

Option 1

An individual staff member requests permission to undertake a secondment



Individual staff member speaks with their line manager during their ARC or other career planning conversation and sets out their rationale for wanting to undertake a secondment.

If appropriate, the substantive line manager speaks with the “hosting” line manager to confirm that a secondment opportunity is available within their team.

Sending Manager contacts the Recruitment team to create a fixed-term contract of employment for the secondee, to cover the period of secondment.

Planning for secondment is finalised, including setting objectives, planning regular check-ins for the secondee and “hosting” manager throughout the secondment, and planning the post-secondment debrief and evaluation process.

The individual begins secondment once the contract is issued.

Substantive manager approves or declines the request in principle, providing a robust rationale if they are unable to support the request (see FAQs). If the request is declined, the staff member must be informed that there is no right of appeal and that the decision is final.

“Sending” manager speaks with a People Partner to gain their support and discuss practical issues.

Consideration must also be given to more significant contract changes that may be required as a result of the secondee moving into a higher grade for the duration of the secondment. Manager to take advice from the People Partner as necessary.

“Keeping in touch” meetings must also be planned for the secondee and the “sending” manager.

