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| Title: | Secondment Management Guidance Note |
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| Document status: | Final |
| Approved by: | |
| Can this document be published to the internet (publicly available) | Yes |
| Brief summary of document | The management guidance note applies to secondments undertaken at the request of the Organisation for personal or service reasons and to those which are advertised either in Recruitment bulletins or by asking for expressions of interest. |
| This document replaces (exact title of previous document or NA) | Secondment Guidance Note |
| Approved Equality Impact Assessment attached | YES |
| Cross referenced to: | Recruitment and Appointment Policy, Equal Opportunities Policy and other standard operational procedures This list is not exhaustive and other policies and procedures may impact on this management guidance note The Equality Act 2010 and A Practical Guide to Undertaking Equality Impact Assessments |
| Ratified by: | Integrated Governance Committee |
| Date of ratification | 13 December 2011 |
| Name of Executive signing policy | Director of Transition and Governance |
| Review date | 31 December 2015 |
| Suggested key words | |
| Expired documents should be retained for 10 years from the date of expiry | |

Version control table

| Date | Version number | Summary of changes | Changes made by |
|-------------|-----------------------|---|---------------------------|
| 26.10.11 | 1 | Transferred into current policy template; reviewed to take account of any changes in legislation or national NHS policy | Claire Beckett HR Manager |



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| Consultation | Full time officers/Joint Partnership Committee Counter Fraud and Security Management Specialist Workforce Directorate |
| List the individuals (use titles only)/groups consulted. This must include the Counter Fraud and Security Management Specialist | Indicate which of the consultees in the left hand column have responded |
| Joint Partnership Committee | Responded |
| Counter Fraud and Security Management Specialist | Responded |
| Head of Corporate Compliance | Responded |
| Human Resources and Workforce Team | Responded |

| Consultation comments received | Comments Accepted | Comments rejected | Reason for rejection |
|--|--------------------------|--------------------------|-----------------------------|
| Joint Partnership Committee | ✓ | | |
| Counter Fraud Local Security Management Specialist | ✓ | | |
| Head of Corporate Compliance | ✓ | | |
| Human Resources and Workforce Team | ✓ | | |

Disseminate to: All staff and Managers

Dissemination methods:
 Bulletins – Communications Team to disseminate via Bulletin(s)
 Via P.A.s – HR Team will send out to PAs for notifying the teams
 Senior Management Meetings – Managers/HR Manager to take to meeting. HR policies to be included agendas.
 Team Meetings – Team Leads/Supervisors. HR Policies to be an agenda item.
 Intranet Document Library
 NHS Kernow Clinical Commissioning Group’s website

Aim: To provide guidance to all staff and managers in respect of Secondments, outlining relevant responsibilities

Purpose: The purpose of this management guidance note is to:

- ensure that the Line Manager, Secondee and organisation is aware of their responsibilities and appropriate documentation that needs to be completed for all individuals who undertake a secondment opportunity.
- clarify the role of the Line Manager, Staff member and obligations of the Organisation and to enable staff and line managers to understand the processes involved in secondment opportunities.

Objectives:

- Improve opportunities for contributing to the work of the Organisation.
- To provide clarity for Line Managers and Secondee’s in the Organisation and aims to supplement services where appropriate.
- To provide a clear understanding of the role secondees can play in supplementing the Organisation’s services and the process by which they can be engaged.

- Raise the degree of awareness by line managers of the appropriate process to follow

Responsibilities:

This policy applies to all Organisation employees, managers, team leads, supervisors

- It is the responsibility of the Original Line Manager to ensure that the duties of the secondee are at least appropriate to their grade and offer suitable development opportunities.
- Managers are required to carry out a risk assessment in respect of the business service needs before agreeing to a secondment.
- The Original Line Manager is responsible for ensuring all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned.
- It is the responsibility of the Original Line Manager to ensure the secondment takes into account the core human rights values and is in line with the Organisation's commitment to equality, diversity and human rights as set out in its Equality and Diversity Policy and the Equality, Diversity and Human Rights Scheme 2009-2012.
- All staff members applying for, request to, or undertake a secondment, will have their individual needs taken into account and will be treated with dignity and respect.
- Managers/Team Leads/Supervisors must complete and process all relevant documentation
- It is the responsibility of the substantive manager to inform the Finance department of all secondments.
- It is the responsibility of the hosting line manager to make sure the staff member is fully inducted into their secondment post.
- It will be a voluntary undertaking to do the secondment.
- The secondee is obliged to keep regular links with their original manager, department and keep them fully informed of progress.
- The secondee must undertake the work of the secondment with the same commitment as their normal work.
The host organisation/department is responsible for informing the seconding organisation of any leave e.g annual, sick, maternity etc.
- The host organisation will provide and fund any necessary training for the secondee to carry out their secondment .
- On appointment employees are issued with a contract of employment and as a result, have an obligation to inform the Organisation of any changes.

Definitions/Glossary: Add relevant references

Secondment: is the temporary placement of an employee into another role within an organisation. It is the temporary loan of an employee to fill an assignment for another department, which is in need of particular expertise. This is also a staff development opportunity.

Secondee: Staff member who is undertaking a temporary employment for an agreed period of time with another department/organisation.

Host Organisation/department: is the organisation/department that that the staff member is going to be seconded too.

Host Line Manager: The person the secondee reports to during the period of their secondment.

Substantive Post: The Secondee's original contracted job role.

Seconding Organisation/department: The Secondee's original employing organisation/ department.

Substantive Line Manager: The Secondee's original line manager with their employer.

Introduction:

This Management Guidance Note applies to secondments undertaken at the request of the Organisation for personal or service reasons and to those which are advertised either in Recruitment bulletins or by asking for expressions of interest. Secondments are normally advertised as fixed term contracts.

1.0 SECONDMENT OPPORTUNITIES

1.1 Secondment between organisations or roles offers a unique development opportunity to acquire new skills in a different environment. Secondment is flexible and varies widely in terms of length and objectives.

1.2 Secondments will normally be advertised through the Recruitment Services website. Secondees will be selected in the normal way, in line with the Organisation's Recruitment and Appointment Policy and Management Guidance. Interviews will be held and the person most suitable for the job selected. A job description and a person specification should be produced and clearly indicate the anticipated duration of the secondment. On the rare occasions that the secondment is not advertised then the skills needed for the role must have been in the secondee's personal development plan for at least six months.

1.3 The Organisation will be involved in secondment in a number of ways:

- a) By offering existing employees secondment opportunities within the Organisation.
- b) As a host to a secondee from another organisation.
- c) By negotiating secondment opportunities with other organisations for existing employees.

1.4 APPLYING FOR A SECONDMENT

1.4.1 All staff are eligible to apply for a secondment subject to:

- Having completed 12 months service within the Organisation.
- Meeting the essential criteria on the person specification
- Their manager agreeing to release them

1.4.2 An individual who wishes to apply for a secondment should in the first instance discuss it with their line manager. **It is important to note that there is no right to be released for a secondment.**

1.4.3 Secondment will depend on business service needs. A major goal for the PCT during major change or any transition to deliver change, is to maintain high levels of business performance and deliver critical activities and functions. Managers are therefore required to carry out a risk assessment to ascertain whether the individuals current post relates to:

- business critical functions
- is required for closure of the PCT
- performs a statutory role

- links to an area where we have a low risk appetite i.e. not prepared to take high risks

also, the likelihood relates to whether:

- agency / contractors are readily available
- skills are scarce
- it is possible to reassign internal existing resource
- replacement resource would be cost effective

Following the risk assessment, a decision will be made as to whether the secondment can be approved.

A copy of this Management Guidance Note should be sent to the individual.

1.4.4 An individual who is recommended for a secondment opportunity has the right to decline the offer without any detriment.

1.5 Terms and Conditions

1.5.1 Terms and conditions will stay the same but the staff member may be paid a higher salary on a temporary basis with the new notional incremental date being 12 months from date of taking up temporary secondment. If they return to their original post on a lower grade then they will receive incremental credit for work carried out at the higher grade but revert to their original incremental date.

1.5.2 Where the secondee is an employee of the Organisation, they will be subject to all existing policies and procedures.

1.5.3 The secondee will report to a manager nominated by the host organisation

1.5.4 It is the responsibility of the Original Line Manager to ensure that the duties of the secondee are at least appropriate to their grade and offer suitable development opportunities.

1.5.5 The host organisation will provide and fund any necessary training for the secondee to carry out their secondment.

1.5.6 If the secondment is at the Organisation's request then the individual may be entitled to excess mileage in accordance with the Organisation's Policy.

1.5.7 If the secondee is from outside the organisation, the Organisation must assume responsibility for third party liability insurance and will issue the secondee with a secondment agreement (appendix 2).

1.5.8 Vicarious liability, where appropriate, remains with the substantive manager/seconding organisation.

1.5.9 During the period of the secondment the secondee will retain a professional link with their Substantive Manager/Seconding Organisation, for information relating to their substantive role.

1.6 BASIS OF SECONDMENT OFFER

1.6.1 At the termination of the secondment, the secondee has the right to return to their substantive post, or a suitable alternative if, as a result of organisational change, this should not be available.

1.6.2 An undertaking should be given to the secondee that if their substantive post is not available at the end of their secondment they will be found an alternative post at a

similar grade elsewhere within the organisation or health community and if this should happen then they should be advised that they will not be able to return to their previous post at the earliest opportunity.

- 1.6.3 If there is no suitable alternative position available then the redeployment policy will apply and in the event of redundancy the Seconding organisation will be liable for any redundancy/severance payments which may apply, in accordance with their schemes.

1.7 FUNDING

- 1.7.1 If a member of staff remains within the same organisation and is seconded into another department then the host line manager is responsible for ensuring that all appropriate and agreed funding is reimbursed to the Seconding Organisation/Department.
- 1.7.2 If the secondee is from another organisation the host organisation should reimburse the Seconding organisation/department the salary and on-costs of the seconded member of staff.
- 1.7.3 It is the responsibility of the substantive manager to inform the Finance department of all secondments. (See Recharge Request Form on HR Intranet page)

1.8 PROCESS

- 1.8.1 It is the responsibility of the hosting line manager to make sure the staff member is fully inducted into their secondment post. This will include; a job description, specific objectives and a programme of work for the period of the secondment. A defined start and finish date will also be agreed.
- 1.8.2 The employee's current line manager must complete a Contract Amendment form to reflect the secondment agreement.
- 1.8.3 If excess mileage has been agreed, the necessary documentation must also be completed by the employee and receiving manager.
- 1.8.4 A secondment agreement will be issued by the Host Organisation and this should be raised by the Host Manager to be signed by all parties. A copy of the secondment agreement will be retained by the hosting organisation and issues to the seconding organisation and the Secondee for their agreement and retention.
- 1.8.5 Regular meetings should be held throughout the secondment (e.g. once a quarter) between the original manager, receiving manager and secondee to discuss progress and any concerns.
- 1.8.6 Secondees must be appraised against agreed objectives during the period of the secondment.
- 1.8.7 If the secondee is off sick for more than 4 consecutive weeks the secondment may be terminated following referral to the Occupational Health Department.
- 1.8.8 At least 2 months before the end of the secondment a meeting must be held between the original manager, receiving manager and secondee to discuss return to the original role. *There is no automatic right for the secondment to be extended or made permanent; the employee must be aware of this and that s/he is required to return to his/her original role at the end of the secondment (refer to section 6.0).*
- 1.8.9 If the employee does not wish to return to their original role it is their responsibility to secure alternative employment within the organisation during their secondment.

1.8.10 Upon return of the secondee to their original place of work, the original manager must ensure all relevant documentation is completed and the secondee is fully debriefed, and successfully integrated back into their original role.

1.8.11 Where the secondee secures a permanent position with the host Organisation/organisation through an advertised vacancy, then the secondee must resign from their substantive post and the original manager is responsible for completing all relevant documentation to cease their employment with the original organisation. The individual will then become a permanent employee of the host Organisation/organisation, and subsequently become subject to their terms and conditions of employment, policies and procedures.

1.8.12 The host organisation/department is responsible for informing the seconding organisation of any leave e.g annual, sick, maternity etc.

1.9 RESPONSIBILITIES OF THE SECONDEE.

1.9.1 It will be a voluntary undertaking to do the secondment.

1.9.2 The secondee is obliged to keep regular links with their original manager, department and keep them fully informed of progress.

1.9.3 The secondee must undertake the work of the secondment with the same commitment as their normal work.

1.10 ASSOCIATED DOCUMENTS

1.10.1 The following documents can be found on the HR intranet page and the Document Library.

- Secondment Agreement (Appendix A)
- Recharge Request Form (Appendix B) Separate Excel Document

SECONDMENT AGREEMENT

This agreement is made on the between
 (Seconding Organisation and Department)
 and
 (Host Organisation and Department)
 and
 (Secondee)

Period of Secondment: From: To:

Purpose of the Secondment:

Band/Grade:
 Salary: £ per annum
 Agreed Working Hours:
 Working Base:

1. Funding

The host organisation/department agrees to reimburse the employment costs of the secondee to XXXXXXXXX, such payments to be made monthly in arrears. Such costs shall include (but not be limited to):

- the gross wages and employer’s N.I. and employer’s pension fund contributions to the NHS Pension Scheme
- statutory and where applicable employee’s contractual maternity and sickness payments. In the event of injury at work, Temporary Injury Allowance may be payable.
- Any expenses properly incurred while carrying out duties with the Host Organisation, such as business mileage paid at the appropriate rate
- Lease car costs

All invoices will be itemised to show the breakdown of costs.

All payments of salary and any other allowances will be made to the seconded by the employing organisation in the normal way. Any expenses properly incurred by the seconded while carrying out their duties with the host organisation should be certified by the responsible manager in the host organisation/department and submitted to the employing organisation for payment.

2. Termination of Secondment

The secondment shall terminate either:

- automatically at the end of the agreed secondment period
- upon the seconded resigning or retiring
- upon either the seconded or the seconding organisation/department giving 1 months' notice in writing to end the secondment
- upon either XXXXXXXXXX or (*insert name of host organisation/department*) undergoing organisational change which affects the continuation of the secondment
- If the seconded is off sick for more than 4 consecutive weeks the secondment may be terminated.

At the termination of the secondment, the seconded has the right to return to his/her substantive post, or a suitable alternative if, as a result of organisational change, this should not be available. If there is no suitable post available CIOSPCT's redeployment policy will apply and in the event of redundancy, CIOSPCT will be liable for any redundancy/severance payments which may apply, in accordance with their scheme.

There is no automatic right for the secondment to be extended or made permanent, the seconded will be required to return to their substantive role at the end of the secondment. (This will depend on the length of the secondment).

3. Employment Status of Seconded

The contractual position of the seconded during the period of secondment is that they remain an employee of CIOSPCT. During the secondment the seconded's contractual terms and conditions of employment continue to be those of the seconded's substantive post within CIOSPCT, from which they have been seconded.

4. Treatment of Seconded

During the period of secondment the seconded will report to a manager nominated by the host organisation/department. In the first instance the manager will be (*insert name of host manager*).

The seconding organisation/department must ensure that the duties of the seconded are at least appropriate to their grade and offer suitable development opportunities.

Seconded must be appraised against agreed objectives during the period of the secondment by the manager to whom they report in the host organisation.

The right of the host organisation/department to redefine working arrangements and priorities is acknowledged provided that such changed arrangements and priorities do

not breach the terms and conditions of employment which apply to the secondee.

The host organisation/department will provide and fund any necessary training for the secondee to carry out his duties.

During the period of the secondment the secondee will retain a professional link with XXXXXXX, for the purposes of addressing any issues linked to their substantive position.

5. Discipline and Capability

Disciplinary and Capability procedures applicable to the secondee during the period of secondment are those of CIOSPCT. However, the seconding organisation/department and (*insert name of host organisation/department*) will work jointly in the event that these procedures need to be initiated.

The host organisation/department may discuss shortcomings with the secondee informally but no disciplinary action or action on the grounds of unsatisfactory performance shall be taken by the host organisation in connection with them. All matters of a disciplinary or unsatisfactory performance nature, which cannot be resolved informally, must be reported to XXXXXXX who shall pursue the complaint and take such action in accordance with its own procedures as are deemed necessary.

If the host organisation/department alleges that the secondee is guilty of gross or serious misconduct, the host organisation/department may send the employee home subject to the host organisation/department notifying XXXXXXX forthwith of the alleged gross or serious misconduct.

For the avoidance of doubt, it shall be the responsibility of XXXXXXX to instigate any disciplinary proceedings in respect of the secondee. The host organisation/department will provide full co-operation in conducting any investigation and/or hearing.

Throughout the period of secondment the host organisation/department shall provide XXXXXXX with such information or access to its premises as XXXXXXX may reasonably require in relation to the employee's performance and attendance.

If a secondee is off sick for more than 4 consecutive weeks the secondment may be terminated.

Grievance

If the secondee has a complaint regarding their duties or treatment by the host organisation/department this should be raised with, and addressed by the (host line manager) for the host organisation/department, in the first instance. Similarly, if the secondee identifies any potential area where a conflict of interest may arise as a result of their relationship with the host organisation/department and XXXXXXX should raise this with the seconding organisation.

7. Liability in Respect of Seconded Staff and Insurance

The host organisation/department shall take out and maintain in full force with a reputable insurance company, insurance to cover public liability and all liabilities in respect of the secondee to cover any loss, injury or damage caused to the secondee in the course of his/her duties. XXXXXXX has the right to establish that this insurance is in place.

The host organisation will indemnify the seconding organisation/department in the event of any litigation arising from all decisions, actions or omissions by the managers

and/or the staff in respect of the individuals who are seconded, where

- i) these decisions are at variance with the professional advice given by XXXXXX as the legal employer;
- ii) such advice was not sought from XXXXXXXXXXXX at all, or
- iii) the only involvement XXXXXXXXXXXX has in the matter in dispute is its status as legal employer.

8. Health and Safety

The host organisation/department shall fulfil all the duties relating to the health, safety and welfare at work imposed on an employer by any relevant statutory provision with the Health and Safety at Work Act 1984 as if it were the permanent employer of the secondee. The secondee will take reasonable care for their own health and safety, and that of others who may be affected by their acts or omissions, and co-operate with the host organisation/department to enable it to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its members of staff, trainees and others carrying out the functions on its behalf.

9. Equal Opportunities

The existence of this policy should ensure that the Organisation, through its managers, adopts a consistent approach to dealing with secondees, including individuals covered by protected characteristics as defined in the Equality Act 2010.

The host organisation/department shall ensure that there is no discrimination against the secondee.

10. Confidentiality

- a) During and after the termination of this Agreement, the seconding organisation/department shall not require the secondee to disclose or divulge any confidential information without prior written consent of the host organisation/department.
- b) During and after the termination of the Agreement, the host organisation /department shall use all reasonable endeavours to ensure that the secondee does not disclose or divulge any confidential information.

By signing this secondment agreement the secondee is signing the confidentiality agreement.

For the purposes of clauses 10 a) and 10 b), “Confidential information” means all documents and information in whatever form disclosed or made available to the secondee during or in connection with the secondment to the host organisation/department, but shall not include information which:

- i) Is already in the public domain, or
- ii) Is disclosed to the secondee without any obligation of confidence by a third party who has not derived it directly or indirectly from the host organisation/department, or
- iii) Is trivial or cannot reasonably be considered to be confidential.

11. Miscellaneous

XXXXXXXXX shall provide the host organisation/department with information regarding policies, procedures and terms and conditions of employment relating to the

seconded.

No amendment or variation to this Agreement shall take effect unless it is in writing and signed for and on behalf of each of the parties.

Where an existing employee is seconded to another organisation, they shall be viewed as ambassadors of the Organisation and must conduct themselves appropriately.

The importance of holding accurate employee details cannot be over emphasised and employees should inform their Line Manager of any changes in their personal circumstances. On appointment employees are issued with a contract of employment and as a result, have an obligation to inform the Organisation of any changes.

The host organisation/department is responsible for informing the seconding organisation of any leave e.g annual, sick, maternity etc.

On behalf of Seconding Organisation/Department

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| Signature: | |
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| For and on behalf of: | |
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| Name & Title (please print clearly): | |
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| Date: | |
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On behalf of *(Insert the name of the host organisation and department)*

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| Signature: | |
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| For and on behalf of: | |
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| Name & Title (please print clearly): | |
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| Date: | |
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Seconded

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| Signature: | |
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| Seconded (please print name): | |
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| Date: | |
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Training: Has a training need been identified? No

Key Performance Indicators: List how you, as the policy author, will measure the success of achievement against the objectives

Workforce Department record secondments on the ESR system. The information is taken from contract amendment forms which Managers must complete for any secondment. Audit of p/files in respect of secondment agreements using information reported on the ESR system.

Monitoring: To which Board/sub-committee/committee will the results of the outcome of the assessment against the key performance indicators be reported

Equality Impact Assessment:

Initial Equality Impact Assessment Screening Form

APPENDIX C

**Initial Equality Impact
Assessment
Pro Forma**

Equality Impact Assessment Proforma Initial Screening

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| Section | Workforce/HR | Officer responsible for the assessment | Claire Beckett, HR Manager | | | |
| Name of Policy to be assessed | Secondment Management Guidance Note | | Date of Assessment | 26 October 2011 | Is this a new or existing policy? | Update of existing Management Guidance Note |
| 1. Briefly describe the aims, objectives and purpose of the policy. | | The purpose of this Guidance Note is to clarify the role of the Line Manager, Staff member and obligations of the Organisation and to enable staff and line managers to understand the processes involved in secondment opportunities. | | | | |
| 2. Are there any associated objectives of the policy? Please explain. | | Improve opportunities for contributing to the work of the Organisation and development opportunities for staff where appropriate. | | | | |
| 3. Who is intended to benefit from this policy, and in what way? | | The policy provides clarity for Line Managers and Secondee's in the Organisation and aims to supplement services where appropriate. | | | | |
| 4. What outcomes are wanted from this policy? | | A clear understanding of the role a secondee can play in supplementing the Organisation's services and the process by which they can be engaged. A transparent explanation of the process to be followed by all managers and staff. | | | | |
| 5. What factors/forces could contribute/detract from the outcomes? | | Communication issues; the degree of awareness by line managers of the appropriate process to follow | | | | |
| 6. Who are the main stakeholders in relation to the policy? | | Patients, Managers and other staff. | | 7. Who implements the policy, and who is responsible for the policy? | | All managers and supervisors with advice from the HR Dept. |
| 8. Are there concerns that the policy could have a differential impact on RACIAL groups? | | | N | Please explain | | |
| What existing evidence (either presumed or otherwise) do you have for this? | | The existence of this policy and procedure should ensure that the Organisation, through its managers, adopts a consistent approach to dealing with secondees, including individuals | | | | |

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| | covered by protected characteristics as defined in the Equality Act 2010. The Organisation respects employees from all racial backgrounds as evidenced in its Equality, Diversity and Human Rights Policy. | |
| 9. Are there concerns that the policy could have a differential impact due to GENDER | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their gender. | |
| 10. Are there concerns that the policy could have a differential impact due to DISABILITY? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | Any reasonable adjustments required by an employee would be discussed with the new employer. An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their disability. | |
| 11. Are there concerns that the policy could have a differential impact due to SEXUAL ORIENTATION? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their sexual orientation. | |
| 12. Are there concerns that the policy could have a differential impact due to their AGE? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on | |

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| | | the grounds of their age. |
| 13. Are there concerns that the policy could have a differential impact due to their RELIGIOUS BELIEF? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their religious belief. | |
| 14. Are there concerns that the policy could have a differential impact due to their MARRIAGE OR CIVIL PARTNERSHIP STATUS? (This MUST be considered for employment policies). | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their marriage or civil partnership status. | |
| 15. Are there concerns that the policy could have a differential impact due to GENDER REASSIGNMENT OR TRANSGENDER ISSUES? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their gender or transgender status (as above). | |
| 16. Are there concerns that the policy could have a differential impact due to PREGNANCY OR MATERNITY? | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their gender or transgender status (as above). | |

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| <p>17. How have the Core Human Rights Values of:</p> <p>Fairness; Respect; Equality; Dignity; Autonomy</p> <p>Been considered in the formulation of this policy/strategy</p> <p>If they haven't please reconsider the document and amend to incorporate these values.</p> | <p>The Core Human Rights Values underpin this policy, which has been formulated with these underlying principles in mind and in line with the Organisation's commitment to equality, diversity and human rights as set out in its Equality and Diversity Policy and the Equality, Diversity and Human Rights Scheme 2009-2012.</p> <p>All staff members applying for, request to, or undertake a secondment, will have their individual needs taken into account and will be treated with dignity and respect.</p> |
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| <p>18. Which of the Human Rights Articles does this document impact?</p> | <p>The right:</p> <ul style="list-style-type: none"> • To life; • Not to be tortured or treated in an inhuman or degrading way; • To be free from slavery or forced labour; • To liberty and security; • To a fair trial; • To no punishment without law; • To respect for home and family life, home and correspondence; • To freedom of thought, conscience and religion; • To freedom of expression; • To freedom of assembly and association; • To marry and found a family; • Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention; • To peaceful enjoyment of possessions and education; • To free elections | <p>Yes</p> <p>X</p> <p>X</p> <p>X</p> | <p>No</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>The policy is underpinned by a commitment to protect the rights of individuals who are undertaking a secondment opportunity for the Organisation.</p> | | |
| <p>How will you ensure that those responsible for implementing the Policy are aware of the Human Rights implications and equipped to deal with them?</p> | <p>Through a series of planned updates via the staff intranet and guidance/best practice information from HR. There is also an electronic training package staff are required to complete as part of their mandatory training.</p> | | |
| <p>19. Could the differential impact identified in 8 – 13 amount to there being the potential for adverse impact in this policy?</p> | <p></p> | <p>N</p> | <p>Please explain</p> |

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| 20. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason? | | N | Please explain for each equality heading (questions 8 –13) on a separate piece of paper. |
| 21. Should the policy proceed to a full equality impact assessment? | | N | 22. If Yes, describe why, then proceed to a full EIA. |
| | | | 23. If No, are there any minor further amendments that should take place? |
| | | | 24. If a need for minor amendments is identified, what date were these completed and what actions were undertaken. |

Signed (completing officer) Claire Beckett

Date 26 October 2011

Signed (Head of Section)

Date

Please ensure that a signed copy of this form is sent to both the Policies Officer and the Equality and Diversity lead to be placed on the Organisation's website.

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| Section | Workforce/HR | Officer responsible for the assessment | Carrie Lester, HR Advisor | | | |
| Name of Policy to be assessed | Secondment Management Guidance Note | Date of Assessment | 26th October 2011 | Is this a new or existing policy? | Update of existing Management Guidance Note | |
| 1. Briefly describe the aims, objectives and purpose of the policy. | | The purpose of this policy is to clarify the role of the Line Manager, Staff member and obligations of the Organisation and to enable staff and line managers to understand the processes involved in secondment opportunities. | | | | |
| 2. Are there any associated objectives of the policy? Please explain. | | Improve opportunities for contributing to the work of the Organisation. | | | | |
| 3. Who is intended to benefit from this policy, and in what way? | | The policy provides clarity for Line Managers and Secondee's in the Organisation and aims to supplement services where appropriate. | | | | |
| 4. What outcomes are wanted from this policy? | | A clear understanding of the role a secondees can play in supplementing the Organisation's services and the process by which they can be engaged. | | | | |
| 5. What factors/forces could contribute/detract from the outcomes? | | Communication issues; the degree of awareness by line managers of the appropriate process to follow | | | | |
| Who are the main stakeholders in relation to the policy? | Patients, Managers and other staff. | | 8. Who implements the policy, and who is responsible for the policy? | | All managers and supervisors with advice from the HR Dept. | |
| 8. Are there concerns that the policy could have a differential impact on RACIAL groups? | | | N | Please explain | | |
| What existing evidence (either presumed or otherwise) do you have for this? | | The existence of this policy should ensure that the Organisation, through its managers, adopts a consistent approach to dealing with secondees, including individuals covered by protected characteristics as defined in the Equality Act10. The Organisation respects employees from all racial backgrounds as evidenced in its Equality, Diversity and Human Rights Policy. | | | | |

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| 9. Are there concerns that the policy could have a differential impact due to GENDER (including TRANSGENDER)? | | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all requests and secondment opportunities and staff members are dealt with consistently and fairly, regardless of the characteristics of the staff member concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of their gender or transgender status (as above). | | |
| 10. Are there concerns that the policy could have a differential impact due to DISABILITY? | | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | As above. An objective of this policy is to ensure all requests to Staff Members/ Secondees are dealt with consistently and fairly, regardless of the characteristics of the volunteer concerned. The Organisation has a commitment to ensure that no person is discriminated against on the grounds of disability. | | |
| 11. Are there concerns that the policy could have a differential impact due to SEXUAL ORIENTATION? | | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | The Organisation is committed to ensuring that no person is discriminated against on the grounds of their sexual orientation and welcomes volunteers from across the community. | | |
| 12. Are there concerns that the policy could have a differential impact due to their AGE? | | N | |
| What existing evidence (either presumed or otherwise) do you have for this? | An objective of this policy is to ensure all staff members undertaking a secondment within the Organisation are treated consistently and fairly, regardless of the characteristics of the staff Member. The Policy makes clear the Organisation's commitment to ensure that no person is discriminated against on the grounds of their age when applying to become a Secondment or requested to undertake a Secondment. | | |
| 13. Are there concerns that the policy could have a differential impact due to their RELIGIOUS BELIEF? | | N | |

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| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>An objective of this policy is to ensure staff members undertaking a secondment within the Organisation are treated consistently and fairly, regardless of the characteristics of the staff member. The Policy makes clear the Organisation's commitment to ensure that no person is discriminated against on the grounds of their religious belief.</p> |
| <p>14. How have the Core Human Rights Values of:</p> <p>Fairness; Respect; Equality; Dignity; Autonomy</p> <p>Been considered in the formulation of this policy/strategy</p> <p>If they haven't please reconsider the document and amend to incorporate these values.</p> | <p>The Core Human Rights Values underpin this policy, which has been formulated with these underlying principles in mind and in line with the Organisation's commitment to equality, diversity and human rights as set out in its Equality and Diversity Policy and the Equality, Diversity and Human Rights Scheme 2009-2012.</p> <p>All staff members applying for, request to or undertake a secondment will have their individual needs taken into account and will be treated with dignity and respect.</p> |

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| <p>15. Which of the Human Rights Articles does this document impact?</p> | <p>The right:</p> <p>To life; Not to be tortured or treated in an inhuman or degrading way; To be free from slavery or forced labour; To liberty and security; To a fair trial; To no punishment without law; To respect for home and family life, home and correspondence; To freedom of thought, conscience and religion; To freedom of expression; To freedom of assembly and association; To marry and found a family; Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention; To peaceful enjoyment of possessions and education; To free elections</p> | | <p>Yes</p> | <p>No</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>The policy is underpinned by a commitment to protect the rights of individuals who are undertaking a secondment opportunity for the Organisation.</p> | | | |
| <p>16. Could the differential impact identified in 8 – 13 amount to there being the potential for adverse impact in this policy?</p> | | <p>N</p> | <p>N/A</p> | |
| <p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p> | | <p>N</p> | <p>Please explain for each equality heading (questions 8 –13) on a separate piece of paper.</p> | |

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| 18. Should the policy proceed to a full equality impact assessment? | | N | 18. If Yes, describe why, then proceed to a full EIA. |
| | | | 18. If No, are there any minor further amendments that should take place? NO |
| | | | 19. If a need for minor amendments is identified, what date were these completed and what actions were undertaken. |

Signed (completing officer) Claire Beckett...HR Manager..... Date 26-10-11

Signed (Head of Section) Date

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