

External Secondments



Summary

Secondments provide employees with an opportunity to experience a different organisation to gain broader experience and to develop new skills. The potential benefits can be great for the Council too in developing and sharing skills and knowledge across organisations, supporting "joined up" working and service improvement.

This policy explains what secondment means, how it works and what happens to terms and conditions during the secondment.

Terms of a secondment

External secondment is a temporary transfer to a post outside the Council; or employees of another organisation may be seconded to work in the Council. A Secondment to a post within the Council is dealt with under either the [Internal Secondment Policy](#) or the Acting Up process (found within the [Pay and Reward Policy](#)).

During the transfer, individuals remain employed by the Council with day-to-day management carried out by the external organisation. Employees have the right

to return to their substantive post and terms and conditions of employment when the secondment ends.

For incoming Secondments from partner organisations, the Council is the Host, not the employer.

External secondments (where a secondee is coming into Westminster from another organisation)

- When the vacant secondment post is advertised, the position is created through organisation management on the system.
- When the secondee is offered the secondment position, they are placed into the role on IBC.
- The secondee's record on IBC will be something of a skeleton profile as it will only contain the most basic of details, e.g. name, pay, job title, etc.
- All of the secondee's details regarding their substantive role will remain on their substantive employer's system; and they will also be paid through their usual payroll.

External secondments (where a secondee is going to another organisation from Westminster)

- The secondee remains in their substantive position on IBC.
- The secondee's substantive post will be protected for the duration of the secondment. For those who engage in multiple secondments which last for a collective period of more than two years, they will normally return to the same job they were in before they went on secondment, if this is possible. If this is not possible, they will be employed on similar work and Ts&Cs.
- The secondee remains on the Westminster payroll and continues to receive their salary as normal.
- If the secondment salary is higher than the substantive salary, then this is accounted for by the manager applying an **Honorarium PT** to the secondee's substantive salary. This is done via 'Manage reoccurring payments/deductions'.
- The most important thing that substantive managers need to remember, is that the secondee's salary (and **Honorarium PT** if applicable) must be cross-charged, so that their cost centre does not incur the cost of the secondee's salary during the secondment period. Substantive managers are responsible for cross-charging the cost to the external organisation, once the Unit Head of Finance has been consulted.

Individuals must seek agreement from their line manager before making an application for secondment, which will need to be considered in light of

operational service needs and the ability to recruit specific skills to backfill.

The terms, including pay, of any secondment must be agreed by the employee, substantive and receiving managers (the three parties) and be confirmed in writing ([external secondment agreement](#)).

Duration

The duration of secondment may vary depending on the circumstances. However, a secondment should not last for more than two years. A member of ELT can extend this in exceptional circumstances.

Contract of employment

Individuals will remain an employee of the Council and other terms and conditions (except rate of pay where relevant) will remain unchanged during the secondment period.

In the event that their substantive role is subject to a reorganisation process, they should be involved in the consultation process as normal and will have assimilation or ring fence rights based on their substantive post. They will not have any automatic rights to the secondment post.

Managers' responsibilities

- Agree the objectives of the secondment and the skills and career development the individual would have gained when they return.
- Ensure secondments are agreed in writing and signed by all 3 parties ([external secondment agreement](#))
- Ensure that any agreement drawn up by an external organisation complies with the key elements of the Council's agreement
- Any costs arising from the secondment are met within existing budgets, and recharged where necessary.
- If there is a salary difference, you will need to set up a recurring payment to recognise this. Guidance on setting up a recurring payment can be found [here](#).
- That a fair selection process is followed where there is more than one candidate interested in the secondment opportunity
- The substantive post should be covered on a temporary basis only, so that the employee can return to it at the end of the secondment period (or earlier should the need arise)

- Maintain contact with the seconded employee, keeping them up to date with issues in the substantive workplace
- In the event of a reorganisation make sure they are included in the consultation process and provided with all the relevant information in a timely manner, including any assimilation or ring fence rights based on their substantive post
- When the secondment is coming to an end contact them and arrange their return

Employee's responsibilities

- Agree the objectives of the secondment and the benefits to be realised on return to the substantive role
- Report their planned and unplanned absences to the host organisation.
- Maintain reasonable contact with their substantive line manager

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