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The following provides procedural guidance for the application of the University's secondment policy for external secondments, both for bringing in external staff and for supporting University staff in external placements.

In so far as possible, external secondments will be managed in line with the Secondment Policy and the more detailed UK Internal Secondment Guidance. The benefits, roles and responsibilities, and details of management are broadly similar, and should be interpreted accordingly with the advice of [HR Business Partners](#) if required. The following external secondment guidance details only the exceptions to this.

### **1) Recruitment and authorisation process**

1.1 External secondment opportunities, both incoming and outgoing, are most likely to be identified by an individual as part of their personal development plan. Sourcing of, and planning for, these secondments should be led by the individual, whether from existing or bespoke opportunities. Arrangements for these should be documented using the Secondment Agreement template, which requires sign-off from representatives from both organisations (normally the home and host managers).

1.2 Outgoing external secondment opportunities may be identified and arranged as part of wider opportunities and recruitment programmes. In these cases, application and selection should be made in line with any relevant published guidance specific to the programme or opportunity.

### **2) Secondment agreement**

2.1 If a candidate is successful in their application for external secondment, representatives from each organisation (normally the home and host managers), with the support of a representative from HR, will develop the secondment agreement. This must be signed by the representatives from both organisations, and held on the secondee's personal file.

### **3) Payment for secondments**

3.1 Salary for outgoing secondments may be determined by the host organisation. This will be confirmed in the secondment agreement. If remaining on University pay scales, rating increments and cost of living increases will be applied in line with the University cycles. If on a higher rate determined by the host organisation, on returning to their original post the secondee will return to their original salary band with cost of living increases and additional increments applied to account for awards missed, in line with Secondment Pay Progression guidance.

3.2 For incoming secondments where the University wishes to determine a salary different to the secondee's normal substantive pay, the rate of pay applied should fall within the appropriate salary band for the secondment job level, at a point to be determined in line with the Starting Salary Guidance.

3.3 Throughout the period of the secondment, the secondee will continue to be paid through the home organisation's payroll, the home organisation will therefore be responsible for all matters relating to payment of the secondee's salary and any other contractual financial benefits (including PAYE, National Insurance and superannuation arrangements).

Invoicing arrangements between the home and host organisation (to cover reimbursement of the secondee's salary whilst undertaking the secondment) will be set out in the secondment agreement.

#### **4) Appraisal and Development Conversations (ADCs)**

4.1 An ADC must be conducted with every member of staff working within the University and should reflect all of their performance within the University during the review period. It is, therefore, expected that incoming secondees on secondment with the University on this date will have an ADC; outgoing secondees who are undertaking an external secondment placement at this date will not have an ADC with the University for that ADC year.

4.2 The current manager of an incoming secondee at the time of review is responsible for completing the ADC. Incoming secondees are eligible for development opportunities and performance related pay in line with fixed-term staff policies. At the beginning of an incoming secondment, the host manager and secondee should hold a review meeting to define objectives for the remainder of the ADC period. Another meeting should be held at the end of the secondment for final review and evaluation of the secondment.

4.3 For outgoing secondments, the home manager and secondee should hold a review meeting before the secondment begins to feedback on performance to date within the review period. The host manager should be expected to offer feedback and performance evaluation in line with the host organisation's policies throughout and at the end of the secondment.

#### **5) Policies and procedures during the secondment**

5.1 The secondee will be expected to adhere to the host organisations' policies and procedures during the secondment. This includes, but is not limited to, dignity, grievance, health and safety, learning and development, IT access, working hours, annual leave booking, performance and conduct. Any exceptions to this should be documented within the secondment agreement.

5.2 Incoming secondees should receive an Associate IT account and key card as appropriate for their role. This should be arranged in advance of their arrival, with support offered through induction as it would be for any member of staff.

5.3 In the event that any disciplinary or capability issues arise during a secondment, this will be handled in the first instance by the host organisation in line with their policies. The host organisation will write to the home organisation's HR to provide details and agree a plan of action to be led by the home organisation if the terms of employment or of the secondment agreement are likely to be affected.

5.4 If a secondee believes they have been subject to unlawful discrimination or unfair treatment regarding a secondment opportunity or experience on secondment, this will be investigated by the host organisation in line with their policies, though the home organisation's HR team should be advised and offered the opportunity for involvement if appropriate.

#### **6) Maintaining contact**

6.1 Secondees should maintain regular contact with their home manager during the secondment. The home manager is responsible for forwarding the secondee any relevant communications from the home organisation, the secondee must take personal responsibility for remaining up to date with developments in their home organisation and team.