

Secondment Policy & Procedure

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# 1. Policy

* Internal vacancies in Barnardo’s may be covered in the short term by a secondment arrangement. Such an arrangement must be for a minimum of 4 working weeks and normally a maximum of 12 months.
* Time spent on secondment, including time spent outside of Barnardo’s on an external secondment, will not affect continuity of service.
* Only secondments supported by a clear business case and where the full related costs can be recovered will be authorised. Authorisation must be obtained from the grandparent line manager.
* Generally, all Barnardo’s secondment opportunities will be advertised internally on the Internal Vacancy List (IVL) and secured through an open and competitive process. (This requirement however may be waived if an opportunity arises for an individual with specialist expertise).   
  + The decision to authorise an employee to take up a secondment rests with the line manager of the employee’s current post and if necessary, authorisation will be declined in the interests of service or operational requirements.
  + Any change in terms and conditions (e.g. if seconded to a higher salary) is temporary and the employee has the right to return to their substantive post and terms and conditions at the end of the secondment period. (Advice should be sought from the People Team regarding an employee who has transferred under TUPE and who subsequently expresses an interest in a secondment opportunity).
  + If proposals to change the employee’s substantive post or department structure occur during the secondment, the substantive manager must ensure that the secondee is included in a consultation process in accordance with Barnardo’s organisational change policies.

2. Definitions

**Secondment** is the temporary movement or loan of an employee to/from a different department within Barnardo’s, or to/from another organisation, for a specific purpose for a specific period of time. These different secondment arrangements are described respectively as **internal**, **external outbound** (from Barnardo’s) and **external inbound** (to Barnardo’s).

Secondment manager – manager setting up secondment arrangement for post  
 within their area of responsibility and the secondee’s

line manager

Substantive manager – line manager of employee seconded out of their team

Substantive post – seconded employee’s original post

# 3. General procedures for secondments

* 1. Secondment manager establishes a clear business case setting out the pros and cons of the secondment and any related costs.
  2. External outbound secondment ONLY: the substantive manager must provide as part of their business case clarity about Barnardo’s recouping all employment costs (including pension costs and expenses) from the host organisation during the secondment. (To avoid complications, the preferred option would be for the host organisation to pay expenses direct to the secondee).
  3. Secondment manager identifies the purpose of and objectives for the secondment together with the length, job description, (subject to job evaluation) and terms and conditions including grade and salary.
  4. At the outset, authorisation must be sought by the secondment manager (in the case of an internal secondment) and the substantive manager and the employee (in the case of an external outbound secondment). The manager must weigh-up the costs of temporary replacement/cover and potential effects on service delivery against the expected benefits.
  5. External outbound secondment ONLY: The substantive manager must be satisfied that the host organisation has appropriate arrangements in place for compliance with statutory obligations, including health and safety, and will provide necessary induction, training, monitoring and appraisal for the secondee.
  6. External outbound secondment ONLY: The substantive manager must make arrangements for Barnardo’s to invoice the host organisation for the employment costs at the agreed frequency.
  7. Before the secondment starts, the secondment manager is responsible for ensuring that all checks/Codes as required for the secondment position have been undertaken, concluded or are up to date in respect of the secondee e.g. Barnardo’s Safeguarding Code of Conduct, references, Disclosure check, professional registration and verification that they have not been disqualified from working with children/vulnerable.
  8. The secondment terms and all arrangements should be discussed and agreed between the parties and the secondment manager must confirm the arrangements in writing to the secondee using the appropriate template letter, which can be obtained from your People Team.
  9. Inbound external secondmentONLY: the secondment manager must ensure the secondee completes a Contingent Worker Form and that this is forwarded to their People Team to enable them to create a record on Oracle.
  10. For each arrangement there should be a secondment agreement between the departments/organisations involved. Where an external organisation is involved, there should be a more formal agreement. Refer to your People Team for agreement templates.
  11. External inbound secondment ONLY: the secondee will continue to be subject to the employer’s employment policies and procedures/conditions of employment.
  12. External outbound secondment ONLY: the secondee will continue to be subject to Barnardo’s employment policies and procedures/conditions of employment.
  13. The secondment manager must ensure that the temporary changes are recorded on Dynamics 365.
  14. The secondment manager should ensure that the secondee receives an appropriate induction, training and objectives are agreed for the secondment.
  15. The secondment manager must ensure that the secondee is able to keep in touch with their employer/substantive line manager.
  16. The secondment manager should provide effective supervision for the secondee (including performance management and practice supervision) and regular opportunities to jointly review the secondment should be set up (at no less than at 8 weekly intervals).
  17. The substantive/secondment manager (as appropriate) must make arrangements in conjunction with the secondee to ensure that the professional qualifications/registrations required for the substantive/secondment post are kept up to date, this includes where a secondment involves an external organisation.

**Managing the Return**

* 1. Before the end of the secondment and in the case of longer-term secondments, at least 4 weeks before, the substantive manager should meet with the secondee to discuss handover and the arrangements for returning to their substantive post or an extension if this has been requested. This should include a discussion about any changes that have occurred during the secondment e.g. to their role, working practices, the team/department.
  2. Internal secondments ONLY- In discussion and agreement with the secondee and the substantive manager, the secondment manager (with reference to the People Team) may determine a one-off, short-term extension of up to 6 months to a total maximum of 12 months. If an extension of more than 6 months is required, the secondment manager must consider the need to repeat the secondment procedure in order to give other employees the opportunity to apply.
  3. External outbound secondments ONLY – Such secondments should be for a maximum of 12 months unless exceptional circumstances apply. In which case further grandparent manager approval must be sought in consultation with the People Team before any extension beyond 12 months can be authorised.

# **Document history**

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**Owner**

People Strategy & Projects Team