

Secondment agreement



This secondment agreement is being issued in accordance with the NHSScotland [Secondment Policy](https://workforce.nhs.scot/policies/secondment-policy-overview/secondment-policy) (workforce.nhs.scot/policies/secondment-policy-overview/secondment-policy). It sets out the terms and conditions of your secondment.

Secondee details

Name of secondee

Grade / band

Substantive post

Current location and department

Contracted hours

Releasing manager details

Name of releasing manager

Job title of releasing manager

Email of releasing manager

Details of seconded post

Job title of seconded post

Name of secondment employer

Contracted hours

Location and department

Grade / band

Salary

Is this post external to NHSScotland?

yes no

Receiving manager details

Name of receiving manager

Start date of secondment (dd/mm/yyyy)

Email of receiving manager

End date of secondment (dd/mm/yyyy)

Job title of receiving manager

Arrangements for secondment

Terms and conditions

The terms and conditions for this secondment are in line with your substantive contract of employment. Any variations to these conditions are detailed in this secondment agreement. After your secondment ends, you will return to your substantive role. You will also revert to your original terms and conditions of employment, including your pay band and hours of work.

- Your pattern of working will be agreed between you and the receiving manager.
- The receiving manager will take responsibility for arranging suitable induction, training and development for the period of your secondment.
- Expenses incurred in your seconded role will be reimbursed at the appropriate rate in line with locally agreed practice.

Performance management during your secondment: (within NHSScotland)

- The receiving manager will support any capability, conduct or attendance concerns in line with the relevant NHSScotland workforce policy.

Performance management during your secondment (external to NHSScotland)

- The receiving manager will support any capability, conduct or attendance concerns in line with their organisational workforce policies. Where more formal action is required, management of the process will revert to the releasing manager. They will use the relevant NHSScotland Workforce Policy.
- Arrangements for reporting of sickness absence during your secondment will be agreed with the receiving manager.

Appraisal and PDP (within NHSScotland)

- Appraisal discussions, objective setting and personal development planning should be undertaken by the receiving manager. They will use the NHSScotland Personal Development Planning and Performance Review Policy, with input as required from the releasing manager.

Appraisal and PDP (external to NHSScotland)

- Appraisal discussions, objective setting and personal development planning should be undertaken by the receiving manager. They will use their organisational appraisal and personal development planning policy.

Notice

- A minimum of _____ months notice in writing will be given and is required in the event of early termination of secondment by either party.
- Further guidance around ending a secondment early can be found in the [Secondment Policy](https://workforce.nhs.scot/policies/secondment-policy-overview/secondment-policy) (workforce.nhs.scot/policies/secondment-policy-overview/secondment-policy).

Annual leave

- You will retain your current entitlement to annual leave and public holidays. Leave should be agreed with the receiving manager, in line with local arrangements.

Maintaining contact during your secondment

- The releasing manager will keep you informed of important developments relating to your substantive role or service and will also:
 - + Advise you of any changes to your substantive role
 - + Consult you about any changes to the role
- In the event of a service review process, you will be offered the opportunity to be considered for any posts available to the affected group.

Return to work arrangements

- On completion of the secondment, you are expected to return to your substantive post. Should this post have been subject to organisational change, suitable alternative employment will be sought in line with the [Redeployment Policy](https://workforce.nhs.scot/policies/redeployment-policy-overview/redeployment-policy) (workforce.nhs.scot/policies/redeployment-policy-overview/redeployment-policy).

Health and safety

- You are reminded that under the Health and Safety at Work Act 1974, all employees are required to take reasonable care for the health and safety of themselves and others who may be affected by their activities at work. You are required to co-operate with measures required to meet statutory obligations, to use safety equipment provided for protection, and to report any accidents.

Confidentiality

- You are reminded that your duty of confidentiality, relating to both personal and corporate information, extends beyond your immediate employment and applies to the use or disclosure of any such information at any time.

Agreement

The undersigned agree to abide by the agreement details as outline in the secondment.

Seconded signature

Receiving manager signature

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)

Releasing manager signature

Date (dd/mm/yyyy)