

Internal Secondment Policy and Procedure



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Section 1 – Policy Intentions

1.0 Aims

The Chief Constable and Police and Crime Commissioner for Gloucestershire are committed to supporting internal secondment opportunities for Police Staff and Staff of the Office of the Police and Crime Commissioner (OPCC) in support of organisational purposes. This procedure is designed to ensure a consistent and transparent internal secondment process is applied in all cases. It is designed to ensure all Police Staff and Staff of the OPCC are deployed on internal secondments effectively in support of organisational objectives, whilst also facilitating professional development and equality of opportunity.

1.1 Scope

This procedure applies to all Police Staff and Staff of the OPCC who have successfully completed their probation. The procedure does not apply to Police Officers or members of the Special Constabulary.

Section 2 – Policy Wording and Procedural guides

2.1 Guiding principles

HR Resourcing will monitor the number of individuals on internal secondment and report to the People Development Board (PDB).

HR Resourcing will oversee all internal secondment processes.

Internal secondments will only be advertised and progressed if they are approved by the relevant Head of Department or Superintendent.

Force operational priorities are paramount, and therefore the Chief Constable reserves the right to terminate any internal secondment should the need arise. If this occurs, where practicable, 28 days' notice will be given to the Police Staff or Staff of the OPCC on secondment.

2.2 Police Staff and staff of the OPCC

Police Staff and Staff of the OPCC undertaking an internal secondment exceeding 2 years will lose the right to return to their substantive post. In this case the Constabulary will seek to redeploy the individual on their return. If we are unable to redeploy an individual under the provisions of the Management of Change Policy at the 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 Police Staff or Staff of the OPCC is on a secondment, the relevant HR Consultant will contact the individual/s to inform them that they have the following options;

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- 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 business area of the member of staff undertaking an internal secondment may request to back fill the post if support by the relevant Head of Department or Superintendent. It is not guaranteed that approval will be given to backfill; therefore managers should carefully consider the impact of supporting an internal secondment application against organisational risk.

2.3 Eligibility

Police Staff and Staff of the OPCC must have successfully completed their probation and have been employed by the organisation for a minimum of one year to be eligible to apply for an internal secondment opportunity.

Internal secondment applications will not be supported for Police Staff or Staff of the OPCC who's Bradford Factor exceeds 192, unless there are exceptional circumstances.

Internal secondment applications will not be supported for Police Staff or Staff of the OPCC with an outstanding disciplinary sanction.

2.4 Internal Secondment Application Process

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

Police Staff and Staff of the OPCC 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.

Police Staff and Staff of the OPCC must obtain line manager's agreement to apply for any internal secondment opportunity prior to submitting an application.

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.

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

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2.6 Roles and Responsibilities

HR Resourcing:

- responsible for administering all internal secondments for Police Staff and Staff of the OPCC;
- be responsible for liaising with the relevant department to progress the secondment;
- ensure that appropriate terms and conditions for the internal secondment are agreed prior to releasing the officer or staff;
- negotiate with the managing departments the release date of the officer or staff to commence the internal secondment. This release date will take into account the officer or staff's current role / workload and organisation resilience levels;
- responsible for issuing all secondment agreements. Internal secondment agreements will contain the following information:-
 - details of the internal secondment;
 - confirmation of the start date of the secondment;
 - confirmation of the end date of the secondment;
 - any details relating to accommodation/ subsistence / travel.

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 managing departments are clear at the start of the secondment what the duration will be. If there is a request to extend an internal secondment HR Resourcing will liaise with the relevant Head of Department or Superintendent to consider all the circumstances in including the needs of the organisation. Any extension will be recorded on the secondees personnel file.

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Section 3 - Relevant Legislation

Equality Act 2010

Section 4 - Related References/Policies

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 People Services Centre.

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

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		Author – Caroline Hollister	
		Reviewer – Claire Roberts-Broom	
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1.7	22/08/18	Review carried out by Caroline Hollister. Change of sign off for secondment applications to relevant Head of Department or Superintendent. Reference to Police Officer deleted as this policy does not apply to them.	
1.6	23/6/2017	Review carried out with Claire Roberts-Broom, added generic wording for decision making and GSC changed to official	
1.5	1/8/16	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	
1.4	11/08/14	Amended to reflect new HR structure	
1.3	23/04/14	Amended to reflect 2 nd transfer	
1.2	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.	
1.1	21/08/2012	Amends Police Staff returning after more than 12 months secondment	
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