

# HUMAN RESOURCES POLICY

## SECONDMENT

<b>Policy Number:</b>	HR30
<b>Version Number:</b>	4.0
<b>Issued Date:</b>	May 2019
<b>Review Date:</b>	May 2022

<b>Sponsoring Director:</b>	Michelle McGuigan
<b>Prepared By:</b>	Katie Thorniley
<b>Consultation Process:</b>	CCG Partnership Forum
<b>Formally Approved:</b>	1 May 2019

<b>Policy Adopted From:</b>	BSA HR30 Secondment Policy
<b>Approval Given By:</b>	n/a

### Document History

Version	Date	Significant Changes
1.0	April 2013	n/a
2.0	May 2015	n/a
3.0	March 2017	n/a
4.0	May 2019	Linkage to other policies in response to AFC pay reforms

### Equality Impact Assessment

Date	Issues
22 March 2013	None
11 September 2019	Policy to be available in alternative formats.

### Policy Validity Statement

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

## CONTENTS

1.0	POLICY STATEMENT	3
2.0	PRINCIPLES	3
3.0	EQUALITY STATEMENT	3
4.0	MONITORING AND REVIEW	3
5.0	PROCEDURE	4
6.0	APPEAL	5
Appendix 1	EQUALITY IMPACT ASSESSMENT	6

## **1. POLICY STATEMENT**

- 1.1 This policy facilitates the secondment of CCG staff both internally within the organisation and externally within the wider NHS and exceptionally with other non NHS Bodies. It is also designed to encourage staff from external organisations to take up a secondment where available within the Organisation, for the mutual benefit of both organisations.
- 1.2 A secondment may be arranged to assist with individual development needs as a result of an appraisal or be specifically requested for project work where specific skills or specialist knowledge are required.
- 1.3 This policy will apply to all employees within the CCG.

## **2. PRINCIPLES**

- 2.1 Secondment requests will be considered in line with business needs and may be refused on that basis.
- 2.2 Staff who enter into secondment agreements will be asked to sign a secondment agreement outlining the terms and parameters of the secondment.
- 2.3 Any individual who agrees to undertake a secondment will be expected to keep any information, which may be made available to them as a direct result of the secondment (e.g. personnel, salary, and business sensitive information) confidential.
- 2.4 Employees on secondment with an external organisation will retain all of their continuity of service rights with the organisation
- 2.5 Staff who undertake a secondment will be entitled to return to their substantive post on completion of the secondment. Should the substantive post be subject to organisational change this will be dealt with in line with the normal CCG procedure.
- 2.6 The duration of a secondment will vary depending on the circumstances. However the minimum is 3 months and a maximum 24 months with exceptions to be arranged with the relevant line manager and support from Human Resources.
- 2.7 Training and support will be provided to all Line Managers in the implementation and application of this policy

## **3. EQUALITY**

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## **4. MONITORING & REVIEW**

- 4.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## **5. PROCEDURE**

### **Requesting and organisation of Internal Secondments within Organisation**

- 5.1 Where a Department within the CCG identifies that a secondment opportunity exists, consideration should be given to the length of the secondment, any training required and the skills set or specialist knowledge required of staff undertaking the secondment.
- 5.2 Depending on the nature of secondment, the vacancy will either be advertised in line with the organisation's Recruitment policy, or, a request will be made directly to the relevant department/organisation if the secondment requires specialist skills or knowledge.
- 5.3 There is no explicit obligation on the manager to release an individual but proper consideration should be given to such a request. Any refusal to allow an individual to uptake a secondment opportunity should be carefully considered and the potential long term benefits to the CCG should not be overlooked. An explanation should be given to the employee if a request is turned down.
- 5.4 Once agreed, Human Resources will liaise with the departments to facilitate an agreement and agree what parameters will be applied to it.
- 5.5 If the secondee is from an external organisation, Human Resources will liaise with the organisation to facilitate an agreement and agree what parameters will be applied to it, detailing very clearly what funding arrangements have been agreed.

### **Organisation for secondments of CCG Staff to external organisations**

- 5.6 Where an individual manager is approached by an external organisation regarding a secondment opportunity for an employee, contact should be made with Human Resources. The opportunity may be advertised depending on the nature of the request. If the secondment is feasible, Human Resources will facilitate the agreement between all parties involved.
- 5.7 Where an employee wishes to pursue a secondment opportunity with an external organisation they should approach their manager indicating that they have applied or wish to apply for an external secondment.
- 5.8 Agreement must be reached on how the secondee/placement individual's salary will be paid and which body will be responsible for meeting any additional expenses such as travel and subsistence allowances.
- 5.9 During the period of the secondment the individual's Terms and Conditions will remain the same and continue to be subject to CCG policies and procedures. Exceptions to this will be agreed in advance between the host organisation and the secondee/CCG.
- 5.10 Secondees are responsible for reporting any reasons for absence directly to both the external organisation and the host organisation in accordance with their own absence management policies.
- 5.11 Whilst on any secondment employees will continue to accrue annual leave entitlements and be permitted to take annual leave to their entitlement limit with the agreement of the host organisation. Where an employee takes a period of Maternity Leave during the course of the secondment accrual of her annual leave entitlements will continue to apply.

### **Funding Arrangements**

- 5.12 Prior to the secondment taking place the appropriate manager(s) must liaise with Human Resources and Corporate Finance to agree who will be funding the secondment and how the payment arrangements are to be facilitated. Depending on the individual agreements it may be appropriate to submit a change form or arrange for a debtors invoice to be raised.

- 5.13 Where the grade of the secondment post is higher than the grade of the employee's substantive post, the full salary cost will be paid by the CCG and recovered from the host organisation. On return to the CCG the employee will revert to their substantive grade and salary.
- 5.14 For further guidance on appropriate salary when on secondment to a higher band, reference should be made to HR37 Incremental Pay Progression Policy and HR27 Recruitment and Selection Policy.

#### **Working Arrangements**

- 5.15 For the duration of the secondment or work placement the individual will be required to comply with the working/cover arrangements of the department or host employer. Any agreement to exceed/reduce their contractual working hours will be subject to agreement at the initiation of the secondment and the conditions of Working Time Regulations.

#### **Communication**

- 5.16 When on secondment is confirmed it must be agreed by all parties, that three way communication between the secondee, host organisation and the employer is maintained
- 5.17 Any secondee from the CCG should be kept informed of and consulted about any organisational change that takes place during their period of secondment.

#### **Manager responsibilities**

- 5.18 For managers who are accountable for managing the secondee it will be their responsibility to outline at the start what their objectives are for the duration of the secondment. Managers must also conduct performance reviews/appraisals in line with local policies.

#### **Termination or Extension of Secondment**

- 5.19 A request for an extension of an existing secondment should be considered in accordance with the needs of the service, and be mutually agreed by all parties and confirmed in writing. If an extension is refused, an explanation should be given to the employee.
- 5.20 The secondment may be terminated by either party in writing with the appropriate or previously agreed notice period.

#### **Secondment resulting in Permanent Appointment**

- 5.21 Where a full recruitment process was carried out for the secondment, the individual may be offered the post should it become permanent.
- 5.22 If a full recruitment process was not followed then a recruitment and selection process will need to be carried out.

#### **6. APPEAL**

An employee may use the Grievance Procedure if they feel that they have been treated unfairly in relation to application of this policy.

## Appendix 1 - Equality Impact Assessment

<p><b>What impact will the new policy/system/process have on the following:</b></p>
<p><b>Age - Consider and detail age related evidence. This can include safeguarding, consent and welfare issues</b></p> <p>Appropriate methods of communication of the Policy have also been carefully considered to ensure they reach all ages of the workforce. Email and the internet can be accessed by all users in the workplace.</p>
<p><b>Disability - Consider and detail disability related evidence. This can include attitudinal, physical and social barriers as well as mental health/ learning disabilities</b></p> <p>The disability status of the workforce across the region is largely unknown therefore relevant tools could be made available to staff that potentially do have a disability that the organisations are unaware of. The policy should be able to be communicated in alternative methods as required for those with a disability and/or visual impairment such as braille, large font, interpreters etc.</p>
<p><b>Gender reassignment (including transgender) - Consider and detail evidence on transgenderpeople. This can include issues such as privacy of data and harassment.</b></p> <p>The policy does not include content or vocabulary that could cause offense or discriminate against any staff members who have undergone or are undergoing gender reassignment or that identify as transgender.</p>
<p><b>Marriage and civil partnership - Consider and detail evidence on marriage and civil partnership. This can include working arrangements, part-time working, and caring responsibilities.</b></p> <p>The content of this policy does not include content or vocabulary that discriminates against staff that may be married or in a civil partnership.</p>
<p><b>Pregnancy and Maternity - Consider and detail evidence on pregnancy and maternity. This can include working arrangements, part-time working, and caring responsibilities.</b></p> <p>The policy does not discriminate against staff that are currently pregnant or on maternity leave and can be accessed while on maternity leave or any other leave of absence via the organisation's website.</p>
<p><b>Race - Consider and detail race related evidence. This can include information on difference ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures, and language barriers.</b></p> <p>The policy does not include vocabulary or content that discriminates against staff on the grounds of race.</p>
<p><b>Religion or belief - Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</b></p> <p>The policy does not discriminate against staff that hold any particular religion or belief.</p>
<p><b>Sex/Gender - Consider and detail evidence on men and women. This could include access to services and employment.</b></p> <p>The Policy does not discriminate between staff that are men or women.</p>

<p><b>Sexual orientation - Consider and detail evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.</b></p> <p>The content of this policy and vocabulary used does not discriminate against staff based on their sexual orientation.</p>
<p><b>Carers - Consider and detail evidence on part-time working, shift-patterns, and general caring responsibilities.</b></p> <p>The content of this policy and vocabulary used does not discriminate against staff who have carer responsibilities.</p>
<p><b>Other Identified Groups and Health Inequalities - Consider and detail evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include different socio-economic groups, geographical area inequality, income, resident status (migrants, asylum seekers). What is the potential impact of your work on health inequalities?</b></p> <p>Other groups have been considered however as the policy is for staff there are no additional impacts on health inequalities.</p>

#### Action Plan

Ref no.	Potential Challenge/ Negative Impact	Protected Group Impacted (Age, Race)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date
1	Staff unable to access policy due to particular characteristic	Age, disability	Have a process in place for alternative formats provided if required. As part of reasonable adjustments on appointment or during employment any policy should be adapted by the CCG	All staff can access and use the policy. NECS HR or Equality Team can be contacted for any requests.	Jenna McGuinness, HR Manager	On receipt of individual request