



Secondment Policy

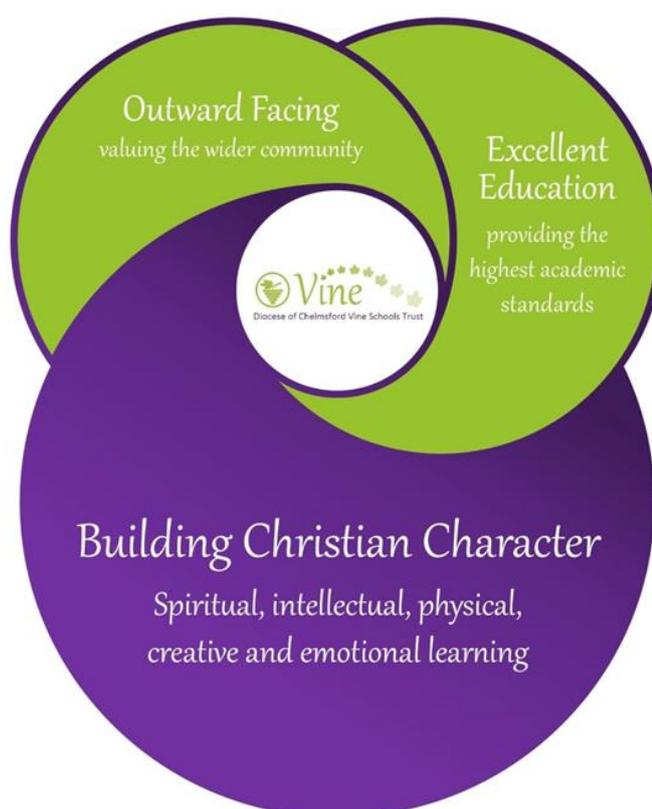
**"I am the vine; you are the branches.
If you remain in me and I in you, you will bear much fruit"
(John 15:5)**

This policy is a mandatory policy for all Vine Academies and must be implemented with no amendments.

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Vision & Values

V Valuing every person
I Inspiring great teaching
N Nurturing academic excellence and Christian Character
E Excelling, unlocking great potential



Updates since last edition

General	Changes to layout and headings
General	Changes to the email addresses for contact

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1. Introduction

- 1.1 This policy sets out the policy arrangements for all internal moves including acting up assignments and internal and external secondments. It also describes the arrangements should the position that has been covered temporarily become permanent.
- 1.2 Short-term development placements of under three months where there is no increase in responsibilities, pay or location can be arranged informally between teams and are outside of this policy.

2. Principles

- 2.1 There are three basic principles that this policy seeks to balance:
 - 2.1.1 Enabling The Diocese of Chelmsford Vine Schools trust (Vine) to efficiently mobilise resources to respond quickly to changing business priorities
 - 2.1.2 Building the capability of our workforce to support the flexible and agile nature of what we need from our workforce
 - 2.1.3 Ensuring that fair and transparent talent management and selection processes are in place and that redeployees* are considered for suitable alternative opportunities of employment.

3. Definitions

- 3.1 An internal move is a formal transfer of an employee, from their current post to another post within the Vine.
- 3.2 An internal move may be through:
 - 3.2.1 an acting-up assignment where an individual is covering the full duties and responsibilities of a higher graded position within a function; or
 - 3.2.2 a secondment which may be at a higher grade
 - 3.2.3 a development secondment at the same grade where this will benefit the individual and the organisation
 - 3.3.4 a fixed term contract to a permanent assignment
- 3.3 *Redeployees are employees that are at risk of redundancy or have particular medical needs and who must be considered for suitable alternative employment.

4. Safeguarding and Pre-Employment Checks

- 4.1 Before any individual can start work in a new position (secondment, temporary or permanent) our primary aim is to ensure that there is compliance with any legal or safeguarding requirements for that role.
- 4.2 This means:
 - 4.2.1 The hiring manager's is responsible for ensuring that all pre-employment checks have been/are carried out before proceeding with any offer to the preferred candidate;
 - 4.2.2 The hiring manager is responsible for ensuring that the candidate is added to the establishment SCR with all documents logged and checked as per the SCR policy.
- 4.3 For more information, or if you have any questions about pre-employment checks for a specific role, or the Single Central Record, please contact the Vine Central Team.

5. Approach

5.1 Underpinning our principles, our approach to internal moves and transfers, is as follows:

Internal secondment likely to last less than six months

- 5.2 If the move is likely to last less than 6 months there is no requirement to advertise. Arrangements can be made within the Vine for an individual to be identified through normal talent management/succession planning arrangements providing the relevant safeguarding checks have been made.
- 5.3 If at any time after six months the role subsequently becomes permanent, it must be advertised internally and any redeployee applicants considered. The individual who has been acting up/on secondment will need to apply to be considered for the role and will be automatically shortlisted should they apply for the position.
- 5.4 If there are no other suitable applicants, the individual that was acting-up/seconded may be transferred to the permanent post with a new contract of employment issued and changes communicated to payroll via HR@dcvst.org
- 5.5 If the role is to be extended for at least a further 6 months then consideration must be given to ensuring a competitive process takes place, either through succession and talent management arrangements or an internal interview.

Internal secondment likely to last six months or more

- 5.6 If the move is likely to last 6 months or more an internal advert/competitive process must be undertaken.
- 5.7 If the role becomes permanent after six months the postholder may be appointed, and the post become substantive, without further advertising or pre-employment checks since the current secondment/acting-up postholder was appointed through an internal advert/competitive process.
- 5.8 The hiring manager will contact HR to issue a new contract of employment and communicate changes to payroll via HR@dcvst.org
- 5.9 *In all cases the individual's substantive post must not be filled on a permanent basis until they secure an alternative substantive post.*

External secondments

- 5.10 Seconding Vine employees to external organisations
- 5.11 Once the secondment is agreed in principle between all parties, an agreement should be drawn up using the template in Appendix A.
- 5.12 Seconding workers into the Vine
- 5.13 Where the Vine is seconding an employee in from an external organisation, managers need to ensure a formal agreement is in place with the seconding organisation, together with all required Vine safeguarding checks to meet the job profile / role requirements. Managers will need to ensure that a DBS check is undertaken.

Fixed Term Employees

- 5.14 Where a fixed term employee has been in post for more than six months and the post is then made 'permanent' redeployee applicants must be considered before the fixed term employee can be considered. In the event that there are no other suitable applicants, the fixed term employee may be transferred to the permanent post, where they are suitable.
- 5.15 The hiring manager will request a new contract of employment issued and communicate changes to payroll via HR@dcvst.org

Temporary Agency Workers

- 5.16 Where an agency worker has been in post for more than twelve continuous months or more and the post is then made 'permanent', the role will need to be advertised internally and

redeployee applicants considered. The agency worker will need to apply should they wish to be considered for the role.

- 5.17 If there are no suitable Vine applicants, and the agency worker meets the job profile criteria, they may be offered the position.
- 5.18 The agency worker to be appointed will be subject to all pre-employment checks in line with Vine and legal requirements.
- 5.19 The hiring manager will request a new contract of employment and communicate changes to payroll via HR@dcvst.org

6. Agreeing to an Internal Secondment

- 6.1 Employees are expected to:
 - 5.1.1 discuss any acting-up assignment or secondment opportunity that they are interested in with their line manager before applying.
 - 5.1.2 agree the terms with their manager and the seconding manager before they accept any offer
- 6.2 Managers are expected to:
 - 5.2.1 agree arrangements for releasing the employee, taking into account Vine's wider priorities, before an offer is made
 - 5.2.2 agree any extension
 - 5.2.3 ensure that arrangements are put in place for the employee's return to their existing post at the end of the secondment.
- 6.3 The terms and conditions attached to a secondment, including the end date, should be agreed before the start and recorded in a secondment agreement.

7. Starting Salary and Reimbursement

- 7.1 Where the assignment is at a higher grade and the individual is performing the full duties and responsibilities of the role, the employee will normally be remunerated at the minimum of the higher graded post.
- 7.2 Reasonable additional work expenses in accordance with Vine policy may be claimed with the hosting manager's prior agreement.

8. Responsibilities During Assignment/Secondment

- 8.1 The current line manager who is releasing the employee to go on a secondment will:
 - 8.1.1 maintain regular contact with the employee and hosting manager;
 - 8.1.2 keep the employee informed of important developments or changes in the team;
 - 8.1.3 jointly with the hosting manager, carry out a mid-secondment and an end of secondment review, and an end of year performance discussion and review if applicable;
 - 8.1.4 plan and support the employee's return to the team at the end of the secondment.
 - 8.1.5 for external secondment, record any sickness and holiday absences

9. Absence

- 9.1 Employees are expected to follow all Vine policies, ensuring that any long term absence that is likely to last more than four weeks in a row is notified to both the substantive role line manager and the secondment manager.

10. Performance Discussion and Performance Management During Secondments

- 10.1 Normal Vine performance arrangements will apply.
- 10.2 During an internal secondment, the hosting manager will complete the usual performance discussion and reviews with the employee.
- 10.3 Where the secondment is at the same grade as the substantive post, both managers will jointly agree and the line manager will put forward any recommendation for pay/bonus awards in the usual way. For guidance and for higher graded roles' performance pay, contact HR Advice and Support.
- 10.4 During an external secondment, the Vine line Manager will complete the performance discussion and reviews with the employee, agreeing the objectives together with the hosting manager beforehand.

11. Disciplinary and Grievance Procedures

- 11.1 Where any disciplinary issues or grievances cannot be resolved informally between the parties, or where the employee is seconded to an external organisation, the Vine disciplinary and grievance policies will apply. The line manager is responsible, and will involve the hosting manager as appropriate and as set out in the secondment agreement and/or the secondment letter.

12. Disciplinary

- 12.1 After carrying out the assignment/secondment final performance discussion and review, a planned and supported return will be put in place by the substantive role manager, which will include agreeing new performance aims and objectives with the employee; a discussion of learning from the secondment, and how any new skills/knowledge could be used.
- 12.2 If the employee or hosting manager has a good reason to end an assignment/secondment early, both managers and the employee will meet to explore options. Usual notice would be one month by any party, other than in exceptional circumstances – these include serious disciplinary offences.

13. Redundancy

- 13.1 Should redundancy be likely to affect the employee's substantive role during or at the end of the secondment, Vine policy concerning redundancy will apply; and the substantive role line manager must ensure that the employee is included in all briefing and consultation activities.