

Secondment Policy and Procedure

Ratification Process

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**Cambridgeshire & Peterborough CCG
Secondment Policy and Procedure**

Document Control Sheet

Development and Consultation:	This policy was developed by the CCG OD & HR team and consulted upon with senior managers and staff representatives. This policy has been approved through the Joint Consultation and Negotiating Partnership (JCNP).
Dissemination	All new and updated policies and procedures are notified to senior managers via email for dissemination to their staff. Notification is also sent to all staff via the bi-weekly staff newsletters.
Implementation	All staff and managers. Line managers have an additional duty to authorise in accordance with the policy.
Training	The CCG OD & HR team will organise to inform managers of this policy.
Audit	The CCG OD & HR Team will hold a database of all policies and a reminder will be sent when a policy is due for renewal.
Review	This policy will be reviewed by the CCG HR Team and JCNP every two years, unless an earlier review is required e.g. due to changes in legislation or in NHS direction.
Links with other documents	This policy should be read in conjunction with: CCG Organisational Change Policy and Procedure NHS Terms & Conditions Handbook CCG Pay Policy and Procedure CCG Recruitment & Selection Policy and Procedure

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Revisions

Version	Page/ Paragraph no.	Description of change	Date approved
3	Page 2 and page 5, section 4.6	Reference to CCG Pay Policy in Document Control Sheet	02/03/2016

Cambridgeshire & Peterborough CCG Secondment and Staff Movement Policy and Procedure

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Cambridgeshire & Peterborough CCG Secondment Policy and Procedure

1. Introduction

Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) recognises that throughout their employment employees may choose to move from one area to another within the same organisation, another NHS organisation or external organisation and this may be deemed to be mutually beneficial to the CCG. This policy has been developed to provide a clear understanding of the CCG principles underpinning such moves and to clarify the procedure to be followed to facilitate these processes.

2. Scope

This policy and procedure applies to all employees of the CCG, including Clinical Leads.

3. Policy Statement

The CCG is committed to ensuring it treats its employees fairly and with respect. The CCG will not discriminate against individuals or groups on the basis of their age, disability, gender, marital status, membership or non membership of a trade union, race, religion, domestic circumstances, sexual orientation, ethnic or national origin, social or employment status, HIV status or those undergoing or having undergone gender reassignment.

4. Secondment

4.1. A secondment is the temporary movement or loan of an employee to another part of the organisation or to another organisation (usually, but not exclusively, another NHS organisation). It also refers to the acceptance of a member of staff from another organisation into the CCG on a loan or temporary basis.

4.2. All secondments should have a specific purpose, for example it could be to cover a vacancy, for personal or career development, or as a transition to retirement to enable an employee to work less hours.

4.3. Secondment can take place internally within the CCG, within the wider NHS or externally.

4.4. The duration may be from a short period, of a few weeks, or for a year. Secondments should not be longer than one year.

4.5. Secondments must have a clear formal review date built into the agreement. Continuation of a secondment is dependent upon both the seconding manager and host manager agreeing that it is in the best interests of the organisation(s).

4.6. Starting salaries for secondments will be determined in accordance with the terms and conditions set out in the Agenda for Change handbook and the CCG Pay Policy and Procedure. This means for a promotional increase would normally be at the minimum of the new band unless that would not deliver a pay increase, in such cases the next incremental point would be paid to achieve a pay increase.

5. Key Definitions

5.1. The secondee is the individual being seconded.

5.2. The seconding manager is the individual who manages the secondee in their substantive role.

5.3. The host manager is the individual who will manage the secondee during the secondment.

6. Roles and Responsibilities

6.1. The **secondee** is responsible for:

- a. Ensuring they consult with their manager and have their manager's support before applying for any secondment;
- b. Adhering to CCG policies and procedures throughout the duration of the secondment;
- c. Adhering to local policies applicable within the secondment required by the host;
- d. Participating in discussions with their seconding manager and host manager as necessary about arrangements for the secondment.

6.2. The **seconding manager** is responsible for:

- a. Ensuring there is a clear understanding that the arrangement is by agreement of all parties. Line managers will consider all requests seriously. A written response will be given to all requests. Template letters confirming or rejecting a secondment request are attached as appendices to this policy.
- b. Agreeing the duration of the secondment between themselves, the host and the secondee;
- c. Ensuring the secondee is kept up to date with any changes in their substantive role, department and directorate;
- d. Ensuring the secondment arrangement is fully documented;
- e. Confirming the secondment arrangements in writing to all parties;
- f. Informing HR and finance managers as appropriate and completing the necessary P forms (usually a P3 form);
- g. Carrying out a formal review of the secondment before the end of the term as specified in section 21 of the Secondment Agreement, which can be found in

appendix 3;

- h. Ensuring the secondee understands the contents of the secondment agreement;
- i. Ensuring the secondee understands the secondment can be terminated at any time by providing written notice;
- j. Ensuring the secondee is consulted as appropriate about the ending of the secondment, in line with the CCG Organisational Change Policy and Procedure.
- k. Working with the HR team to identify redeployment opportunities if the substantive post has been changed or removed during the secondment;
- l. On the secondee's return to their substantive post, to discuss and agree steps to maximise the development benefits of the secondment.

6.3 The **host manager** is responsible for:

- a. Identifying a suitable secondee for the secondment opportunity. Generally these will have been advertised in accordance with the CCG Recruitment and Selection Policy and Procedure;
- b. Ensuring that an honorary contract has been raised for any individual being seconded in from a non NHS organisation;
- c. Establishing the terms and conditions of the secondment including any annual leave arrangements;
- d. Providing appropriate induction, mandatory training and any other training as necessary during the secondment;
- e. Carrying out regular appraisal in accordance with the CCG Appraisal Policy and Procedure;
- f. Carrying out a formal review of the secondment before the end of the secondment term;
- g. Ensuring that the appropriate steps are taken to consult with the secondee about the ending of the secondment in accordance with the CCG Organisational Change Policy and Procedure.

7. Secondment Agreement

7.1. The CCG secondment agreement shall be prepared by the OD & HR team and will be issued to all three parties for signature. Please see the C&P CCG Secondment Agreement template in appendix 3.

7.2. The secondment agreement should be read as a supplement to the existing contract of employment.

8. Advice

8.1. Advice may be sought on the application of this policy from the OD & HR team.

8.2. If, at any time, it is felt that this policy is not being implemented fairly then the CCG Grievance Policy and Procedure should be consulted.

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Appendix 1 – Confirmation of Secondment Agreement Template Letter

Recorded Delivery

**Private & Confidential
Addressee Only**

Managers Name

Full Work Address

Email

Work telephone number

Mobile telephone number

Employee Name

Employee Home Address

Date sent to employee

Dear Employee Name

Re: Secondment Application

Thank you for informing me of your request to apply for a secondment under the CCG Secondment Policy and Procedure, a copy of which is enclosed for your information.

After careful consideration, I have decided to approve your request and you may proceed with your application for the post of [position title] with [organisation name] for the duration of [length of secondment] starting on [date]. Should your application be successful I will contact the host manager to make further arrangements. Please keep me informed of your progress and I wish you luck in your application.

Yours sincerely

Manager Name
Manager Job Title

Cc HR Representative Name and Job Title
Address

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Appendix 2 – Confirmation Secondment Not Agreed Template Letter

Recorded Delivery

**Private & Confidential
Addressee Only**

Employee Name
Employee Home Address

Date sent to employee

Dear Employee Name

Re: Secondment Application

Managers Name
Full Work Address
Email
Work telephone number
Mobile telephone number

Thank you for informing me of your request to apply for a secondment under the CCG Secondment Policy and Procedure, a copy of which is enclosed for your information.

After giving serious consideration to this request I have decided that unfortunately I am unable to support your application for a secondment. The reasons that I have come to this decision are as follows:

- XXXX
- XXXXX

I hope you will understand the reasons behind my decision, however, if you feel you have been treated unfairly you may contact a member of the HR team who will be able to advise you further.

Yours sincerely

Manager Name
Manager Job Title

Cc HR Representative Name and Job Title
Address

Enc CCG Secondment Policy and Procedure

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Appendix 3 – Secondment Agreement Template

Secondment Agreement

This secondment agreement is to be completed in accordance with the NHS Cambridgeshire and Peterborough CCG Secondment Policy and Procedure and sets out the terms and conditions of the secondment of the employee named below.

The terms and conditions for this secondment will be those as detailed in your substantive contract of employment. Any variations to these conditions are detailed below.

Full name:

Secondment Details:

Secondment Job Title:

Remuneration

Reports to:

1. Purpose of Secondment:

To undertake a role in the

2. Job Content

The duties of your secondment post are as outlined in the job description provided by

3. Professional Registration and Clinical Supervision

Where appropriate it is your responsibility to keep up to date within your professional requirements.

4. Secondment Period

Your secondment will commence onand will be formally reviewed on Authorisation to extend this period of secondment is at the discretion of NHS Cambridgeshire and Peterborough CCG.

- 5. Base**
You will be based atbut will be required to travel throughout the area of the.....
- 6. Hours of Work**
Your working hours are 37.5 per week by agreement.
- 7. Salary**

Your salary for the duration of your secondment will be on Band , spinal point ..., currently £..... pa. You will continue to be paid increments as per your terms and conditions of service.

At the end of your secondment if you return to your substantive post with NHS Cambridgeshire and Peterborough CCG you will return to your existing salary banding with appropriate incremental credit.
- 8. NHS Pension Scheme**
If you are a member of the NHS Pension Scheme this will continue during your period of secondment.
- 9. Annual Leave and Public Holidays**
Your entitlement to annual leave entitlement and public/Bank holidays remain unchanged.
- 10. Continuous Service**
Service whilst on secondment will count as continuous service with NHS Peterborough.
- 11. Notice Period**
A minimum of 1/2 months (as appropriate) notice in writing will be given and is required in the event of early termination of secondment by secondee or employer.
- 12. Sickness Absence**
Your entitlements to statutory and occupational sick pay and your responsibilities in respect of sickness absence remain unchanged. You must report any absence to your Secondment manager as soon as possible.

You must forward sickness certificates to your substantive line manager at NHS Cambridgeshire and Peterborough CCG in order for appropriate payment and record keeping to be maintained. You must also provide your Secondment Line Manager with copies of these certificates.
- 13. Health and Safety**
During your secondment it remains your responsibility to safeguard your own health and safety whilst at work and that of colleagues.

During the secondment period the employer's duty of care will be the responsibility of your employer and you are required to observe all safety rules and instructions of your employer.

Should you sustain any injury during the course of work you should immediately report it and ensure that it is noted in an Incident Report Form obtained from your Line Manager.

14. Confidentiality and conflict of interest

Any matters of a confidential nature, which you may be party to as part of your substantive role at NHS Cambridgeshire and Peterborough CCG in particular any information relating to patients, individual staff records and details of contract prices and terms and performance must, under no circumstances, be divulged or passed on to any one.

The wilful or negligent disclosure of confidential information may lead to a termination of this agreement without notice.

You will be expected to declare any interests you have whilst undertaking either of your roles and to absent yourself from any meeting/ discussions or pieces of work, which may bring your two roles into conflict.

15. Policies and Procedures

The policies and procedures of NHS Cambridgeshire and Peterborough CCG will continue to apply to you during your period of secondment.

16. Employee Conduct and Capability

Any concerns regarding your conduct and/or capability will be brought to your attention by your employer and, if necessary, will be dealt with in accordance with the appropriate Trust Policies and Procedures.

17. Employee Grievance Procedure

If you have a grievance relating to your secondment you may pursue it in accordance with the CCG Grievance Policy. You should initially raise your grievance with your Line Manager.

18. Performance and Development Review (PDR) Process

Whilst on secondment you will be expected to proactively participate in the CCG Appraisal process. Your secondment and substantive Line Managers will undertake appraisals.

19. Training and Development

You will be expected to attend any training events identified by your secondment and substantive Line Manager as necessary for you to perform your duties in a safe manner or fulfil your secondment duties.

20. Keeping in Touch

During your secondment it is the mutual responsibility of yourself and your substantive Line Manager to maintain contact about the progress of the secondment.

21. End of Secondment Arrangements

Prior to the termination of the secondment, your substantive Line Manager will arrange and hold a formal review with your secondment line manager. The purpose of this review is to agree, as far as is practicable, the options for your continuing in the secondment or the ending of the secondment.

Signed on behalf of NHS Cambridgeshire and Peterborough CCG

I hereby agree the secondment of the above named on the conditions set out in this agreement.

Manager's Name:

Manager's Position:

Managers Signature:

Date:

Signed on behalf of Host Organisation

I hereby agree the secondment of the above named on the conditions set out in this agreement.

Host Manager's Name:

Host Manager's Signature:

Secondee Signature

I have read and accept the terms and conditions of employment outlined in this written statement and I have retained a copy for my own reference.

Secondee's Name:

Secondee's Position:

Secondee's Signature:

Date:

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Appendix 4 – Secondment Evaluation

Secondment Evaluation

This form should be completed by the secondee and their substantive manager as soon as possible following the secondment period ending. There is space for the host manager to comment too, if applicable.

Secondee Name:

Secondee Substantive Job role:

Position during secondment :

Secondment commencement date:

Secondment end date:

Objectives of the secondment:

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Were the objectives met?

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Experience: Describe briefly your secondment experience

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Reflection: What have you learnt as a result of your secondment?

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Value: How did the secondment benefit you as an employee?

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Value: How did the secondment benefit the CCG?

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Value: How did the secondment benefit the host organisation/ department?

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Actions – what actions will you now take that the secondment is complete and how will you use your new skills/knowledge?

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Any other comments?

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Signed Date
Secondee

Signed Date
Manager's signature

Signed Date
Host Manager