

Secondment procedures

1. Introduction

- 1.1. HEFCW supports both inward and outward secondments.
- 1.2. This document should be read in conjunction with the Recruitment and Selection procedures.

2. Outward secondments

- 2.1. A HEFCW employee may be seconded to another organisation may occur where:
 - They see a vacancy at another organisation they wish to apply for but wish to return to HEFCW; or
 - are approached by another organisation with an offer of a secondment opportunity.
- 2.2. All outward secondments must be approved by Management Board, who will consider the impact of the secondment on the organisation and whether it suits business needs.
- 2.3. Where an employee applies for a vacancy, they should informally let their line manager know of the opportunity and the potential for a secondment. If an employee is offered an interview, they should formally notify HR and their line manager. The line manager should then inform the Director/ Head of team and submit a business case to Management Board for consideration. HR will provide guidance on the process.
- 2.4. Management Board will decide whether to approve the secondment or if they feel the secondment would be a detriment to the business needs of HEFCW, they would not support the request.
- 2.5. Where an application is rejected the Director/ Head of team will meet with the employee to provide an explanation.
- 2.6. If the application is supported, Management Board must inform HR and the employee. If the employee is offered the post they must inform HR who will liaise with the host organisation to begin arrangements.
- 2.7. Any reasonable adjustments in place for a HEFCW employee who are going to a seconding organisation will be discussed in conjunction with the employee and suitable arrangements put in place at the seconding organisation

3. Contract

- 3.1. Normally, the host organisation will draft a secondment contract and a draft version will be issued to all parties for consideration and amendments. This contract is a three-way agreement between the host organisation, HEFCW and the employee.

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3.2. During the secondment, the individual will remain as an HEFCW employee and retain their terms and conditions of employment.

3.3. A secondment may result in a temporary increase in salary. Where this occurs, the difference between the HEFCW salary and host organisation salary will be paid as an allowance which is non-consolidated and non-pensionable. This will be reflected in the secondment contract. Any temporary increase to salary will cease at the end of the secondment period.

3.4. The individual will continue to be paid via HEFCW payroll under the same terms. HEFCW will invoice the host organisation to cover the employee's salary and employer on-costs.

3.5. The host organisation and HEFCW will appoint a dedicated individual to be a point of contact for queries from any party throughout the secondment.

4. Leave and sickness absence arrangements

4.1. The secondee will retain their entitlement to HEFCW's leave arrangements during their secondment.

4.2. Annual leave entitlement during the secondment period will not exceed the secondee's pro rata entitlement and will be outlined between all three parties at the start of the contract.

4.3. In the event of sickness absence the secondee will comply with the procedure used by the host organisation however their sick pay arrangements and recording of absences will remain as per HEFCW's sickness absence arrangements, including sick pay as noted in the employees terms and conditions of employment.

4.4. The host organisation and secondee must notify HEFCW on the first day and last day of the sickness absence. Those absences will be subject to sick pay and recording arrangements as per their terms and conditions of employment.

4.5. In the event of the employee going on secondment having declared a disability, they will retain HEFCW's sickness absence procedures.

5. Hours

5.1. Hours of attendance will be agreed between HEFCW, the host organisation and secondee. Working patterns will be agreed between the host organisation and the secondee and the secondee will operate within the host organisations policies.

6. Pension arrangements

6.1. If the secondee is a member of a pension scheme, the pension contributions will continue to be paid by the employee and the employer for the duration of the secondment.

7. Travel and subsistence

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7.1. Arrangements for the reimbursement of travel and subsistence expenses incurred by the secondee at the host organisation will be agreed at the outset. It is possible for HEFCW to pay the expenses in line with its T&S rules and the host organisation will be invoiced for this, or the secondee can make arrangements for the host organisation to reimburse them directly.

8. Health and safety

8.1. Host organisations are responsible for the Health and Safety of the secondee during the secondment period and comply with legislative provisions governing health and safety environmental and welfare.

8.2. The secondee must adhere to the host organisation's Health and Safety policies and procedures.

9. Personal development reviews

9.1. The host organisation, whether HEFCW or other, will be responsible for providing operational performance management to the secondee.

10. Discipline and grievance procedures

10.1. The host organisation will advise HEFCW (and vice versa) of any grievance which arises or any potential disciplinary action. An investigation into any alleged incident will be held jointly with HEFCW and the other organisation. For HEFCW employees, following an investigation, any action to be taken will be the responsibility of HEFCW. Where there is a case of gross misconduct the host organisation may remove the secondee concerned from its premises with immediate effect. For secondees into HEFCW, HEFCW may also remove the secondee concerned from its premises with immediate effect.

11. Termination

11.1. The secondment may be terminated by either the secondee, HEFCW or host organisation, giving the required notice as stated in the contract. The secondee will then return to HEFCW or the host organisation.

11.2. The secondee, HEFCW or the host organisation must provide notice:

- at the end of the secondment term;
- earlier, by agreement with all parties;
- as a result of breach of terms and conditions;
- because the secondee resigns/retires;
- as a result of organisational restructure; or
- on disciplinary grounds.

12. Vacancies created by outward secondments

12.1. The post may be filled on a temporary basis or in consultation with the secondee on a permanent basis.

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13. Monitoring and evaluation

13.1. For outward secondments, the host organisation has a responsibility to give regular feedback to HEFCW on the employee's performance.

13.2. For inward secondments, the secondee's line manager in HEFCW will follow HEFCW's performance management procedures and will provide, where requested by the secondee's organisation, copies of completed documentation.

13.3. Following the secondment, action will be taken to evaluate the benefits gained by the employee and HEFCW. The line manager should complete this as part of the performance management procedures. This will be used to continue the development of the employee on return to their original department, HEFCW or the host organisation.

14. Managing the return

14.1. For short term secondments of up to 12 months, the assumption will be that the secondee will return to their substantive post within HEFCW.

14.2. An employee returning to HEFCW after a secondment of over 12 months will be employed in the same post as before, or if that is not possible, employed in an alternative suitable post on the same terms and conditions of employment as before they went on secondment.

14.3. On return, the employee will receive a short induction from HR providing an update on any changes.

15. Vacancies

15.1. Outward and inward secondees will have the right to apply for any vacancies that arise in HEFCW during their secondment.

Version	Date	Description
0.1	20/04/06	First draft
0.2	25/04/07	Initial presentation to Management Board
0.3	17/05/07	Presentation to Works Council
1.0	14/06/07	Approved at HRC
2.0	Jan 08	Policy updated with style guide, OD, IS control table and equality impact assessment
2.1	October 09	Amendments following EIA
3.0	October 17	Updated as part of policy review process
3.1	May 2018	Management Team review and agreement Impact assessment undertaken with minor amendments made.
3.2	May 2018	Impact assessment conducted
3.3	Sept 2018	Endorsed by Works Council
3.4	Nov 2018	Approved by HR Committee