

Policy Number	9.6
Policy Name	Secondment
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Accountable Director	Amanda Oates
Author	Amanda Clough
Recommending Committee	N/A
Approving Committee	N/A
Date Originally Approved	30/5/14
Next Review Date	1/6/17

This document is a valid document, however due to organisation change some references to organisations, organisational structures and roles have now been superseded. The table below provides a list of the terminology used in this document and what it has been replaced with. When reading this document please take account of the terminology changes on this front cover

Terminology used in this Document	New terminology when reading this Document
Calderstones Partnership NHS Foundation Trust	Mersey Care NHS Foundation Trust

SUPPORTING STATEMENTS – this document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line the with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

TRUST POLICY/PROCEDURE
COMMITTEE

PROCEDURE NO:

9.6

DATE OF ISSUE: 1st June 2014

This procedure replaced No. 9.6 dated 1.3.14

MEMORANDUM

SUBJECT: **SECONDMENT**
(Trust Wide)

DISTRIBUTION: **Procedure Manual Holders/Trust Intranet**

1. This memorandum introduces the Secondment Procedure.
2. The procedure should be filed in numerical order in the Yellow Procedure Manual with the following entry in the index under "S" – Secondment – 9.6.

The Trust aims to design and implement services, policies and clinical/non clinical procedures with measures that meet the diverse needs of our services, population and workforce, ensuring that none are placed at a disadvantage over others.

This procedure has been assessed using the Equality Impact Assessment. The outcome of the Initial Screening Assessment was that the procedure would not adversely affect any protected characteristics.

Version:	2.1
Ratified by:	Policy & Procedure Committee
Date Ratified:	30.5.14
Name of Originator/Author:	A. Clough, Head of HR
Name of Responsible Committee:	Policy & Procedure Committee
Date Issued:	1.6.14
Review Date:	1.6.17
Target Audience:	Trust Wide

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SUMMARY OF AMENDMENTS

Section 8 – Pay During Secondments

Seconded employees will maintain their terms and conditions of employment whilst on secondment, however, where the secondment is to a post of a higher/lower grade or more /less contracted hours, the hours and grade of that post will apply. Pay will usually be at the same incremental point unless the substantive post's incremental point is lower than the first incremental point of the secondment post. In this case pay during secondment will start at the first incremental point of the secondment post. Pay increments will continue to be applied in line with the NHS terms and conditions. All other conditions of employment e.g. sick leave, annual leave etc. will remain the same as the original substantive post.

Any pay enhancements that would normally apply to the individual's substantive post will not continue during the period of secondment. However any pay enhancements earned in the seconded post will be paid in accordance with the entitlements of that post.

Upon completion of the secondment, when the secondee returns to their substantive or equivalent post

in their original area of work, their salary and hours of work will return to that of the substantive/equivalent post taking into account any incremental rises that may have occurred during the secondment.

Calderstones Partnership 
NHS Foundation Trust

**TRUST
POLICY/PROCEDURE**

PROCEDURE NO:

9.6

DATE OF ISSUE: 1st June 2014

**SUBJECT: Secondment
 (Trust Wide)**

1. PURPOSE

The purpose of this procedure is to set out the principles to maximise the use of secondments and exchanges (*herein referred to as secondments*) throughout the Trust. This procedure will guide managers and staff in regards to each person's responsibilities regarding all aspects of the secondment. It will outline the kind and type of secondments that will be available to staff.

What is secondment?

The term 'secondment' refers to the temporary movement or 'loan' of an employee to another part of an organisation (*internal secondment*) or to a separate organisation (*external secondment*). Typically, paid secondments require formal arrangements, are full-time and last up to twelve months.

2. REASONS FOR SECONDMENTS

A Manager needs to consider the rational for the secondment request and see if it meets the criteria below:

- Will it enrich the skills of the individual?
- Will it enrich the skills of the team the secondee will be working with?
- Will it provide personal development for the secondee?
- Will it enable the Trust keep vital skills and knowledge at the Trust?
- Will it enable system enrichment?

3. BENEFITS OF SECONDMENTS

Secondment is increasingly recognised as valuable for both employee and organisational development. As organisations adopt ever flatter management structures, traditional opportunities for promotion through a succession of line management positions are limited – especially during difficult economic times when there is relatively little movement in the labour market. Secondments offer employees career development opportunities and are increasingly used as part of talent management programmes. They also provide organisations with the chance to develop their skills base¹.

¹CIPD secondment fact sheet

<http://www.cipd.co.uk/hr-resources/factsheets/secondment.aspx> accessed 20 January 2014

A manager needs to consider the benefits of a secondment to all involved looking at the sharing of best practice, developing our workforce and best use/development of systems within the Trust. You must consider:

- Will the current service area benefit from the skills and knowledge the individual may bring back to the team from their time on the secondment?
- Will the individual benefit from a period working in the seconded area?
- Will the receiving area benefit from the skills and knowledge this individual will bring with them?

4. MECHANISM FOR IDENTIFYING THE NEED FOR A SECONDMENT

The Trust expects that managers and staff will identify the need for a secondment in differing ways but mostly it will be through:

- Appraisal and PDP
- To meet a Trust Strategic Objective
- Request to/from a manager

All secondments must be agreed and signed off by the Head of Service.

5. TYPES OF SECONDMENT

The Trust wants to embrace this procedure and therefore would welcome internal and external secondments as an organisational and staff development tool.

Internal

These may be one of the following:

- From one directorate to another directorate within the Trust.
- An exchange of two staff between two different areas in the same directorate.

External

These may be within the NHS or within other public or private sector companies.

External secondments can benefit all three parties, by exposing initially the host organisation and the employee and subsequently the seconding employer to different work practices.

In both internal and external secondments it is essential that all parties are clear about their responsibilities, expectations, accountabilities and performance objectives.

Some questions that need to be considered prior to a secondment may include:

- What will happen if long-term absence or persistent short-term absence occurs?
- How will supervisory and disciplinary matters be dealt with?
- If the secondment is for more than 1 year, how will performance management and development be managed?
- The host employer may wish to specify employee misconduct as a 'trigger' event, allowing it to terminate the agreement with the seconding employer.

'Trigger events' could also include, for example, long-term sickness of the employee.

- What are the specific objectives for the secondee and how these will be agreed and measured?

How long will a secondment last?

The duration of any secondment depends on the circumstances. This will be discussed between all parties but should not be any longer than a year unless with prior agreement from Head of Service in both services.

6. RESPONSIBILITIES DURING A SECONDMENT

All staff applying for a secondment must have a sponsor. This sponsor should be their current Line Manager to keep the lines of communication open and also to ensure the secondment is progressing as expected.

All staff who are seconded must have a meeting with the Line Manager who has received them, to plan their objectives and to ensure they know what is expected of them during the secondment.

A secondee must feel supported throughout their secondment and this will be provided by both the current and receiving Line Managers who will monitor their progress at regular intervals throughout the secondment.

7. MONITORING AND EVALUATION OF SECONDMENTS

The Trust will monitor secondment activity throughout the Trust and the HR team will review how the knowledge and experiences gained by the all involved have benefited the organisation. The HR team will produce a bi-annual summary report which will be submitted to the relevant committees.

The Trust must maximise the benefits of secondments and learn from them so as part of the secondment an evaluation form will be completed by the following people:

- The secondee
- The manager seconding out
- The manager seconding in

This information will be analysed and form part of the bi-annual summary report.

8. PAY DURING SECONDMENTS

Whilst on secondment to whether this is to another organisation/directorate/area your post at the Trust will be held for you, however your salary will be paid by the organisation/directorate/area you are seconded too.

Seconded employees will maintain their terms and conditions of employment whilst on secondment, however, where the secondment is to a post of a higher / lower grade or more /less contracted hours, the hours and grade of that post will apply. Pay will usually be at the same incremental point unless the substantive post's

incremental point is lower than the first incremental point of the secondment post. In this case pay during secondment will start at the first incremental point of the secondment post. Pay increments will continue to be applied in line with the NHS terms and conditions. All other conditions of employment e.g. sick leave, annual leave etc. will remain the same as the original substantive post.

Any pay enhancements that would normally apply to the individual's substantive post will not continue during the period of secondment. However any pay enhancements earned in the seconded post will be paid in accordance with the entitlements of that post.

Upon completion of the secondment, when the secondee returns to their substantive or equivalent post in their original area of work, their salary and hours of work will return to that of the substantive/equivalent post taking into account any incremental rises that may have occurred during the secondment.

If you have a bank post with this Trust your pay scale will remain as that equivalent to your substantive post which is being held open whilst you are on secondment.

9. EQUALITY AND DIVERSITY STATEMENT

Calderstones Partnership NHS Foundation Trust is committed to ensuring that, as far as it is reasonably practicable, the way we provide services and the way we treat our staff, reflects their individual needs and does not discriminate, directly or indirectly, against individuals or groups on the basis of their protected characteristics.

The Trust does not believe that this procedure represents a significant advantage/disadvantage to any individual or group of individuals on the basis of their protected characteristics and confirms that the arrangements set out within the procedure are acceptable/objectively justifiable by reference to the requirements of the Trust or the needs of the service.

The Trust will regularly review this document however should you feel that the procedure requires amendment prior to the review date outlined (*on the cover page*), or represents a potential source of advantage/detriment to you or another individual or group based upon protected characteristics, please make representations to the Human Resources Advisor (Equality and Diversity) to enable the Trust to consider whether an amendment may be required.

Should a member of staff or any other person require access to this procedure in another language or format please contact the Human Resources Advisor (Equality and Diversity).

VERSION CONTROL SHEET

Version	Date	Author	Status	Comments
1.0	11.2.14	A. Clough	Draft	New procedure – circulated for comments
1.1	17.2.14		Draft	Amended
1.2	28.2.14		Approved	Policy/Procedure Committee approval. Issued at April Team Brief. Intranet updated.
2.0	27.5.14	A Clough	Draft	Section 8 – Pay During Secondments amended
2.1	30.5.14		Approved	Policy/Procedure Committee approval. Issued at July Team Brief. Intranet updated