

Secondment

Contents

Policy Statement.....	1
Scope	2
Secondment agreement.....	2
Substantive and Host Manager responsibilities	2
Business change.....	3
Substantive role affected by business change.....	3
Seconded role affected by a review.....	3

Policy Statement

This document sets out our approach at Elizabeth Finn Homes' (EFH) to secondments and the mechanisms and procedures that govern these.

We offer the opportunity for internal secondments that involve temporary deployment to another role in the organisation for a fixed term. They are commonly used to cover parental leave.

Internal secondments will typically be for a period of 6 - 12 months and a maximum period of 24 months.

Internal secondment opportunities will be advertised internally for a minimum of two weeks.

Please refer to the Remuneration Policy to understand how your remuneration will be affected when on secondment.

The secondee retains the right to return to their original job at the end of the secondment period.

Efforts to backfill a secondee's original role on an interim basis with another secondee should be limited to a maximum of two in the chain. This is to avoid future complications in staffing and where a fixed term contract filled by an external hire would be more manageable.

If a secondment term is to be extended, this requires the agreement of the releasing line manager, host line manager, the secondee and the People Team.

This policy applies to all employees at EFH and Bank staff. It does not, however, apply to agency workers, self-employed contractors or volunteers. This policy is owned by the People Director.

Scope

Secondment agreements will not be put in place for a duration less than 3 months.

For periods of less than 3 months where someone is acting up within their team to cover all or part of another person's role, this will not constitute a formal secondment. This opportunity would not ordinarily need to be advertised unless it is assessed that there is high interest in the position.

In such instances, a variation to contract would be put in place. This would include an additional responsibilities payment. For full details on additional responsibilities payments please refer to the Remuneration Policy.

Secondment agreement

The secondment agreement outlines key terms of the secondment including length, nature of the secondee's job role, their host line manager and supervision during the secondment, how the secondee will keep in touch with their substantive line manager, the provisions of any training needed, the right to return to the original role at the end of the secondment and the procedure for any party to change the term of the secondment, including any notice period to terminate it.

Substantive and Host Manager responsibilities

The substantive and host managers both perform important roles in ensuring the success of the secondment. The split of the key responsibilities is outlined below:

Substantive line manager	Host line manager
Decides whether and on what terms the employee can be released on secondment	Advertises secondment opportunity and liaises with the People Team on required paperwork
Explains the right of return to the grade and salary of the substantive role	Covers the salary costs during the secondment
Any refusal to release someone who has secured a possible secondment opportunity should have strong rationale and be communicated clearly	Ensures any reasonable adjustments are in place before the secondment starts
Arranges any backfill of the position	Provides induction, training and agrees objectives for the secondment
Maintains regularised contact with the secondee, keeping them up to speed with relevant developments in relation to their substantive role	Communicates any performance, health, safety, grievance or disciplinary matters linked to the secondment to the substantive line manager



Monitors any statutory requirements in terms of the maintenance of any professional registrations/licences	Contacts the substantive line manager at least three months from the end of the secondment
Discusses the value of and learning from the secondment with the employee on their return	Completes an appraisal of the secondees performance and reflects on learning

Business change

Substantive role affected by business change

If the employee's substantive role is included as part of a business change proposal during the secondment period, the employee will automatically be included in the consultation process that affects that role including any redeployment process.

If the employee's original role is removed from the structure, the secondment will no longer apply as there is no substantive role to return to. The employee can remain on secondment for the remainder of their notice period so far as the notice provisions for the secondment contract have also been complied with. If the employee and host line manager wish to extend beyond the end of the notice period, the People Team should be contacted for advice.

Seconded role affected by a review

If there is restructuring within the area the employee is seconded to, they would ordinarily return to their substantive position.