



EXTERNAL SECONDMENTS POLICY AND PROCEDURE



External Secondments Policy and Procedure

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Section 1 – Policy Intentions

1.1 Aims

The Executive Board and Resource Deployment Meeting (RDM) are strategic meetings which consider external secondment requests from all police officer, police staff, special constabulary, agency and other temporary and volunteer roles.

Requests from police staff to undertake an external secondment will be considered on a case by case basis. Any member of police staff wishing to undertake an external secondment should follow the procedures below.

1.2 Scope

This policy and procedure applies to all police officers, Office of Police and Crime Commissioner (OPCC) and police staff groups within the OPCC and Gloucestershire Constabulary who have successfully completed their probation. The policy and procedure does not apply to members of the Special Constabulary

1.3 Guiding Principles

The Monthly Executive Board (MEB) will monitor the number of individuals on external secondment via the Equality Duty Report. The number of police officers permitted to be on external secondment at any one time, up to and including the rank of Chief Inspector will be managed by the RDM. RDM will also decide on the number of police staff permitted to be on an external secondment at any one time. In each case this number will reflect the overall organisational establishment and will be reviewed as that establishment changes to ensure resilience levels are maintained.

RDM will assess all external secondment requests. All those approved will be advertised in Force Bulletin. Where necessary this will be done in conjunction with the relevant strategic lead.

Once approved HR Resourcing will oversee the transactional elements of all external secondment processes.

Where an external secondment has not been approved and advertised by RDM but is advertised outside of the organisation, any officer or staff must seek the approval of RDM before applying for the vacancy. It will ultimately be the decision of RDM to approve any external secondment on the advice of the Resourcing Advisor.

Only external secondments authorised and advertised will be progressed by HR Resourcing. Any application for an external secondment that has not followed the agreed process will not be progressed and will not proceed.

Force operational priorities are paramount, and therefore the Chief Constable reserves the right to terminate any external secondment (officer or police staff) should the need arise. If this occurs, where practicable, 28 days notice will be given to the staff member and the external organisation.



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Section 2 – Policy Wording and Procedural guides

2.1 Police Officers

Officers who apply for and undertake an external secondment must recognise that they will not be guaranteed to return to the post they occupied prior to undertaking the external secondment. Officers returning from external secondment will be posted by RDM to meet the needs of the organisation. This will be in line with the Police Officer Posting and Internal Selection Policy and Procedure.

2.2 Police Staff

OPCC and police staff undertaking an external secondment exceeding 2 years will lose the right to return to their substantive post. In this case the OPCC and Constabulary will seek to redeploy the individual on their return. If the OPCC and Constabulary are unable to redeploy an individual under the provisions of the Management of Change Policy at conclusion of 12 weeks notice the individual will be made compulsorily redundant, with redundancy pay being calculated at the pre-secondment grade.

If the releasing department undergoes a restructure whilst a member of OPCC or police staff is on a secondment, the HR Consultant will contact the individual/s to inform them that they have the following options:

- accept voluntary redundancy if it is being offered;
- choose not to be included in the restructure and voluntarily resign before the agreed end date of the secondment;
- be included in the re-structure that will result in either compulsory redundancy or being awarded a post;
- if awarded a post the individual can choose to end the secondment early to return to work or continue the secondment until the agreed end date.

The Department of the member of staff undertaking an external secondment may request to back fill the post via RDM. It is not guaranteed that approval will be given to backfill; therefore managers should carefully consider the impact of supporting an external secondment application against organisational risk.

2.3 External Secondment application process

All application forms must be requested from and submitted to HR Resourcing. Late applications will not be progressed.

Officers and staff must ensure that any endorsement by first and second line managers has been completed, on time, to allow them to submit their application by the date required. Late applications will not be progressed.

First and second line managers have the authority to withhold support of a candidate's application based on their knowledge of whether the applicant meets the required level of competency to perform the role. If an application is not supported, the decision and justification should be recorded by the manager and forwarded to HR Resourcing where it will be recorded against the candidate's application.

External secondment applications will not be supported for officers or staff whose Bradford Factor exceeds 192 or more over 12 months, unless there are exceptional circumstances. Applications will not



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be supported for officers with an outstanding disciplinary sanction, or those subject to an unsatisfactory performance procedure (UPP).

Applications for external secondments may be checked with the Professional Standards Department and the Anti-Corruption Unit if required.

2.4 Roles and Responsibilities

HR Resourcing:

- is responsible for administering all external secondments for police officers, OPCC and police staff;
- will be responsible for liaising with the external organisation to progress the external secondment. On no account should an officer / staff contact the external organisation other than through HR Resourcing. This is to ensure that all elements of the external secondment are recorded and monitored;
- will ensure that appropriate terms and conditions for the external secondment are agreed prior to releasing the officer or staff;
- will negotiate with the external organisation the release date for the officer or staff to commence the external secondment. This release date will take into account the officer or staff's current role / workload and organisation resilience levels;
- is responsible for issuing the Secondment Agreement to the officer or staff. This Agreement will contain the following information:-
 - Details of the external (host) organisation
 - Confirmation of the start date of the secondment
 - Confirmation of the end date of the secondment
 - Any details relating to accommodate/ subsistence / travel
 - Contact details for the host organisation
 - Contact details for Gloucestershire OPCC/Constabulary
 - Sickness absence reporting procedures
 - PDR. Either from the organisation the secondee is seconded to, or the Gloucestershire OPCC/Constabulary PDR. It is the secondees responsibility to ensure a copy of their PDR is sent through to the Resourcing Unit each year where it will be recorded.
 - Expenses (where applicable)

Where it is known at the outset that secondments are extendable, there will be a presumption that this will not occur. All steps should be taken to ensure that both the secondee and the external organisation are clear at the start of the secondment what the duration will be. If there is a request to extend an external secondment the RDM will consider all the circumstances and confirm to the officer or staff and the external organisation if the extension has been agreed. Any extension will be recorded on the officer or staff personnel file.

- will contact the external organisation at least three months prior to the termination date of the external secondment to progress the officer or staff members return to Force. This will include re-vetting where applicable.



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Section 3 - Relevant Legislation

Equality Act 2010

Section 4 - Related References/Policies

Police Officer Posting and Internal Selection Policy and Procedure.
Management of Change Policy

Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to HR Resourcing.



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External Secondments Policy and Procedure			
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Policy		G154	MEB
		Author/Reviewer	
		Author – Caroline Hollister	
		Reviewer – Claire Roberts-Broom	
Version	Date	Changes (ensure public copy amended and uploaded to external website)	Complied with Policy Guidance ✓
1.7	23/6/2017	Review completed with Claire Roberts-Broom, added generic decision making wording and changed GSC marking to OFFICAL	
1.6	01/10/2016	Converted to Policy, terminology changes; lose right to substantive post after 2 years increased from 12 months; amend options available in restructuring scenario section 2.2	
1.5	14/08/14	Amended to reflect changes regarding Police Officer External Secondment	
1.4	24/04/14	Amended to reflect 2 nd transfer & Bradford Factor amended	
	23/10/2012	Expands Bullet Point in Roles and Responsibilities from • PDR To • PDR. Either from the organisation the secondee is seconded to, or the Gloucestershire Constabulary PDR. It is the secondees responsibility to ensure a copy of their PDR is sent through to the Resourcing Unit each year where it will be recorded.	
	21/09/2012	Amended section regarding Police Staff in relation to what happens if a restructure takes place whilst an individual is away from post.	
	13/08/2012	Amends the Police Staff Section	
	03/04/2012	Reviewed and changed to What Is Guide from previous Policy	
1.3	23/10/2012		
Next review date:		23/6/2018	
EIA		EIA Sign Off	EIA Review
HIGH		13/12/2013	13/12/2014
SIA		SIA Sign Off	SIA Review
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