

Welsh Government HR Policies and Guidance

SECONDMENT POLICY

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[Accepting an Outward Secondment Opportunity Guidance](#)

[Non Permanent Recruitment - Inward Secondee/Loanee E-form](#)

POLICY SUMMARY

The Welsh Government (WG) strives to be an exemplar employer and recognises the value of both inward and outward secondments.

It is our policy to encourage and facilitate, wherever appropriate, the temporary exchange of employees between the WG and public sector organisations and other sectors of the economy for mutual benefit. This allows employees from different organisations to learn from each other and share good practice, expertise, ideas and experience.

Inward secondments to the WG are arranged to undertake time-limited projects or roles which require specialist expertise which cannot be provided by existing staff or permanent recruitment.

An outward secondment is a voluntary time limited move to a non-Civil Service organisation. Managers and HR Business Partners (HRBPs) should only consider such opportunities when there is a clear benefit to the WG, the other employer and the individuals concerned.

Secondees into the WG are not WG employees and are not eligible to apply for internally advertised vacancies during the term of the secondment. They are not eligible to move between grades or posts without the prior approval of the Civil Service Commission.

In providing secondment opportunities, the WG must comply with the Civil Service Commission Recruitment Principles which are enshrined in law and can be found in the Constitutional Reform and Governance Act 2010.

Managers throughout the WG must follow the guidance and procedures to implement this policy when agreeing and arranging secondments into and out of the WG. Failure to follow these procedures could result in disciplinary action.

All WG policies are fully inclusive of all staff regardless of age, marriage and civil partnership (both same sex and opposite sex), pregnancy and maternity, race, religion or belief, sex, sexual orientation, whether they have an impairment or health condition, are neurodivergent or use British Sign Language, their gender identity or gender expression. We acknowledge that the terms 'gender identity' and 'gender expression' are not protected characteristics as defined by the Equality Act 2010, however, we believe that Government policy which includes provision for those persons who identify within the 'trans' umbrella (rather than on the basis of binary gender) is a more inclusive approach and one which ensures the Welsh Ministers are in a position to comply with all their statutory duties related to equality and the promotion of well-being in Wales. If you have any feedback on the inclusivity of this policy, please email EqualityintheWorkplaceTeam@gov.wales

1: GLOSSARY OF TERMS

Home: the organisation where an individual is permanently employed.

Host: the organisation where an individual works during their secondment.

Secondee: an individual on secondment, either into, or out of WG.

2. ROLES AND RESPONSIBILITIES

The WG line manager is responsible for:

- Obtaining approval to recruit via inward secondment in line with relevant approval's process in place at the time.
- Confirming affordability, including salary and other job-related costs (e.g. travel and subsistence) from DRCs or Programme monies for inward secondments.
- Ensuring secondment is compliant with this policy and the Civil Service Commission Recruitment Principles.
- Assuring eligibility of secondees.
- Considering and agreeing whether outward secondees can be released.
- Ensuring agreement's do not exceed a maximum of two years unless exceptionally required and agreed.
- Submitting Business Cases for extensions in a timely manner in line with approval's process in place at the time.
- Using the "Non Permanent Recruitment- Inward Secondee/Loanee" E-form (Shared Service Helpdesk E-forms) to submit details of direct secondments to the Recruitment Team.
- Advertising inward secondment opportunities appropriately.
- Providing the Recruitment Team with any specific conditions of the secondment (relating to Business Appointment and Conflict of Interest Rules) which must be included in the agreement.

- Ensuring a signed secondment agreement is in place before the arrangement starts; delaying the start date until the agreement is completed if necessary.
- Arranging IT equipment via the IT Helpdesk once the Recruitment Team confirms start date.
- Ensuring inward secondees attend corporate and local induction sessions and appropriate training where applicable.
- Carrying out Performance Management in line with agreement in place.
- Maintaining contact with home organisation in line with agreement in place.
- Maintaining contact with outward secondees for duration of secondment.
- Ensuring all notes, memoranda and records (written or electronic) produced by inward secondees, in carrying out the services specified for their secondment, are returned to the WG at the end of the secondment.
- Liaising with the secondees and home organisation, where required, to facilitate a smooth transition.
- Holding roles open for outward secondees to return to, normally for a minimum of 12 months.
- Complete line manager section of Outward Secondment Template.
- Complete leavers actions at the end of an inward secondment or the start of an outward secondment.
- Support the return of an outward seconded.

Director General's are responsible for:

- Agreeing requests for extensions above 2 years ahead of a case being taken to the Civil Service Commission.
- Assessing whether release to take up an outward secondment is feasible where the delegation framework dictates, or a decision is questioned by the employee requesting one. It may not be possible to release an employee if their post is business critical and line management must formally explain the sound, specific, business reasons why they cannot be released, to the employee.

Resourcing Hub is responsible for:

- Providing advice and guidance on the Secondment Policy, Guidance and Procedures and the Civil Service Commission rules where escalated by the Recruitment Team.
- Reviewing and signing all secondment agreements on behalf of the WG to ensure adequate and appropriate cover for both WG and WG employee, proposing or refusing additions or amendments where appropriate.
- Seeking legal advice on contractual amendments that materially change the responsibilities of WG or WG employee.

- Providing advice and ratification regarding secondee eligibility for WG recruitment campaigns or conversion schemes.
- Providing advice on extensions when requested.
- Monitoring and regulating secondments in relation to Commission compliance.
- Reporting on Secondments to the Cabinet Office when requested.
- Maintaining and updating the Secondment Policy in collaboration with the policy team.

Resourcing Hub Compliance Team are responsible for:

- Working with HRBP's and line managers to ensure that correct action is being taken to end secondments at the appropriate time.
- Responding to data and reporting requests relating to secondments from the Cabinet Office as required.

HR Business Partners (HRBPs) are responsible for:

- Working with local Resourcing Panel/s to provide advice and assurance on affordability and workforce planning in line with approval processes in place at the time.
- Supporting the delay of a start date where signed agreements are not in place.
- Providing data on secondments within their group when required.
- Support returning secondees to find roles through workforce planning arrangements where required. Where no roles are found, work with business area to identify meaningful work for them to undertake in the interim.

Advisory Team (CAT) is responsible for:

- Supporting line managers on issues relating to performance, attendance, conduct and discipline for any inward or outward secondments.
- Deal with cases of grievance raised by WG employees where they believe they have been unfairly treated over release for an outward secondment.

Recruitment Team is responsible for:

- Advising line manager and receiving division regarding secondment processes.
- Producing secondment agreements using data provided by the receiving division or line manager.
- Issuing a secondment pack for signatures (including pre-employment checks and relevant policies).
- Reminding all agreement signatories and the WG line manager that if a signed agreement is not received before the agreed start date, the start date must be changed to a later one, escalating the matter if this is not adhered to.

- Undertaking relevant vetting, security and pre-employment processes.
- Providing secondees with details of any relevant policies including the principles of the Business Appointment rules and any specific conditions relating to conflicts of interest before signing any agreement.
- Collating relevant secondee details on HR IT systems, saving all agreements, extension letters and commissioner approvals in the secondee's virtual personal file.
- Actioning routine leaver requests submitted by Secondee/line manager.

Deputy Director HR Planning and Delivery is responsible for:

- Where required, sanctioning delays in start dates if a signed agreement hasn't been received.

HR Policy Team is responsible for:

- Providing advice or ratification on approaches or issues that may require a deviation from Policy.

Secondees are responsible for:

Outward (from WG) Secondees:

- securing agreement in principle from line management before applying for an outward secondment.
- ensuring they satisfy the eligibility criteria required to go out on secondment.
- submitting a completed/signed Outward Secondment Template (Annex 1) to the Recruitment Team via the Shared Service Helpdesk if an application is successful.
- keeping in touch with WG line manager and/or group HRBP team; engaging them at least three months ahead of return.
- Requesting any potential extensions no later than 3 months before the return date.
- applying for roles ahead of return to WG where previous role is not held open.

Inward and outward secondees:

- Submitting their resignation to their home organisation if they are choosing not to return.
- Ensuring they read and understand the policies and procedures of the Host organisation.
- Ensuring they keep accurate records of their leave and attendance whilst on exit and return. Providing these details to their home organisation line manager.
- Ensuring they read, understand, and abide by this policy.

3. Principles

The following principles underpin secondments:

- An inward secondment is an exception under the Civil Service Commission Recruitment Principles. They should only be agreed for a period of up to two years unless there is a business justification which is agreed initially by the Director General and then by the Civil Service Commission on an exceptional basis. Line managers and recruiting divisions should not rely on or expect extensions from the Civil Service Commission and should take all steps to avoid this. Any extension they may allow will be final and even with extensions a secondment must **not** last for longer than 4 years.
- Outward secondments are not subject to the Civil Service Commission Recruitment Principles in the same way but it is expected they should only be agreed for a period of up to two years unless there is an absolutely exceptional business justification which is agreed initially by the Director General. Even with extensions an outward secondment **must not** last for longer than 4 years.
- The appropriate business cases and affordability must be in place as per the approval processes in place at the time for all secondments (TS-G6 and SCS).
- A post number must be available and an up-to-date job evaluation must be completed to ensure the WG secondment post is the right grade. Posts **must not** be ungraded.
- Outward secondment opportunities should only be considered for WG employees who:
 - have been recruited in line with the [Civil Service Commission' Recruitment Principles](#) (appointment on merit through fair and open competition).
 - have successfully completed their probationary period.
 - have demonstrated acceptable performance and attendance levels.
 - do not have any immigration visa restriction which specifies a particular place of work.

Inward secondment opportunities should only be considered for individuals who:

- have the right to work in the UK and meet the Civil Service Nationality Rules.
- do not have any immigration visa restriction which specifies a particular place of work.
- have not been on a previous secondment to the Civil Service within the previous 12 months unless expressly approved in advance by the Civil Service Commission.
- have not been appointed to the Civil Service under a different exception within the previous 12 months unless expressly approved in advance by the Civil Service Commission.

- Secondments can be arranged by directly identifying an individual or via a targeted advert to a select network or group of organisations – this would be classed as a “direct secondment”. It can also be arranged following a fair, open and on merit advert. To fall into this category the advert would need to be advertised on the WG online recruitment system and be open to other contractual arrangements, namely a fixed term appointment or permanent contract, and loan (for existing civil servants).
- The WG’s default position is inward secondees should be sourced via fair, open and on merit means, and assessed in accordance with the WG Recruitment Policy.
- Under the Civil Service Commission Principles, individuals successful at applying for an externally advertised WG advert can only join on secondment if a secondment was offered in the advert as an option.
- Inward and outward secondees must always have a written agreement which is agreed by all parties **before** the secondment commences.
- Any changes to the terms of an inward secondment agreement will require a new agreement or addendum to be put in place. Similar expectations are in place for outward secondment terms, however, WG may consider accepting written confirmation from the Host via email if it is not their practice to issue a new agreement or addendum. Inward secondees must use Welsh Government’s secondment agreement. Outward secondees will use the host organisation’s agreement.
- Arranging a secondment will take a minimum of 4 weeks to arrange.
- Secondees will always remain on the terms and conditions and pay roll of their home organisation. Costs will be recovered from the Host organisation via an invoicing arrangement.
- Accrued annual leave (and flexi if applicable) will continue as normal as secondees remain on their existing terms and conditions.

4. Terms and Conditions

Outward secondees remain on WG terms and conditions. Leave, absence, sickness, performance, grievance, or discipline, leave and pay will remain in accordance with WG’s policies and procedures. It is expected that the WG employee arranges for a full record of leave and any absence to be provided to the WG line manager at the end of any secondment period and the Host organisation should inform the WG contact point listed in the agreement of any issues that arise during the term of the agreement. Outward secondees are subject to the Host’s Travel and Subsistence Policy and Procedures during the duration of the agreement.

Inward secondees will remain on their existing terms and conditions for the duration of the agreement. WG line managers should refer to the appropriate Host organisation’s policies if issues or questions occur relating to leave, absence, sickness, performance, grievance, or discipline, leave and pay and keep the home organisation fully informed of

any issues in line with the secondment agreement and in particular when formal procedures are being taken. Inward secondees are subject to the Welsh Government Travel and Subsistence Policy and Procedures during the duration of the agreement as Welsh Government meets the Travel and Subsistence Costs.

Salary

Inward secondees are not eligible for any Welsh Government pay award or reward during the secondment. They will remain on their existing basic salary, with no alignment to WG salaries, or spine points, during the secondment. WG is under no obligation to agree to cover any allowances, specialist pay or benefits that will not apply in the work they are undertaking whilst on secondment. Such allowances, specialist pay or benefits may continue to be paid to them by their home organisation but WG do not have to reimburse these.

Outward secondees will remain on WG terms and conditions and payroll. They will not be eligible or entitled to any inflated salary rate or benefits offered by the Host organisation for the duration of the agreement. Civil servants should not receive any salary, financial awards or other benefits (salaried or otherwise) from the Host organisation for any reason.

Annual Leave and Flexi Credits/Debits

Every effort should be made to manage flexi to zero before beginning the outwards secondment. Any flexi deficit must be reconciled before beginning the secondment or by converting unused annual leave prior to departing.

Welsh Government staff on outward secondment must continue to use their annual leave in line with WG policy as part of managing their health and wellbeing. Returning secondees should not return with more annual leave than they had prior to the secondment beginning.

Privilege Days

Inward secondees are not entitled to Privilege days. They must either make appropriate arrangements to work these days or use annual leave. The line manager and inward seconded should agree arrangements and document them accordingly in line with the secondment agreement's terms.

Outward secondees will continue to be eligible for privilege days as they remain on their WG terms and conditions.

Pension

Inward secondees cannot join the Civil Service Pension Scheme by virtue of being seconded to WG and, if a member of a pension scheme, will remain in their current pension scheme. Auto-enrolment to the Principal Civil Service Pension Scheme will not apply to inward secondees.

Outward secondees will remain in their normal pension scheme for the duration of the loan.

Injury Benefit

Inward secondees are usually covered for injury benefit as part of their employer's pension scheme or private insurance policy. The seconded must check what injury benefit arrangements are in place before the secondment commences. WG will cover injury benefit only if it is made a condition of the secondment taking place.

Outward secondees are covered by the Host department's Injury Benefit Scheme for the duration of the secondment period. This must be specified in the secondment agreement.

Recruitment

Inward secondees are not eligible to apply for any internally advertised WG opportunities.

For outward secondees, the eligibility criteria required to apply for vacancies at the Host organisation are set by the Host. Where an outward seconded is successful in a Host's recruitment exercise, the WG will expect the individual to move to the Host organisation on a permanent basis, resigning from their Welsh Government contract.

Health and Safety

For inward secondees, WG is responsible for Health and Safety. It is the responsibility of the WG line manager and receiving division to arrange the initial DSE assessment when the seconded starts and on a regular basis as required.

For outward secondees the Host organisation is responsible for the Health and Safety of the seconded for the duration of the loan.

Security

Outward secondees must return their security pass and I.T. equipment for the period of the secondment unless working in a WG building is, exceptionally, part of the secondment agreement, in which case approval must be obtained from the Chief Security Officer.

Keeping in Touch

Inward secondees will be responsible for keeping in touch with their Home organisation. The WG line manager must also keep in touch with and update the home organisation in line with the secondment agreement's terms.

Extensions

Extensions must be agreed in advance of the end of the agreement, ideally no later than 3 months before the original end date of the secondment. Extensions must be agreed by all parties, and in line with the terms of this policy. If there is no extension agreed, the Recruitment Team will take appropriate routine leaver action, involving the removal of the IT profile, recovery of the building pass and termination of pay arrangements.

Notice Periods and Termination

At any time, home organisation, host organisation or the secondee may give four weeks' notice in writing that the secondment agreement is to be terminated and that the inward secondee will resume duties with their home organisation. Termination without notice may be possible for more serious circumstances such as acts of gross misconduct which would justify dismissal without notice.

Welsh Government employees on an outward loan must return the day immediately following the agreed end of secondment date specified in their secondment agreement. If no suitable role has been found by the date of return, the Welsh Government employee will return and be immediately managed via the displacement policy and process in place.

In circumstances where an extension has not been sought, or not been granted by the Civil Service Commission, the inward secondee, must leave on the date specified in the original agreement or immediately if directed to do so by the Civil Service Commission. Failure to do so will result in a breach of the Civil Service Commission Recruitment Principles.

The WG must assist and co-operate with the home organisation in conducting any disciplinary investigations/proceedings relating to inward secondees and must make all relevant data available provided it is appropriate and legal to do so. If data protection or confidentiality issues (e.g. politically sensitive, protected policy or personal information) arise in managing conduct or discipline matters with the employer further advice should be sought through the Case Advisory Team which considers the propriety and legal implications and advises accordingly.

Annex A

Outward Secondment Business Case Template

An outward secondment is where a WG employee moves to a Non-Civil Service organisation on a temporary basis.

Before this can be agreed, appropriate Group approval must be in place. Please speak with your [HR Business Partner](#) for advice on the approval process.

This Template is to be completed by the employee leaving the Welsh Government. Once all approvals are in place, the employee must forward this Template to the Recruitment Team via the Shared Service Helpdesk for action. **The Recruitment Team will only action if all sections are complete.**

Please note:

- No formal start date can be agreed until all approvals are in place and the agreement signed.
- A secondment can take a minimum of 4 weeks, to arrange.

| | |
|--|-------------------------------------|
| Name: | Grade: |
| HRIS Number: | |
| Group and Division: | Management Code: |
| Line manager: | Deputy Director: |
| Please ensure your HR Self Service contact details are in line with below | |
| Home Address: | Telephone Number: Contact Email: |
| Please outline the benefits of this Secondment in relation to: | |
| You: | |
| Division: | |
| Host Organisation: | |
| Welsh Government: | |
| Secondment details: | |
| Name of Organisation/Host: | |
| Job Title: | |
| Start Date: | End Date: |
| Did you apply to an Advert for this Secondment: Yes / No | |
| If Yes, please attach a copy of the Advert/Job Description below: | |

| | |
|--|---|
| <p>Host Organisation Contact Details: Name: Address: Telephone Number: Email Address:</p> | <p>Host Line Manager Contact Details: (if different to those stated) Name: Address: Telephone Number: Email Address:</p> |
| <p>When on Secondment, you (the Secondee) will remain on Welsh Government Terms and Conditions and Pay Roll. To ensure that Welsh Government can recoup the correct costs/salary, please confirm below.</p> | |
| <p>Divisional Code from which your current salary is paid:</p> | <p>Please indicate if eligible to claim from the Host Organisation:</p> <p>Excess Fares: Relocation Expenses: Detached Duty:</p> <p>If so: Amount £</p> |
| <p>Host Finance Officer Contact Details <i>(this is the individual in the Host organisation who will raise a Purchase Order to reimburse WG):</i></p> <p>Name: Telephone Number: Email Address:</p> | <p>Welsh Government Finance Officer Contact Details <i>(this is the WG Finance Officer in your current Group who will receive the Host's Purchase Order and arrange regular invoices from WG to the Host to recoup the cost/salary of your secondment)</i></p> <p>Name: Telephone Number: Email Address:</p> |
| <p>Does the Host organisation you are joining on secondment have a Civil Service Pension Scheme – Yes / No</p> | |

APPROVAL FOR Secondment

Line Manager:

If the secondment is **less than 12** months, it is standard practice to ensure that the staff member is able to return to their original post. It is recognised that this is not always possible when the duration of the secondment is **more than 12** months.

If the duration of the secondment is for more than 12 months and their Welsh Government post requires SC or DV clearance then please note that their security clearance may lapse (unless it is possible for the current level of clearance to be transferred). Please bear this in mind when deciding whether to hold the post open as on return to the Welsh Government it could be a significant amount of time before they can resume their role fully. For example, SC clearance usually takes 6-8 weeks from when the forms are submitted. DV clearance can take up to 9 months.

Will this staff members current post be held open for the duration of the secondment:
Yes / No

If No, please outline your reason and confirm that you have discussed, and agreed this, with your staff member:

Please confirm that you have agreed 'keep in touch' arrangements with your staff member for the duration of the secondment: Yes/No

In order to seek an outward secondment individuals must satisfy the following criteria:

- have been recruited in line with the [Civil Service Commission Recruitment Principles](#) (appointment on merit through fair and open competition).
- have successfully completed their probationary period.
- have demonstrated acceptable performance and attendance levels.
- do not have any immigration visa restriction which specifies a particular place of work.

Please confirm the staff member meets these criteria: Yes/No

Line Manager's Approval: Yes / No

Signature/Name:

Group Approval: Yes / No

Please attach email of Approval here:

HR Business Partner Approval: Yes / No

Signature/Name:

Annex B

Template for Instructing the Recruitment Team when an individual has been recruited directly.

Whether you are appointing one or more direct inward secondees, allocate one individual to act as the liaison point with the Recruitment Team. Only this individual or the HRBP will be able to discuss the cases with the Recruitment Team. This is to minimise disruption on both sides. A separate eform (see below) must be submitted for each individual secondee.

Collate the following:

- Job description, JEGS outcome/date, post reference number, copy of the relevant approval.
- Email address for the HR department in the home organisation.
- Email address for the secondee joining WG.

Submit a “Non-Permanent Recruitment- Inward Secondee/Loanee” E-form (Shared Service Helpdesk E-forms) to the Recruitment Team. Note it is to progress a direct secondment and that additional information will follow in a separate email. Submit each eform in order of priority.

When the Recruitment Team contact you in return, reply to that email (retaining the case reference numbers in the subject) attaching the documents you have collated above and confirm the following:

“This is a direct secondment arrangement for X. They will need to undertake appropriate pre-employment checks and be provided with a draft secondment agreement”.

Provide the secondee and their HR contact with the Recruitment Team email address and the case reference number/s to be quoted should they need to get in touch. Advise if they have any questions, they can email the Shared Service Helpdesk but must quote the relevant case reference numbers when doing so. If the HR contact has general questions that cover all cases, they will have to email each individual case.

DO NOT agree a starting date with the secondee until directed by the Recruitment Team.

A HRIS number will be provided during the vetting and security check stage to allow you to request equipment, but the equipment will not be released until all checks are complete and the secondment agreement signed by all parties. Exemptions, to start people before these have been completed will not be agreed. If you are submitting a group of requests for secondees from the same organisation, the Recruitment Team will try to keep these with the same case handler. To enable this, complete the following and send it to Shared Service Helpdesk FAO. Recruitment Team:

“The following are all secondments from INSERT ORGANISATION. Where possible please could these be allocated to the same case handler where your resources allow.”

| Name of Secondee | HR Case Reference | Priority Order | WG LM Email Address |
|------------------|-------------------|----------------|---------------------|
| | | | |

