



Secondment of Police Staff Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

North Yorkshire Police (NYP) recognises that as part of the People Strategy staff need to be given the opportunity to develop their careers. One of the ways in which this can be achieved is through secondment opportunities, both long and short term whereby these new environments challenge our staff professionally to develop new skills, knowledge and experiences.

This not only aids personal development but organisational need including the enhancement of skills, motivation and experience beneficial to the organisation on an individual's return.

The aim is to set out clear guidelines for staff on secondment and it has been written in line with the latest Home Office Guidance which is entitled 'Guidance on Police Officer and Staff Secondments'.

The procedure shall apply to staff that have passed their probationary period.

There are four types of secondment NYP supports:

1. Cross functional between different departments within NYP
2. Internal within existing department e.g. to support projects
3. External release from NYP to another organisation
4. External incoming from another organisation to NYP

Overarching Policies:

Equality, Diversity and Human Rights Policy

Procedures:

Recruitment, Selection and Appeals Procedure
Change Management Procedure

Other Documents:

'Guidance on Police Officer and Staff Secondments' (Dec '13) – Agreed by the Police Advisory Board for England and Wales

Process

1. Application Process

When a secondment opportunity arises management are responsible for completing a Vacancy Management Form (VMF). Once completed and approved the VMF is returned to People Services who will then liaise with the manager to design the most appropriate recruitment and selection process.

All approved secondment opportunities will be advertised on the NYP Intranet, unless the secondment is internal within the recruiting department to support a project.

The Chief Officer team will authorise the release of any out of force secondments to be advertised on NYP's intranet.

The duration of any secondment will vary depending on the circumstances and can be on a short-term or long term basis. It is expected the duration will normally be a minimum of 6 months and for internal staff only a maximum of 12 months unless otherwise agreed.

It will be determined at the outset whether the staff member retains their current salary whilst on secondment (usually in circumstances where there is an organisational need or to undertake a particular piece of work) or be employed on the terms stated within the advert (usually if post already exists).

Prior to applying for a secondment opportunity, the individual must have a discussion with their substantive line manager surrounding the skills to be developed whilst on secondment, benefits to the organisation and whether the application will be supported.

When assessing a secondment request, the line manager will take into consideration the following:

- Length of time of secondment opportunity
- Funding requirements
- Secondment opportunities already taken by the individual
- The resilience of the home department
- The length of time the individual has had in the substantive post
- PDR history and competence
- Conduct and behaviour

If the position is funded on a rolling basis and is subject to potential extension, a substantive line manager may recommend not releasing a candidate on this basis.

Prior to applying, the applicant should have a discussion with their line manager to ascertain whether the application would be supported. If the application would not be supported, the individual can still apply for this role, however they must consider that the Force may not accept the application on the basis that it has not been supported.

The line manager will then submit the application to the Head of Department for a decision as to whether the application is supported. The Head of Department should not unreasonably refuse the release of staff but may cite reasons on the secondment application form, such as training and

recruitment costs, as a barrier to release, taking into account the length of secondment. The decision to decline a secondment request must be made in conjunction with a People Advisor so they can advise whether the refusal is reasonable. Where practical and possible requests should be supported.

In the case of applications for secondment not being agreed, there will be a fully documented rationale which will be fed back to the candidates concerned by their line manager and filed on the candidate's personal file.

The employee should be issued with a copy of the terms of the secondment opportunity and a secondment agreement to sign prior to start. A start date will be agreed between the Heads of the relevant Departments and the individual.

All secondments from and to organisations outside NYP should be referred through the relevant People Adviser to the Joint Corporate Legal Services Office for consideration of insurance requirements.

For external secondments a secondment agreement will be required for both organisations to sign. Advice should be sought from the respective NYP People Adviser before agreeing to its terms. However, where one is not provided, NYP's template secondment agreement should be used, provided by People Services on request, and signed by all the parties' concerned (home employer and host organisation).

2. Extensions to Secondment

Where there is a requirement to extend the secondment, the receiving departments line manager will complete a new VMF which should detail an assessment of the future need for the role and a review of the terms and conditions of the secondment.

These will be considered on an individual basis and will take into account the impact of the extension on the releasing department and the equity of sharing secondment opportunities across all staff. The individual's substantive line manager, in consultation with People Services, will need to give agreement for extension.

Approval for periods of secondment above one year will be made by the appropriate COT member based on organisational needs.

3. Performance Management

Before the secondment begins the basis for managing, supporting and assessing the individual's performance and development must be agreed.

A development plan and PDR are an appropriate means for performance management. Training and development needs should be captured and discussed at the beginning of the secondment period and should address:-

- Training and development needed within the seconded role. This should be the responsibility of the receiving department, as they will be the main beneficiaries.

- Future career development needs should also be considered. By their very nature, most secondments will include a career and professional development element.

The secondment agreement should set out under which circumstances a secondment can be terminated early for performance issues, including attendance. In cases of poor performance, the individual's manager in the receiving organisation should raise performance issues with the individual informally in the first instance. If performance issues cannot be dealt with informally, the receiving department may terminate the secondment. The issues should be discussed with the individual's substantive line manager in case anything needs to be addressed upon the individual's return to their substantive role.

4. Return to Post

A member of the Police Staff returning from a Secondment will return to the same post as held previously. Back-filling must be approved as per the vacancy management authority process for temporary vacancies. The individual who is backfilling for the person on secondment should be aware that a secondment may finish early. If the secondment ends before the end of their backfilling contract, they may be given contractual notice as per their terms and conditions.

Where organisational change occurs during the secondment opportunity that may affect the individual's substantive post, the force will consult with the individual about the impact of the changes and options available and comply with all legal obligations as they would if the employee was in their substantive post.

5. Appeal

If an individual believes that the refusal to release/extend is unreasonable, they can appeal in writing to the Employee Relations Manager who will review the paperwork relating to the refusal. The appeal must be submitted within 5 working days after receiving the decision of the Head of Department.

Responsibilities

Individuals will adhere to this guidance by:

- Engaging positively
- Advising their manager when applying and once accepted for a secondment opportunity
- Contacting the pensions provider to clarify if there would be any changes to his/her pension status during the secondment period.
- Maintaining regular contact with their substantive manager in order to keep updated on departmental matters

People Services will adhere to this procedure by:

- Providing guidance to Management on the terms of the secondment
- Providing appropriate advice and guidance as necessary
- Evaluating this guidance to ensure it remains fit for purpose
- Engaging pragmatically

- Completing the secondment agreement, as appropriate after discussing with the receiving line manager. This will ensure any agreement re flexible working
- Completing a letter granting the secondment

Line Managers will adhere to this procedure by:

- Ensuring the guidance is applied consistently and fairly
- Making a recommendation re supporting a secondment based on business needs and the information presented
- Conferring with relevant parties for advice where applicable
- Engaging pragmatically
- Keeping in contact with the employee during the secondment. This may be to update the employee on changes in the Department or work area. Contact should be made at least every 6 months.

Heads of Department will adhere to this procedure by:

- ensuring the guidance is applied consistently and fairly
- making a decision re supporting a secondment based on business needs and the information presented to determine the appropriate outcome

Definition of Special Terms

- **Internal Secondment** – Where an employee temporarily transfers to another job/project for a defined period of time for a specific purpose and to the mutual benefit of all parties. Whilst on secondment the staff member retains their terms and conditions unless otherwise agreed and would have an automatic right to return to their substantive post.
- **External Secondment** – Where a temporary appointment is made of a staff member or officer to transfer from another force or organisation to NYP or vice versa. They are appointed for a specific purpose to undertake a job/project for a defined period of time and to the mutual benefit of all parties. Whilst on secondment conditions of the substantive employment remains the same, funding is usually applied where the host organisation can reclaim salary costs.