

# Secondment & Flexible Resourcing Policy

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## 1. Introduction

At Strathclyde we recognise the benefits that offering secondment opportunities can bring for our colleagues and to the wider University. This includes enhancing personal and professional development opportunities and increasing motivation and engagement. It also allows us to build links with external organisations, collaborate with industry and meet our business objectives.

We also understand that, at times, we need flexibility in our approach to managing staff resourcing situations. This may be to deliver a strategic project or to manage a period of absence in a team.

In this policy you will find information about different types of secondment, the arrangements for secondments, other ways to manage resourcing situations and much more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by this Policy?

This policy applies to all employees who have successfully completed their probationary period.

## 3. What Is a Secondment?

A secondment is a temporary move for a defined period to another role or to another organisation. At the end of the secondment, you will return to your previous role (or a suitable alternative) at the University or return to your employer.

Secondments may be made on a full-time or part-time basis, where only part of your time is working elsewhere. They should also be for a meaningful amount of time and therefore are unlikely to be less than 3 months. Normally, they should last no longer than 12 months.

## 4. Types of Secondment

There are 3 types of secondment covered under this policy. These are:

- **Internal Secondment** – to another role in the University.
- **External Secondment** – from the University to an external organisation.

- **Incoming Secondment** – from an external organisation to the University.

#### 4.1. Internal Secondment

Opportunities are created for internal secondments when a post is normally advertised for a fixed term period of 12 months or less. This may be a new role or to cover for a period of absence that is planned in advance.

If you wish to apply for the role on a secondment basis, you should speak to your line manager in advance of applying to understand if they (in discussion with your relevant Head of Department or Professional Services Director) can agree to a secondment. This will depend on factors such as the ability to replace your role or any additional costs that might be involved. Having this conversation as early as possible means that if you're successful at interview, you will know the options available to you.

If your manager can't agree to a secondment, you can still apply for the role on a fixed term basis. This means that, at the end of the fixed period, you won't be able to return to your role. We will always do our best to secure you a suitable alternative role, under our [Redeployment Policy](#) but you should know that this can't be guaranteed.

If you're successful at interview and a secondment is agreed, you'll be sent written confirmation of the terms of your secondment by Human Resources. This will include:

- The duration of the secondment
- Any agreed arrangements about returning to your role at the end of the secondment.
- The terms and conditions of the new role and any changes to your salary. If the role you are seconded to is the same grade, we'll ensure that your equivalent salary is no less than your current salary.
- Your new line management arrangements for the period you're on secondment.

During your secondment, you and your current manager should keep in touch. This will ensure you're kept up to date with any changes in the Department and allow you to let your manager know how your secondment is going.

Just so you know, if your secondment comes to an end before the agreed date, you'll be given a minimum of one month's notice. Any plans to extend the secondment will need to be agreed by all parties involved. If the post needs to continue on an ongoing basis, this should be discussed with Human Resources.

## 4.2. External Secondment

An external secondment opportunity may come about in a number of ways, such as:

- It is recognised that offering you the opportunity to work at an external organisation for a period would benefit the University, you and the external organisation. This might be to enhance a collaboration with industry or to learn new skills or ways of working to bring back to the University.
- Through you applying for an externally advertised post that has clear links to your current role.
- Through discussion at your Accountability & Development Review, where you and your reviewer identify a learning or development need that will benefit you and the University.

If you're offered an external secondment, you should discuss this with your manager at the earliest opportunity to ensure that it can be agreed. They may need to seek approval from your Head of Department or Professional Services Director. They may also wish to discuss this with a member of the Human Resources Team.

In most cases, your HR contact will work with a relevant person at the external organisation to discuss and agree the details of your secondment arrangement. A secondment agreement will then be prepared and shared with you to agree. If the secondment will involve working outside the UK, you might need to think about a visa. You should speak to your HR contact about this.

During the secondment period you will remain a Strathclyde employee and will continue to receive your normal salary from us and not the external organisation. For more detailed information around payment arrangements while on secondment please see our [Secondment Policy FAQs](#) (staff login required). But just so you know, there may be VAT implications for your secondment arrangement so your HR representative will liaise with the Finance Team on this before any agreement is fully approved.

### **4.3. Incoming Secondment**

Where agreement is reached to second an individual into the University from an external organisation, HR will complete a secondment agreement with input from the recruiting manager. This will set out the terms and conditions for the arrangement. If required, the HR representative will also contact the appropriate person (normally an HR contact) at the external organisation to discuss any arrangements. Visa implications will also be considered if the individual is coming to work at the University from outside the UK.

It's also important that Finance are contacted as early as possible in the secondment process as there may be VAT implications that prevent the agreement being fully agreed.

## **5. Resourcing Internal Projects**

We recognise there may be situations where a team needs to be created to focus on a strategic project. These projects are likely to require specific skills and experience that exist within the University already.

As part of the process for resourcing internal projects, managers are expected to raise ATA forms and work with Human Resources to develop and grade job descriptions, in line with normal recruitment practices.

### **5.1. If the project is for less than 12 months**

If, based on your skills and experience, you're required to support a short-term project your manager should discuss and agree this with you. The arrangements will then be confirmed in writing by Human Resources.

A formal recruitment process is not normally required. However, if there is more than one person who would be suitable, then it may be appropriate to undertake an internal recruitment process (for example requesting expressions of interest from team members) to ensure fairness and transparency.

If the project role is the same, or broadly similar to, your current role, then there will be no change to your salary or terms and conditions.

If the role includes additional responsibilities which are at the same grade as your current role there would not normally be any additional payment. But it's important that you and your manager consider your workload and that other duties are reduced or re-distributed appropriately.

If any additional duties are deemed to be at a higher grade, the [Responsibility and Acting Up Allowance Policy](#) will apply. You can also speak to a member of the Human Resources team for advice.

## **5.2. If the project is for 12 months or more**

If the project is for a period of 12 months or more, normally, a recruitment process will be required. In this situation, if you're successful at interview, you will be offered the role on a fixed term basis. You'll receive written notification from Human Resources outlining your new terms and conditions. This will include arrangements to return to your own role, or a suitable role with the same terms and conditions, at the end of the project. You will be fully consulted with at least 3 months before the end of the contract.

## **6. Providing Cover for Periods of Absence**

We recognise that there will be times when cover needs to be provided at short notice, for example, where there is an extended period of absence or a recruitment gap in an area. In these situations, you should refer to the Responsibility and Acting Up Allowance Policy. You should also seek advice from Human Resources to make sure that you're taking the most appropriate approach.

## **7. Further Information and Support**

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#). Further information and guidance, for both staff and managers, can also be found on our People Hub.

## 8. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.