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**Education Procedure Manual 2/34**

**Secondment Arrangements**

**for**

**Teachers and Employees on Scottish Negotiating Committee for Teachers (SNCT) Conditions of Service**

 **Passed at EDC Local Negotiating Committee for Teachers (LNCT) – 16 June 2016**

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**Appendix 1a Application Form : Request to Apply for an Internal Secondment**

**Appendix 1b Application Form : Request to Apply for an External Secondment**

**Appendix 2a Standard Letter : Outcome of Request to Apply for Secondment : Successful**

**Appendix 2b Standard Letter : Outcome of Request to Apply for Secondment : Unsuccessful**

**Monitoring and Review**

This procedure manual will be reviewed in accordance with:

 Legislative change

 Changes to SNCT national conditions of service

 Other external factors

 Feedback on the effectiveness of the policy

 Requests for review by Elected Members, Trade unions and/or Management.

**Alternative Formats**

All Education Procedure Manuals can be found on The Hub. The Procedure Manual and the associated Appendices can also be made available, on request, in a variety of formats. These can be requested from Education, People and Development . Information will be made available in accordance with the Council’s Accessible Information Policy.

**1.0 INTRODUCTION**

1.1 Secondment is the temporary loan or attachment of an employee to another organisation or to a different part of the same organisation , for a specific purpose, for a defined length of time and for the benefit of all concerned.

1.2 In any secondment there will normally be three parties involved: the employee, the external organisation/department and the employer.

1.3 East Dunbartonshire Council recognises the value of secondment opportunities for employees in terms of personal and professional staff development, whether these are internal within EDC or to external organisations, such as Education Scotland, SQA, Scottish Government, Universities, etc.

1.4 In order for a secondment application to be considered there must be benefits to the individual and the Council.

1.5 Employees do NOT have the automatic right to access secondments and employees will not normally be given authorisation for more than one secondment within a five year period.

1.6 East Dunbartonshire Council reserve the right at all times to recall any employee on secondment with an appropriate period of one month’s notice, should this be required for the exigencies of the service.

1.7 This Procedure Manual sets out the process for all employees on Scottish Negotiating Committee for Teachers(SNCT) Conditions of Service, applying for either an internal or an external secondment.

2.0 **TYPES OF SECONDMENT**

2.1 Secondments can be external or internal.

2.1.1 An external secondment can be:

* From East Dunbartonshire Council to an external organisation.
* From an external organisation to East Dunbartonshire Council.

2.1.2 An internal secondment can be :

* From one department to another department of East Dunbartonshire Council
* Within a department from one service to another
* Within a service from one unit to another

3.0 **DURATION OF A SECONDMENT**

3.1 The duration of the secondment should be identified at the point of application.

3.2 It is anticipated that, for the benefit of all concerned, a secondment under this scheme will last for between 6 to 23 months. Subject to normal recruitment policy, an employee shall have the right to apply for an internally advertised secondment opportunity lasting 6 months or more within the Council or within a external organisation.

4.0 **ELIGIBILITY**

4.1 An employee wishing to apply for a secondment must be a permanent postholder within East Dunbartonshire Council and fully registered with the General Teaching Council Scotland (GTCS).

4.2 The employee will require to have completed at least 2 years continuous service with East Dunbartonshire Council following full registration with the GTCS.

5.0 **INTERNAL SECONDMENT**

5.1 The service should confirm that secondment is the appropriate means of resourcing a temporary appointment.

5.2 The service must ensure that the advert and recruitment literature highlight that the post is open to secondment and reference should be made at the interview that the offer of employment will be on a temporary secondment basis.

6.0 **REQUEST TO APPLY FOR AN INTERNAL SECONDMENT**

6.1 Prior to applying for an internal secondment, the employee must advise the Head Teacher, by email or letter, of their intention to apply.

6.2 The employee should then submit their request on Application Form : Request to Apply for an Internal Secondment (attached as Appendix 1a) to the Resource Planning Manager.

**7.0 REQUEST TO APPLY FOR AN EXTERNAL SECONDMENT**

7.1 Prior to applying for an external secondment to another organisation, the employee must advise the Head Teacher , by email or letter, of their intention to apply.

7.2 The application should be submitted as early as possible with a minimum of three months’ notice before the proposed start date of the secondment.

7.3 The employee should submit their request on Application Form : Request to Apply for an Exterrnal Secondment (attached as Appendix 1b) to the Resource Planning Manager.

8.0 **CONSIDERATION OF REQUEST TO APPLY FOR SECONDMENT**

8.1 Prior to granting a request to apply for a secondment, the Resource Planning Manager, in consultation with the Chief Education Officer and the Head Teacher, will consider the implications for work force planning.

8.2 Consideration will be given to:

* Current and future business needs against the proposed period of

 secondment

* The purpose and objectives of the secondment
* The benefits to the Council and the individual
* Whether the secondment is to an appropriate external organisation
* Other business factors which may affect the approval of the request.

8.3 Secondments will not be approved unless appropriate backfill arrangements can be put in place. Should the Council be unable to arrange suitable backfill arrangements within 4 weeks, the Council reserves the right to withdraw the secondment opportunity.

**9.0 OUTCOME OF REQUEST TO APPLY FOR SECONDMENT**

9.1 The employee will be given a written response to the request to apply for a secondment, using Standard Letter, attached as Appendix 2a (Successful) or Appendix 2b (Unsuccessful), setting out the decision in principle, normally within 4 working weeks of application.

9.2 Where the request has been refused, the response will set out the reasons for this.

9.3 There is no right of appeal to the result of the request.

9.4 Where the request has been granted in principle and the subsequent application for secondment is successful, final approval will be dependent on suitable backfill being arranged.

9.5 Where a secondment has been granted and the employee decides not to proceed they must provide the Resource Planning Manager with at least 4 working weeks’ notice.

10.0 **TERMS AND CONDITIONS OF EMPLOYMENT DURING SECONDMENT**

10.1 The terms and conditions of the employee during the period of secondment will be confirmed in writing prior to the commencement of the secondment.

10.2 If the secondment is to an external organisation, East Dunbartonshire Council and the external organisation must be clear where responsibility lies for the various issues that will naturally arise with the secondment.

10.3 It could be agreed, for example, that the employee will retain terms such as their normal pay, holiday entitlement and sick pay arrangements even though they are working for an external employer during the secondment.

10.4 It is likely that for day-to-day matters, such as requesting leave or reporting sickness absence, it will be appropriate for the employee to abide by the rules of the department or organisation to which they are seconded. Even for these day-to-day issues, however, it will be important for the Council to be kept informed for record-keeping purposes and to ensure that they clearly retain their identity as the employer in the employment relationship.

10.5 Employees seconded out to another organisation will remain subject to the Council’s disciplinary procedures , as detailed in East Dunbartonshire Council Education Procedure Manual 2/18 – Disciplinary Procedures for Teachers and Employees on SNCT Conditions of Service. Input from the external organisation may be appropriate

10.6 Similarly if a secondee raises a grievance, this would be dealt with under the procedures detailed in East Dunbartonshire Council Education Procedure Manual 2/19 - Grievance Procedures for Teachers and Employees on SNCT Conditions of Service.

10.7 A period of secondment does not constitute a break in continuous service.

10.8 While an employee is on an external secondment, he/she will continue to be paid his/her salary by the Council. The Council will be reimbursed by the host organisation for all salary costs, including pension contributions. Arrangements for invoicing will be put in place prior to the secondment commencing.

11.0 **KEEPING IN TOUCH DURING SECONDMENT**

11.1 Keeping in touch with secondees throughout the period of secondment is essential. Both parties should discuss the nature and frequency of contact and this should be maintained. Arrangements for this will be clearly documented within the letter confirming the details of the secondment.

11.2 Prior to the commencement of the secondment, the employee is obliged to provide their current manager with appropriate contact details eg telephone number or email.

12.0 **PROFESSIONAL REVIEW AND DEVELOPMENT**

12.1 It is the responsibility of the teacher on secondment to ensure that they continue to engage in Professional Review and Development, contributing to Professional Update.

13.0 **TERMINATION OF SECONDMENT**

13.1 A secondment may be terminated before the end of the secondment period by either East Dunbartonshire Council or the external organisation with agreed notice being given to the employee, except in cases of serious or gross misconduct where immediate termination can occur.

14.0 **RETURN TO WORK**

14.1 At the end of the secondment period, employees returning to the council will return to their substantive post, grade, terms and conditions.

14.2 Should the teacher’s substantive post no longer be in the structure, then compulsory transfer arrangements will apply.

14.3 In the case of an external secondment, the employee is required to contact the Resource Planning Manager 3 months before the agreed return date to be to make arrangements for their return.

14.4 The salary of promoted post holders is subject to job sizing. Should the employee’s post be subject to job sizing during their period of secondment, they will be fully involved in the process. Should any such job sizing result in the post being at a lower salary level, national conditions relating to salary conservation would apply.



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**Secondment Arrangements for Teachers APPENDIX 1a**

**Request to apply for internal secondment**

**Name**

**GTCS Number**

**Present School**

**Current Post**

**Length of Continuous Service with EDC**

**From: To:**

**Date of Proposed Secondment**

**Give details of the nature of the secondment including the job title of the post you would be seconded to. *Please continue on a separate sheet if necessary.***

**How will the secondment contribute to your personal and professional development?**

***Please continue on a separate sheet if necessary.***

**By signing this request, you are confirming that you have advised your Head Teacher, in writing, of your intention to apply for a secondment.**

**Signature of Teacher**

**Date**

**Return to Resource Planning Manager- bernie.sanderson@eastdunbarton.gov.uk**

 ***For official use only*** **Date Received :**



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**Secondment Arrangements APPENDIX 1b**

**Request to apply for external secondment**

**Name**

**Present School**

**GTCS Number**

**Current Post**

**Length of Continuous Service with EDC**

**Name & address of external organisation**

**From: To:**

**Date of Proposed Secondment**

**Give details of the nature of the secondment including the job title of the post you would be seconded to. *Please continue on a separate sheet if necessary.***

**How will the secondment contribute to your personal and professional development?**

***Please continue on a separate sheet if necessary.***

**In what way will East Dunbartonshire Council benefit from the secondment?**

***Please continue on a separate sheet if necessary.***

**By signing this request, you are confirming that you have advised your Head Teacher, in writing, of your intention to apply for a secondment.**

**Signature of Teacher**

**Date**

**Return to Resource Planning Manager- bernie.sanderson@eastdunbarton.gov.uk**

 ***For official use only*** **Date Received :**

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**Secondment Arrangements APPENDIX 2a**

**Standard Letter : Informing Teacher of Result of Request to Apply for Secondment**

**(Successful)**



**EDUCATION< PEOPLE AND BUSINESS**

**RESOURCE PLANNING**

Southbank House

Southbank Business Park

Kirkintilloch

G66 1XQ

Our Ref:

If phoning or calling ask for:

Tel: 0141 578

e:mail: @eastdunbarton.gov.uk

Date:

**REQUEST TO APPLY FOR SECONDMENT**

I refer to your request to apply for a secondment with (***insert details of organisation***) and write to advise you that, following consideration, your request has been approved. You may now apply for the secondment as detailed in your request.

Please advise me of the result of your application, following which arrangements to manage the secondment can be finalised.

Yours sincerely,

**BERNIE SANDERSON**

**RESOURCE PLANNING MANAGER**

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**Secondment Arrangements APPENDIX 2b**

**Standard Letter : Informing Teacher of Result of Request to Apply for Secondment**

**(Unsuccessful)**



**EDUCATION, PEOPLE AND BUSINESS**

**RESOURCE PLANNING**

Southbank House

Southbank Business Park

Kirkintilloch

G66 1XQ

Our Ref:

If phoning or calling ask for:

Tel: 0141 578

e:mail: @eastdunbarton.gov.uk

Date:

**REQUEST TO APPLY FOR SECONDMENT**

I refer to your request to apply for a secondment and write to advise you that, following consideration, your request has been unsuccessful for the following reasons (***insert reasons for refusal of request):***

Should you wish to discuss the reasons for this, please do not hesitate to contact me.

Yours sincerely,

**BERNIE SANDERSON**

**RESOURCE PLANNING MANAGER**