

Secondment Policy Overview

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Introduction (Policy Statement)

A Secondment is one of the ways in which the Society demonstrates its commitment to promote the career development and progression of its colleagues.

This policy is a sub-policy of our People Risk Policy.

Who is covered by this policy?

The policy applies to all colleagues. It does not apply to contractors, consultants, agency workers or any self-employed individuals working for YBS.

We are committed to Diversity, Equality & Inclusion in the implementation of this policy.

What is a Secondment?

A secondment is a temporary opportunity, typically not less than six months and not more than two years, for a colleague to develop additional skills over a specified period of time.

Advertising the role and identifying the candidate

Secondments will usually be advertised internally on the YBS careers site, however there are exceptions to this including:

- 'planned transfer' secondments where there is a special project with a defined time period that requires experienced colleagues with specific skills and or knowledge. The individuals with those skills or knowledge will be identified and their line manager and host manager will agree that the colleague can be approached.
- where, for development purposes, there is an obvious candidate or the secondment forms part of an individual's career plan

A role profile should be prepared and agreed with the People Division.

Colleagues cannot normally enter a secondment if:

- they have a poor attendance record (speak to Resourcing & Inclusion Team)
- they are in the disciplinary process, or the Performance Improvement process.
- the secondment is a regulated role and the person applying is not deemed to be fully competent under the Training & Competence Scheme.
- they are on a structured development programme.

On rare occasions, it may not be operationally viable for the business to agree to the release of a colleague to undertake a secondment at a point in time. Advice should be sought in these situations from the senior manager, People Partner or Resourcing and Inclusion Specialist.

Confirmation of secondment

Once a colleague has accepted the secondment and release dates have been agreed, they will receive a notification from People Services via My Work Life confirming the when the secondment will commence.

Please see the Secondment Policy Guide for information on what happens to pay and benefits.

Returning to substantive role

Whilst secondments are encouraged, it may not always be possible to hold the colleague's substantive role open for the entirety of the secondment, for example, if the substantive role requires specialist technical knowledge that is difficult to replace for a limited period or the substantive role is working on a project where a handover would be not be practicable or for regulated roles, due to the business need to maintain sufficient cover.

Where the secondment comes to an end and it is not reasonably practicable for the seconded colleague to return to their substantive role, we will work with the colleague with the aim of securing an alternative role in YBS. If this is not possible their employment may terminate but they will not be redundant.

If it is not possible for the secondee to return to their substantive role because their original position is at risk of redundancy the secondee will be consulted in accordance with the Redundancy policy.

If the seconded role is at risk of redundancy or the team/business area in which the role is based is undergoing a restructure/redundancy process, the secondee may be required to return to their substantive role.

Ending a secondment early

If a colleague wishes to end their secondment earlier than the agreed end date, we usually require the colleague to provide us with 1 month notice. The line manager should notify the colleague covering the substantive role that secondee is returning.

Additional support

At every stage of the policy consideration will be given to reasonable adjustments in accordance with the provisions of Equality Act 2010.

Contractual Information

The policy does not form part of any contract of employment and YBS may amend it from time to time.