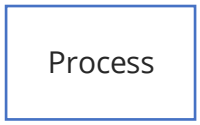
NHSScotland Secondment Policy : flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the **NHSScotland Secondment Policy**.

Flowchart symbols and their meaning

Start/end
This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.

Flow line
A line with an arrow shows the direction of the flow through the flowchart.



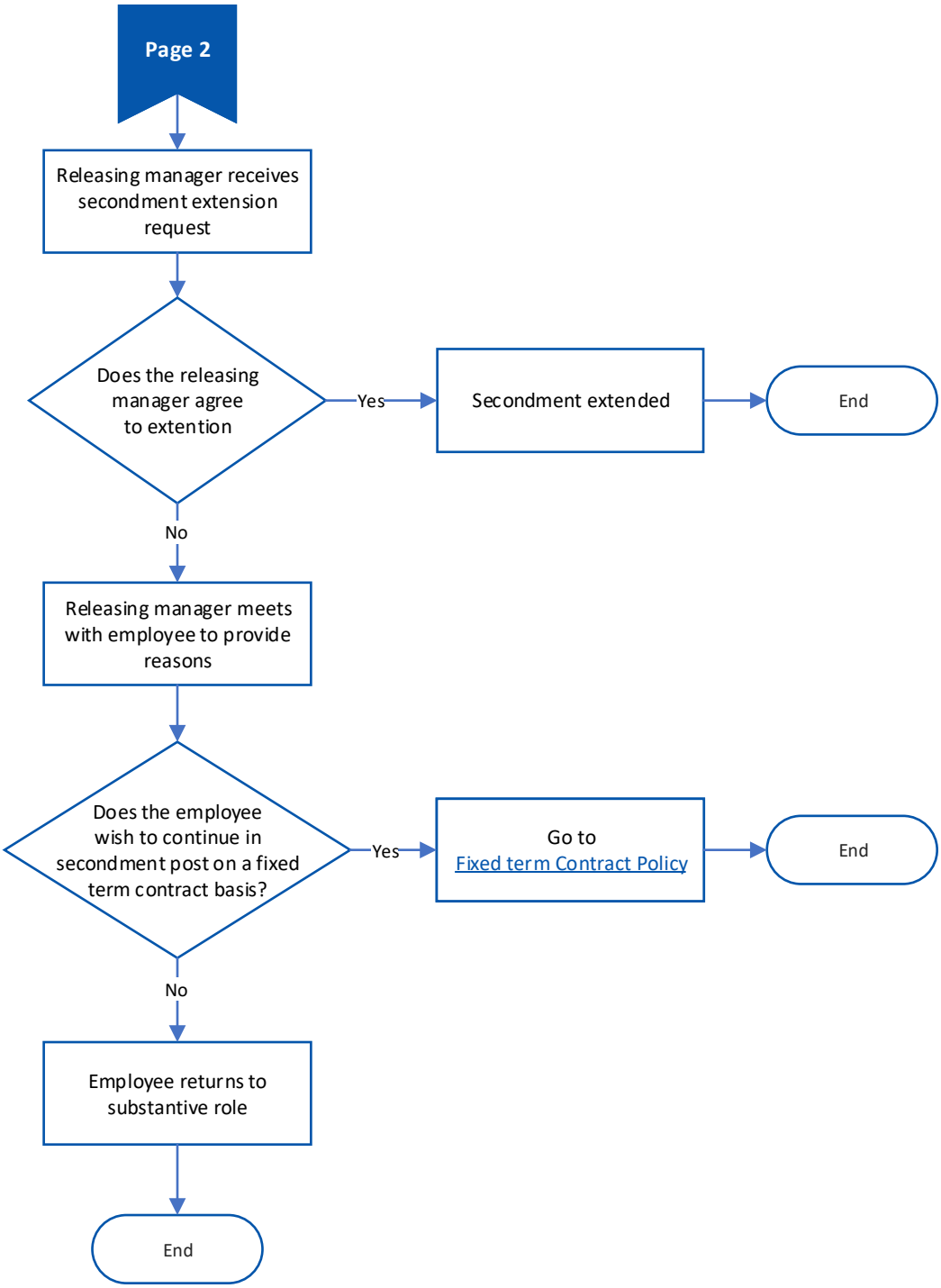
Process
Can represent a single step or multiple steps within a larger process on the flowchart.

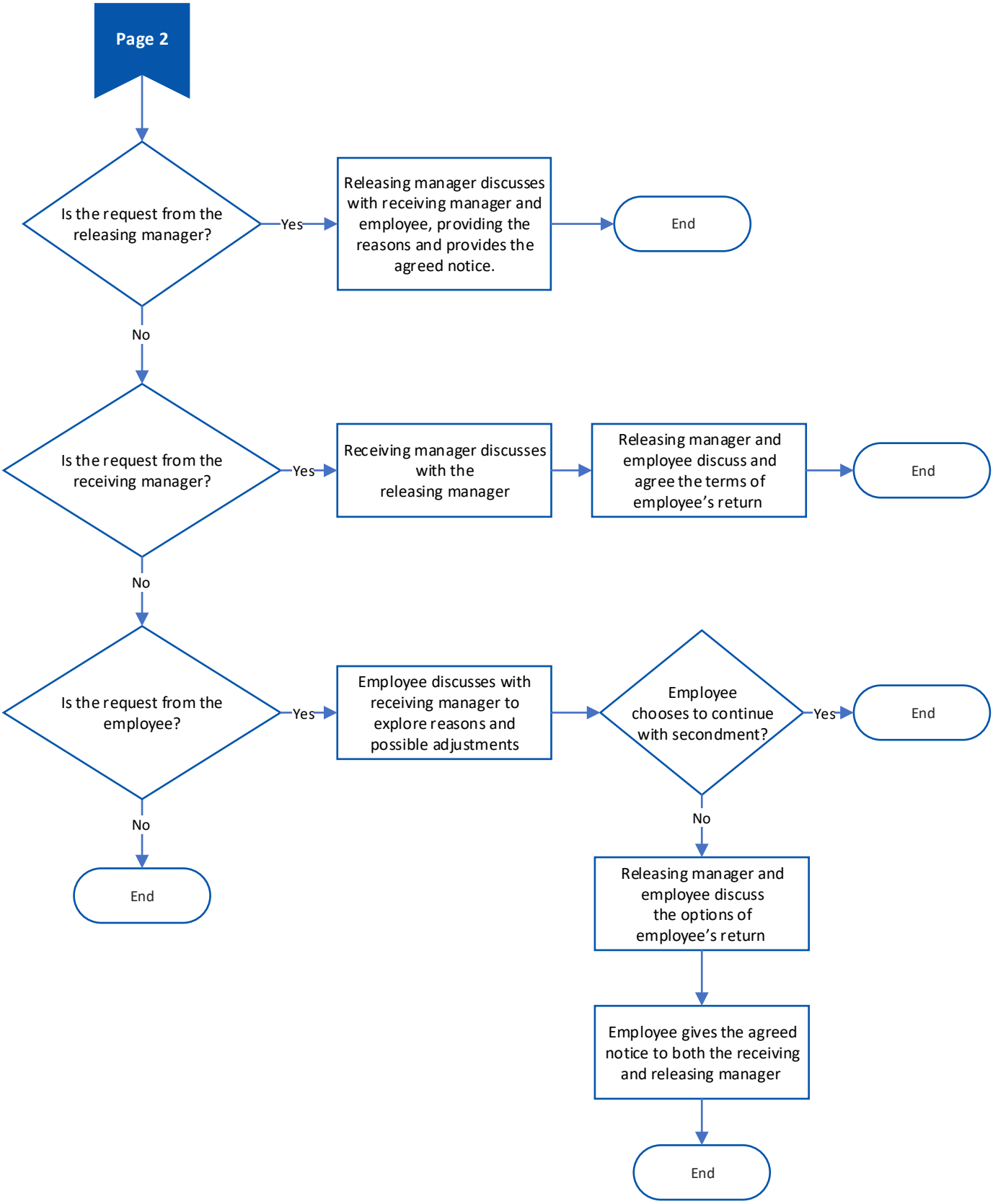
Decision
Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.

Outgoing off-page connector
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

Incoming off-page connector
This shape shows the page you are currently viewing.

Start
Employee requests secondment
Manager agrees to employee' request
No
Manager meets with employee and provides reason in writing
Yes
Recruitment application successful?
No
End
Yes
Employee appeals decision
No
End
Yes
Secondment agreement is completed
Appeal progressed in line with Formal Hearing Guide
End
Secondment is reviewed in advance of the end date
Is there a request to change the end date?
No
End
Yes
Is the request for an extention?
No
Is the request for ending the secondment early?
No
End
Yes
Yes
Go to page 3
Go to page 4


Page 2
Releasing manager receives secondment extension request
Does the releasing manager agree to extention
Yes
Secondment extended
End
No
Releasing manager meets with employee to provide reasons
Does the employee wish to continue in secondment post on a fixed term contract basis?
Yes
Go to
Fixed term Contract Policy
End
No
Employee returns to substantive role
End


Page 2
Is the request from the releasing manager?
Yes
Releasing manager discusses with receiving manager and employee, providing the reasons and provides the agreed notice.
End
No
Is the request from the receiving manager?
Yes
Receiving manager discusses with the releasing manager
Releasing manager and employee discuss and agree the terms of employee's return
End
No
Is the request from the employee?
Yes
Employee discusses with receiving manager to explore reasons and possible adjustments
Employee chooses to continue with secondment?
Yes
End
No
End
No
Releasing manager and employee discuss the options of employee's return
Employee gives the agreed notice to both the receiving and releasing manager
End