

Secondment Policy

Link Governor for [Enter Details]:

Status and review cycle: Statutory Annual review required

Reviewed : [Enter date when reviewed/published]

Ratified by governors on: [Enter names of who will ratify Policy]

Next review date: [Enter review date]

Principles

- 1.0 The White Horse Federation supports the use of secondments and Line Managers are encouraged to take a positive approach to considering requests for secondments from individuals.
- 1.1 The White Horse Federation supports the use of secondments where it:
- Supports development for the individual
 - Supports career paths
 - Adds to the skills base of the Federation, Schools or Service
 - Builds strong links with external organisations
- 1.2 Secondments can be used to meet some or all of the following objectives:
- Managerial expertise can be developed
 - Goals as details in the PDP or PDR can be achieved
 - The exchange of information and ideas across partner organisations
 - A particular skill is matched to a business need
 - Essential resources are provided to a particular business area at a particular time for a specified period
 - It is more cost effective than other short term resourcing options. Secondments should not normally be used to provide cover for permanent vacancies
 - Benefit to networking and partnership working

Definitions

- 1.3 A secondments can be described as:
- The temporary loan of an employee from one part of an organisation, to another, for a specific purpose and for a specific period of time. Secondments are a business critical contractual arrangement with the aim of bringing benefits to the Federation.
 - Under a secondment, the individual is doing work for the host school / department, under their instruction and for their purposes.
- 1.4 The White Horse Federation operates the following Internal Secondment Arrangement:
- A White Horse Federation Employee is temporarily working for another School, Service or in another role with the Federation or Service for a short-term, defined period of time with a view to returning to their substantive post at the end of the period. The terms and conditions may temporarily change for the duration of the secondment and the individual would automatically revert back to their substantive terms and conditions at the end of the secondment.

Duration of Internal secondment

- 1.5 As secondments are considered to be a temporary arrangement, restrictions are placed on their duration. In line with this, the following guidelines apply:
- Secondments will be for a fixed period of time which is agreed in advance

- Secondments may be full or part time
- Secondments should normally be for a period of 2 years or less
- A clear rationale for any extension must be provided at least 3 months prior to the end of the initial period of the secondment
- Any extension must be agreed between the Secondee's host and substantive line manager, Human Resources and secondee
- If a secondment is likely to continue beyond the initially agreed period, the post should be advertised in the normal way. The secondee has no automatic right to be appointed in the post but may apply in the normal manner if they wish to do so

Although continuous service of the secondee is not affected as he/she remains employed by the Federation, if the substantive post is back-filled, consideration needs to be given as to the continuous service that individual will accrue.

Appointing Secondees

- The Recruiting Manager should complete [**what form/method of notification is to be used??**] outlining the details of the secondment (start date, duration, change of Job Title, Agreed Salary etc)
- A change of contract letter will be provided to the individual. This makes the secondment contractually binding. One fully signed copy should be returned to HR and retained on file.
- Payroll changes are triggered by this letter

Notice Period

A minimum notice period required for all secondees to return to their substantive post is 4 weeks on either side or as otherwise agreed by all parties/giving notice appropriate to the grade of the role.

End of Secondment

- The secondment will end on the date stated in the change of contract letter or secondment agreement and the employee will return to their substantive role, or
- At least 3 months prior to the end of the initial secondment, the host or substantive line manager may request an extension. Agreement will be through discussion with the relevant HR Manager, or
- At least 3 months prior to the end date of the extension to the initial secondment, the line manager will request that the post be made permanent through discussion with their HR Manager

Responsibilities

Secondees

- To maintain regular contact with their substantive line manager during the secondment period (with a minimum of one meeting or telephone conversation every 3 months)

Substantive Line Manager

- To ensure that any secondment is correctly documents and agreed prior to the start date of the secondment
- To provide a named individual who will manage the secondment
- To inform HR at the earliest opportunity of the possibility of a secondment
- To maintain regular contact with the host line manager (if applicable) and secondee (at least one meeting, telephone conversation every 3 months)
- Ensure the secondee is included in departmental communications, training etc and take active steps to welcome them back at the end of their secondment period
- Ensure that the secondee receives appropriate training and is included in performance management programmes