



## External Secondments Policy

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<b>Policy Owner</b>	Head of HR
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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
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Risk Management	<input checked="" type="checkbox"/>

**Important notice:** During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

# External Secondments Policy

## 1. Policy statement

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This policy contains guidelines on how Cleveland Police will process external secondments (which includes Overseas Deployments and International Secondments). It details the procedures to be followed prior to secondment, during the secondment, and upon return to Cleveland Police.

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.

## 2. Purpose

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The aim of this policy is to provide advice and guidelines for all externally seconded Police Officers and Police Staff 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 within Cleveland Police please refer to the Recruitment and Selection policy, which is located on the policy intranet site.

## 3. Underpinning procedures

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Any forms and supporting documentation relating to this policy is available on the force intranet, should additional information or support be needed in completing these then the Shared Service Centre will be able to assist

### 3.1 Request for Secondment

External secondments for officers and staff approved for advertisement will have been approved at an appropriate force level. After approval is granted and the roles advertised the recruitment and selection process shall be undertaken, using the policies and procedures of the 'receiving' organisation;

All external secondments shall be approved by the Head of Human Resources and will be ratified at the Workforce Planning Meeting (WPM) in line with the exigencies of the business. All secondments requests should be sent to:

[ERTeam@Cleveland.pnn.police.uk](mailto:ERTeam@Cleveland.pnn.police.uk)

**Any officer who has not at the start of their secondment period completed the necessary ARC assessment (Assessment and Recognition of Competence) should note that the secondment might not provide the necessary evidential opportunities to complete this process satisfactorily and that if this was to be the case then their progression through the pay scale would be delayed until such time as ARC was completed.**

Individuals who have applied unsuccessfully will have the opportunity of a discussion with their Line Manager to examine any feedback provided and to assess any developmental needs;

The ER team will forward to the receiving organisation a copy of any documents requested in order to progress the secondment. Requests for this should be sent to [ERTeam@Cleveland.PNN.Police.uk](mailto:ERTeam@Cleveland.PNN.Police.uk)

The Police Officer / member of Police Staff going on secondment will inform those relevant parties or associations of the secondment and the potential impact upon any benefits or entitlements:

- Police Federation;
- Unison;
- Sports and Social
- The Employee Relations Team [ERTeam@Cleveland.PNN.Police.UK](mailto:ERTeam@Cleveland.PNN.Police.UK).

Prior to commencing a secondment, a Police Officer or member of Police Staff 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:

- Overview of the Secondment Agreement;
- Key contact numbers, including those of any nominated mentor/point of contact;
- Reminder of process for change in personal circumstances;
- Reminder of continuous assessment via the Performance Development Review (PDR) process;
- Any other receiving organisation information considered appropriate.

A copy of a specimen Secondment Letter plus Secondment Agreement are available on the force intranet. These documents are for illustration purposes only and may vary depending upon the specific conditions attached to the secondment.

A Police Officer or member of Police Staff will agree a contact or mentor with the HR Adviser prior to departure. For example, this can be the Head of Command / Service Unit Manager, or their current Line Manager, or another identified individual.

Appropriate levels of Annual leave and TOIL must be taken prior to commencing the secondment. The carry-over of any leave will only be considered in line with Cleveland policy: 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

Cleveland annual leave year.

### **3.1.1 During the Secondment**

Upon secondment, an external email address must be made available to the seconded Police Officer or member of Police Staff via the Command / Service unit. The individual must provide the contact or mentor at Cleveland Police with that address;

The individual who is the agreed point of contact will ensure the individual is made aware of policies, items of interest, and receives any relevant information;

The point of contact/mentor must be aware that the Cleveland e-mail policy states that they should not send out any information to the seconded person via e-mail that is "Restricted" or above if it is not within CJX;

Seconded Staff should feed-back to Cleveland any items of interest or examples of best practice that they experience via their 'contact' or to another appropriate person;

Individuals on secondment are able to apply for any advertised training/developmental initiatives and will be invited to attend any Cleveland-wide training events / programmes;

Wellbeing Services are available to all individuals upon secondment;

Seconded Staff will continue to complete their Annual PDR;

There will be a record of all seconded Police Officers and Police Staff held which will be updated on a monthly basis via the force resourcing meeting to monitor end dates, exit strategies, developments, and organisational succession planning;

Whilst on secondment all individual(s) remain subject to relevant Cleveland Police Policies and procedures; and those of the Organisation to whom they are seconded if agreed by both parties in advance of the secondment commencing

External secondments can vary. Extensions to a secondment must be approved by the Head of Human Resources, and be ratified at the force resourcing meeting, extensions are subject to satisfactory performance, sufficient notice, exigencies of the service and the provision of supporting evidence or reasoning why the extension is required.

### **3.2 Extension to Secondment**

Any request for an extension to the secondment must be sent to The Employee Relations Team [ERTeam@Cleveland.pnn.police.uk](mailto:ERTeam@Cleveland.pnn.police.uk) who will liaise at an appropriate force level for consideration of approval to the request. All external secondments shall be approved by the Head of Human Resources and will be ratified at the Workforce Planning Meeting (WPM) in line with the exigencies of the business.

### **3.3 Secondments to the National Police Air Service (NPAS)**

The National Police Chiefs Council (NPCC) have in 2016 produced a specific secondment agreement and determined a minimum duration for secondments to this service of 5 years, with any subsequent renewals being on a 2 year basis. This document is available on the force intranet.

### **3.4 Return to Cleveland Police**

No less than three months prior to the end of the secondment the Police Officer should contact The Employee Relations Team to notify of the end of secondment. The Police Officer's details will normally be forwarded to the force resourcing meeting for a decision on the individual's future posting, together with as recommended by PAB Guidance on Secondments (available on the force intranet) details of previous postings, their skills and qualifications, experience and aspirations. This information is to be obtained as necessary from force systems and also by contacting the officer, this contact can be by means of e-mail or phone conversations.

The decision of posting shall be ratified at the relevant force resourcing meeting Workforce Planning Meeting (WPM), no later than 8 weeks prior to their return in order that if necessary training and return to force support plans can be devised, and uniform ordered. The outcome of this process will be communicated to the individual in writing (the force intranet has an example letter);

Unless agreed by the relevant resourcing meeting a Police Officer will not return to their previous posting prior to the secondment;

In cases where a return to force is required with immediacy or less than 3 months notice of a return is received then every possible step will be taken to provide the officer with as much notice as possible of their posting, in such cases a posting decision will be taken outside of the relevant resourcing meeting and then it will be ratified as at the next available meeting

For Police Staff the individual will return to their substantive post. Where a post is designated "at risk of redundancy" the individual will be dealt with in accordance with section 3.5 of the Police Staff Redundancy policy, which is located on the policy intranet site;

The Receiving Command / Service Unit in conjunction with HR and the Line Manager will identify any training needs for the individual concerned;

Returning Police Officers or Police Staff will not be able to return to Cleveland with additional annual leave or TOIL accrued whilst on secondment. Any outstanding annual leave or TOIL balance should be in line with the agreed numbers prior to commencement of the secondment.

### **3.5 Overseas Deployments / International Secondments – Prior to Secondment**

For detailed guidance on the approval required from the Home Office pertaining to overseas deployments / international secondments please refer to page 22 of the Police Advisory Board for England and Wales (PABEW) guidance document that is available on the force intranet and must be consulted prior to and during the secondment process.

The Executive / Head of Human Resources shall decide which overseas deployments / international secondments officers and staff are eligible to apply for;

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

Prior to commencing a secondment, Police Officer(s) or members of Police Staff will be supplied with the following from the Resourcing Team:

- Welfare, support, guidance and checklist information for officers deployed overseas (available on the force intranet);
- Guidance information and checklist for Chief Officers (available on the force intranet).

Where serving Police Officers or Police Staff are military reserves and are recalled to military service, agreement may be given by the Deputy Chief Constable 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;

The individual will be interviewed prior to departure by the Head of Human Resources or a nominated Welfare link to ensure a practical and workable two-way communication system is agreed with a minimum communication period, e.g. every three or six months;

The individual will supply the nominated Welfare link with names and contact details for any relatives or friends to be informed in case of emergency and also who should not be given information, if applicable.

### **3.5.1 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 and to supply this to an agreed senior manager in the force.

Individuals on international secondment (IPU postings) may be issued with a mobile phone and may receive an allowance up to a maximum pre agreed limit taking into account any national advice / agreement per month in order to assist in maintaining contact with their family. The releasing Command / Service unit will pay for the mobile phone and allowance;

The relevant Employee Relations team member will notify the Finance Department to arrange suitable payment arrangements;

All inquiries 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.

### **3.6 Return to Cleveland Police**

Four weeks special leave may be granted to individuals returning from International secondment of at least six months duration (IPU postings);

The Welfare Officer will hold a critical incident stress debrief with the individual (if possible prior to return to duty). This will be undertaken in the four weeks special leave for those returning from International Secondment;

An appointment will be made by the nominated Welfare link 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 special leave for those returning from International Secondment;

Where possible, individuals will return to the Command / Service unit they were seconded from. However, this would be subject to the determination of the Deputy Chief Constable/ Head of Human Resources. The decision will be noted at the appropriate resourcing meeting. The outcome of this process will be communicated to the individual in writing (a template letter is available on the force intranet);

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

### **3.7 Secondment Finances**

All financial costs incurred for external seconded Police Officers and Police Staff will be borne by the Command / Service unit / Department that releases the individual to undertake the secondment. Authorisation for backfilling the post must be sought from WPM prior to any undertaking.

### **3.8 Records**

All information pertaining to external secondments will be logged on the Oracle system and the individual's personal records.

## **4. Appendices**

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There are no appendices with this policy

## **5. Compliance and monitoring**

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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.

## **6. Version control**

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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.

<b>Version</b>	<b>Date</b>	<b>Reason for update</b>	<b>Author</b>
0.1	July 2011	Policy Review	████████
0.2	Aug 2011	Amended policy following consultation	████████
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.	████████