incurred by you in the course of this secondment will be reclaimed from *insert the name of the Host organisation*, who will meet all other expenses incurred during the course of your duties for the period of the secondment.
- e. During the period of the secondment you will continue to be subject to the employment policies of the Trust however, the *insert the name of the Host organisation* will advise you of your responsibilities under their policies and procedures during the secondment.
- f. You will be entitled to your annual leave in accordance with the Agenda for Change Terms and Conditions of Employment. For the duration of your secondment you should agree your annual leave with *insert the name of the Host manager*. Any annual leave should also be notified to *insert the name of person who records annual leave*.

Appendix E – Internal & External secondment Template letters

- g. You will remain subject to the Trust's annual performance appraisal system and it is important that the work offered for secondment should have clear objectives and identifiable personal development benefits. You should discuss these issues with your new line manager at the earliest opportunity, and retain a copy for your own records.
- h. At the end of the secondment period, it is agreed that you will return to your substantive post of *insert the substantive post job title*, Isle of Wight NHS Trust. *(Insert if applicable: or if it cannot be held open, an equivalent post of no less favourable terms and conditions will be offered on completion of the secondment)* In the event of the organisational structure within the Trust being reviewed you will be consulted on any proposed changes and informed of any impact on you personally. The Trust's normal consultation arrangements will apply.

I would like to wish you every success in your secondment and I hope you find the experience useful and rewarding.

I would be grateful if you could confirm in writing your acceptance of the arrangements as detailed above.

Yours sincerely

Your name
Your job title

CC: Host manager
Human Resources

DO NOT DETACH

I, *insert name* agree to the terms of the secondment set out above.

Signed: Date

SECONDMENT EVALUATION

This form should be completed by the seconded employee and their manager **immediately** following the secondment period. There is also space for the host manager to make comments.

To be completed by the employee:

Name of Seconded employee:	Job role:
Host Department/Organisation	Seconded Job role:
Commencement date:	Completion date: (Including extension dates if applicable)
<p>1. Objectives – Please state the original objectives of the secondment?</p> <p>Have the objectives of the secondment been met? Yes <input type="checkbox"/></p> <p>(If No, please provide further detail below) No <input type="checkbox"/></p>	
<p>2. Experience – Briefly detail your overall secondment experience.</p> 	
<p>3. Reflection – How do you feel this experience has enhanced your professional and personal development?</p> 	
<p>4. Learning Outcomes – Please detail your learning outcomes as a result of your secondment.</p> 	
<p>To be completed by the Seconding Manager (employees substantive Manager)</p> <p>5. Value – Please detail the benefit of this secondment to:</p> 	

The Seconded employee?

The Trust?

The Host Department/Organisation?

6. Actions - What actions will the Seconded employee take now that the secondment is complete and how will they use their new skills and experience?

Secondees signature: Date:

Seconding Manager's signature: Date:
Name:

Host Manager's signature: Date:
Name:
Host Comments below

* If you wish to add further comments in addition to the form please attach on a separate sheet of paper.

Once completed a copy of this form should be returned to: The Seconded employee, The Line Manager and the HR department at St Marys Hospital for the Employees Personal File.

