



External Secondments Policy

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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
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Freedom of Information issues	<input checked="" type="checkbox"/>
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External Secondments Policy

1. Policy statement

This policy contains guidelines on how Cleveland Police and the Office of the Police and Crime Commissioner (OPCC) will process external secondments, including overseas deployments and international secondments.

The policy details the procedures to be followed:

- Prior to secondment
- During the secondment
- Returning from secondment

Please note: Cleveland Police and the OPCC will be referred to as the “**Organisation**”, and police officers, police staff, special constables and volunteers will be referred to as “**Individuals**” for the purposes of this policy.

2. Scope

This policy applies to police officers and police staff, including staff employed by the Police and Crime Commissioner (PCC) for Cleveland.

This policy must be applied fairly, equally, and consistently to all police officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other unjustifiable grounds.

3. Purpose

The purpose of the policy is to provide information and guidelines to all parties involved in the process.

It provides advice and guidelines for all externally seconded Individuals, to ensure that they receive support and information, and are aware of changes and opportunities, within the Organisation, whilst they are away.

For **internal** secondment procedures please refer to the Recruitment and Selection Policy and Guidance, which is located on the Force Policy SharePoint page [here](#).

4. General Information

The information in this section applies to all Individuals within the secondment or overseas deployment process.

4.1 Police Advisory Board Guidance

The Police Advisory Board for England and Wales (PABEW) provide a guidance document, which should be followed, in relation to secondments and overseas deployment.

This includes guidance and best practice for secondments, specific guidance for overseas deployments, tax and national insurance (NI) guidance, and model agreements and other templates.

This should be reviewed prior to, during, and upon returning from all secondments and overseas deployments.

A copy of the guidance is available on the government website [here](#).

4.2 Secondment Finances

All financial costs incurred for external seconded Individuals, will be financed by the business area that releases the Individual, to undertake the secondment.

The Finance department **must** be supplied with agreed and relevant information in relation to costs, back charge percentages, secondment start and end dates and any agreed extensions to the secondment.

Any requests to backfill the Individual, whilst on secondment, must follow the recruitment and selection process.

Please see [linked policies and procedures](#).

4.3 Medical Assessments Upon Return from Secondments

Individuals returning from a secondment will need to be medically assessed and this would be aligned to the process followed in the Recruitment and Selection Process Guidance.

Please see the [linked policies and procedures](#).

4.4 Annual Leave and Time off in Lieu (TOIL)

Starting a Secondment

Appropriate levels of annual leave and time off in lieu (TOIL), **must** be taken prior to commencing the secondment.

The carry-over of any leave will only be considered in line with the Organisation's policy, which will be:

- No more than 30 hours of TOIL and a proportion of annual leave, based upon the commencement date of the secondment, in line with the time elapsed in the annual leave year.

Returning from a Secondment

Returning Individual's will not be able to return with additional annual leave or TOIL accrued whilst on secondment.

Any outstanding annual leave or TOIL balances should be in line with the agreed numbers confirmed, prior to commencement of the secondment.

4.5 Keeping Records

All information, in relation to external secondments, will be stored on the Oracle and HR systems.

Any records kept will be in line with information security classification requirements and aligned to data protection legislation.

More information can be located on the Information Security SharePoint page [here](#).

Please see [linked policies and procedures](#).

5. External Secondments (Non Overseas)

This section provides information, for all parties, who may be involved in the external secondment process.

5.1 Advertising and Requesting a Secondment

External secondments for advertisement will be approved at the relevant resource governance meeting (see [here](#)).

After approval is granted and the role is advertised, the recruitment and selection process will be undertaken using the policies and procedures of the 'receiving' organisation.

All external secondments will need to be approved by the relevant approver as below:

Cleveland Police	Deputy Chief Constable (DCC) or nominated deputy
OPCC	Chief of Staff or nominated deputy

Approvals will be validated via the relevant resource governance meeting, in line with the exigencies of the business.

All secondment requests should be sent to the HR team via the email address: erteam@cleveland.police.uk

The HR team will forward any documents requested, to the receiving organisation, in order to progress the secondment.

Requests for information should be sent to the HR Team via the email above.

5.2 Unsuccessful Applications

Where an Individual's application has been unsuccessful, they will be given the opportunity to discuss this with their line manager. This will allow them to examine any feedback that has been provided by the recruiting organisation.

This will allow the Individual and line manager to review and assess any development needs.

5.3 Secondment Letters and Agreements

Prior to commencing a secondment, an Individual should be supplied, by the receiving organisation, with the following documents:

- A secondment letter
- A secondment agreement

The secondment letter should contain the following details:

- An overview of the secondment agreement.
- Key contact numbers, including those of any nominated mentor or point of contact.
- Reminder of the process to be taken, where there are changes in personal circumstances.
- Reminder of continuous assessment via the receiving organisation's PDR process.
- Any other receiving organisation information considered appropriate.

5.4 Actions Prior to Starting a Secondment

The Individual, going on secondment, **must** inform the relevant parties below, of the secondment and potential impact upon any benefits or entitlements:

- HR Team via the email [REDACTED]
- Police Federation (if applicable)
- Unison (if applicable)
- Sports and Social (if applicable)

Contact or Mentor

Prior to departure, Individuals will agree a contact or mentor with their HR representative who is dealing with the secondment request. For example, this can be:

- The head of the business area
- Current line manager
- Or another identified individual

5.5 During the Secondment

During the secondment, the following will apply:

- Upon secondment, an external email address must be made available to the seconded Individual, by the receiving organisation's business area.
- The Individual **must** provide this email address, to the agreed contact or mentor, and the HR representative.
- The agreed point of contact or mentor will ensure the seconded Individual is made aware of policies, items of interest, and receives any relevant information:
 - The point of contact or mentor **must** be aware of the Organisation's information security processes, training, and relevant policies to ensure that they do not send out any information to the seconded person via e-mail that is "Restricted" or above or if it is not compliant within the Police National Computer (PNC) requirements. If unsure please refer to the Information Security SharePoint page [here](#).
- Individuals on secondment, are able to apply for any advertised training or developmental initiatives and will be invited to attend any Organisation wide training events and programmes.
- Wellbeing Services are available to all Individuals upon secondment.
- Seconded staff will continue to complete their annual PDR as per the performance excellence process.
- Whilst on secondment all Individual(s) remain subject to the Organisation's policies and procedures. As well as those policies and procedures, of the organisation, to whom they are seconded, if agreed by both parties in advance, of the secondment commencing.
- Seconded Individuals should feed-back any items of interest, or examples of best practice that they experience, via their nominated contact or to another appropriate person.

There will be a record of all seconded Individuals, which is held centrally by the HR team. This will be updated on a monthly basis, via the relevant resource governance meeting, to monitor end dates, exit strategies, developments, and organisational succession planning.

5.6 Extension to Secondment

Approval and validation to extend a secondment, will follow the same process as the approval for the initial secondment (see [section 3.1](#)).

Extensions are subject to:

- Satisfactory performance
- Sufficient notice being provided
- Exigencies of service
- Supporting evidence or reasoning why the extension is required

Submitting an Extension Request

Any requests for an extension to a secondment must be sent to the HR team, via email to [REDACTED]

The HR representative will liaise with the appropriate authority, for consideration of approval to the request.

5.7 Secondments to the National Police Air Service (NPAS)

Secondments to NPAS will normally be for a period of five years, with any subsequent renewals being on a two year basis.

A specific secondment agreement will be drawn up for any Individuals on secondment to NPAS.

5.8 Returning from a Secondment

Individuals must contact the HR team to notify them of the end of the secondment, with no less than **three months' notice**.

Police Officers

Unless agreed by the relevant resourcing meeting, a police officer will not return to their previous posting held prior to the secondment.

The HR Team will arrange for the officer's return to be discussed at the relevant resource meeting, for a decision on the Individual's future posting.

In line with the PABEW guidance (see [section 4.1](#)), information about the Individual, to be provided to the resourcing meeting, will include the following:

- Details of previous postings
- Skills, qualifications, and experience
- Future aspirations

This information is to be obtained as necessary, from the Organisation's systems and the HR Team contact with the Individual.

Please note: This contact can be by means of e-mail or phone conversations.

The posting will be confirmed to the officer no later than **eight weeks** prior to their return. This will allow for any necessary training to be completed, a return support plan to be devised, as well as the ordering of any uniform.

The officer will receive written confirmation, of the outcome of the discussions which will be sent by the HR Team.

There may be situations, where an officer's return to the Organisation is required with immediacy, or where the three months' notice has not been provided. In these cases, every possible step will be taken, to give the officer as much notice as possible in relation to their posting.

Please note: This may result in a posting decision being taken outside of the relevant resourcing meeting, to accommodate the timescales.

Police Staff

Police staff will normally return to their substantive post, following a secondment.

The business area, in conjunction with the HR team and the line manager, will identify any training needs for the Individual concerned.

Where a post is designated as at risk of redundancy, the Individual will be dealt with in accordance with the Redundancy Policy and the Redeployment Policy.

Please see [linked policies and procedures](#) for more information.

6. Overseas Deployments and International Secondments

This section provides information about overseas deployment/international secondments for all parties involved.

6.1 Eligibility and Approval

Detailed guidance on the process to be followed, in relation to overseas deployments and/or international secondments, including the approval required from the Home Office, is located in the PABEW guidance document (see [section 4.1](#)).

The eligibility, to apply for overseas deployments and international secondments, will be decided by the following:

Cleveland Police	Deputy Chief Constable (DCC) or nominated deputy
OPCC	Chief of Staff or nominated deputy

The Resourcing Team will deal with any special requests, for specialist skills, by the receiving organisation, e.g. specialist firearms training.

Military Reserves

Where Individuals are military reserves who are recalled to military service, agreement may be given by the Deputy Chief Constable (DCC) to return to their original post (i.e. it is held open for them until their return).

This will be noted at the relevant resourcing meeting.

6.2 Prior to the Secondment or Overseas Deployment

Individuals will be supplied with the following from the Resourcing team:

- Welfare, support, guidance, and checklist information for Individuals that are deployed overseas.
- Guidance information and checklist for Chief Officers.

Prior to departure, the Individual will be interviewed by the Head of Human Resources or a nominated welfare contact, to ensure that a practical, two way, communication system is agreed. This will include a minimum communication period e.g. **every three or six months**.

The Individual will supply the nominated welfare contact with names and contact details, for any relatives or friends, who may need to be informed in case of emergency. This will also include who should not be given information (if applicable).

6.3 During the Secondment

At the beginning of the secondment, the onus will be on the seconded Individual to:

- Establish a contact point in the country of secondment
- Supply this to an agreed Senior Manager in the Organisation

During the secondment or overseas deployment the following will apply:

- Individuals on an international secondment (IPU postings), may be issued with a mobile phone and may receive an allowance to assist in maintaining contact with their family. This decision will be made taking into account national advice.
- The business area releasing the Individual will pay for the mobile phone allowance and a maximum allowance limit will be pre agreed with the Individual concerned.
- The relevant HR team representative will notify Financial Services, to arrange suitable payment arrangements.

All enquiries and invoices for Individuals seconded overseas for claims for financial assistance should be channelled through the Head of Human Resources (or a nominated deputy) in the first instance.

6.4 Returning from the International Secondment or Overseas Deployment

Where the international secondment (IPU postings) is of at least six months duration, then four weeks of special leave may be granted to Individuals.

The welfare support will hold a critical incident stress debrief with the Individual, if possible, prior to the return to duty. This will be undertaken in the four weeks of special leave for those returning from international secondment.

An appointment will be made by the nominated welfare support, in conjunction with the nominated HR team member, for the Individual to receive a medical examination in Wellbeing Services at the earliest opportunity.

This should be in the four weeks of special leave for those returning from international secondment.

Where possible, Individuals will return to the business area they were seconded from, and this will be subject to the determination of the DCC/Head of Human Resources. Any decisions will be noted at the appropriate resourcing meeting.

The outcome of the process will be confirmed, in writing, to the Individual.

Police officers returning from international secondment will be given the opportunity for an interview with a member of the Executive, if they wish, with or without press coverage of their return.

7. Related Policies and Procedures

Please note the policies and procedures related to this policy can be located on the Force Policy SharePoint page [here](#)

Policies

- Equality, Diversity, and Inclusion Policy
- Redundancy Policy
- Special Leave Policy
- Information Management and Data Protection Policy [here](#)

Procedures

- Redeployment Procedure

8. Appendices

There are no appendices associated with this policy.

9. Compliance and monitoring

The Head of Human Resources is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of Human Resources will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

10. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Cleveland intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
1.0	13.9.11	Approved at SDG	████████
1.1	Mar 2012	Slight Amendments to policy	████████
1.2	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.3	01.12.14	Minor amends to policy to include PABEW secondment guidance document	████████
1.4	13.04.2016	Appendix documents 5 and 6 added to the policy	████████
1.5	15.06.16	Minor amends to policy paragraph 3.2	████████
1.6	07.02.17	Amendments to reflect change to e-forms and removal of templates	████████
1.7	09.02.18	Amendment to include reference to ARC section 3.1	████████
1.8	Apr 2020	Addition of COVID 19 message	████████
1.9	May 2020	Addition of Employee Relations Team contact.	████████
1.10	Jan 2023	Extension of review date as agreed at Nov 22 P & W and Dec 22 EMB	████████
1.11	May 2024	Review of policy. Updated correct approval levels, added links to	████████ ████████

		information where necessary. Formatted for ease of use	
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