**Internal Secondment Policy**

***Issued October 2016***

***Updated July 2017: deletion of managerial approval for applications; insertion of advertising secondments beyond 12 months with HR agreement***

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# 1. Introduction

1.1 The objectives of an internal secondment arrangement will be one or all of the following:

* To enable employees to develop new skills and perspectives and enhance their contribution to the council and their career potential.
* To provide a further means to the council of maximising the skills of existing employee’s in contributing towards its staffing resource.
* To provide an opportunity for permanent employees to undertake a different role on a temporary basis whilst retaining their right to return to their substantive role.

1.2 The council is committed to ensuring the effective development of all employees.

* Personal development is a vital part of the ‘our appraisal’ process. When appropriate at appraisal meetings, employees will be asked by their line manager about their career ambitions.
* Employees will be encouraged to, for example, get involved in staff fora; projects**,** and/or working partiesand to embrace ‘acting up**’;** work shadowing; undertaking a short attachment; and/or applying for internal secondments. It should also be noted that much of the preparation for career advancement also comes from successful performance in the current job role.

1.3 This policy may be withdrawn or amended from time to time at the council’s discretion.

# 2. Scope

This policy applies to all internal secondments undertaken by the council employees **except those employees appointed in schools who have their own policies and procedures as adopted by the Governing Body.**

#  3. Definitions of terminology

4.1 ***‘Acting up***’ will be for a short period (up to 6 months) with additional duties at a higher grade. Unlike secondments and attachments, which may be filled by any employee in the council, ‘acting up’ arrangements are usually kept within the immediate team’s management structure. These arrangements are defined in the ‘Rewarding Additional Duties’ Policy.

4.2 Duties undertaken on an ‘acting up’ basis will be rewarded in accordance with the Rewarding Additional Duties Policy which recognises the extra work the employee is undertaking.

4.3 ***Work Shadowing*** defines a short term arrangement (up to 4 weeks) which involves an individual observing the work undertaken by another employee but does not perform the work personally unless it is for illustrative or learning purposes.  The arrangement may be intermittent rather than continuous and may be linked to a specific development scheme that the employee is undertaking (e.g. Women’s or BAME Leadership scheme) or to a personal development objective linked to ‘Our Appraisal’.

 Further details on Work Shadowing can be found in the ***Our Appraisal guidance: Appendix.***

4.4 An ***Attachment*** defines a short term temporary move, (typically) starting from a period of 4 weeks up to 3 months. The aim of the attachment is to contribute to short-term project work and assignments. Attachments are a developmental opportunity for the post-holder, and like Work Shadowing may be linked to a specific developmental scheme or a personal developmental objective linked to ‘Our Appraisal’.

 Further details on Attachments can be found in the ***Our Appraisal guidance: Appendix.***

4.5 A ***Secondment*** is defined as a temporary move by an employee to another established or supernumerary role within the council for a period of at least 3 months and normally up to a maximum of 12 months (including any extensions). In some circumstances, secondments may be advertised and allowed to continue beyond 12 months but the circumstances and length will need to be discussed and agreed with the HR team.

 Secondment duties will be assessed (which may include job evaluation) so employees undertaking them are remunerated at the appropriate level.

 Secondments will also be internally advertised across the council.

4.6. For the purpose of this policy the seconded employee will be known as a ‘secondee’.

# 4. Application

4.1 Employees are not eligible to apply for secondments if they have a formal un-expired warning on their disciplinary record.

# 5. Provisions

5.1 Employees are advised to discuss their intentions regarding accepting secondment opportunities as early as possible with their line management.

5.2 A secondment agreement must be in place to confirm the placement of the employee into a role and the length of the placement.

5.3 The salary costs for employees on secondments will be met by the recipient team.

5.4 Internal references will not normally be requested for secondment applications

5.5 A secondees’ substantive role must be kept open for them to return to at the end of the secondment period. If this is not possible, then advice must be sought in the first instance from the HR team.

5.6 An extension to a secondment (after the initial confirmed time period) must be approved by the substantive line manager, recipient line manager and HR team before it can be agreed.

5.7 At the end of the secondment, and following return to their substantive role, an employee would not normally be eligible to apply for a subsequent secondment before 12 months have elapsed.