

# Internal Secondment

This policy explains what an internal secondment is, how it works and what happens to terms and conditions during the temporary transfer.



## Summary

Internal secondments provide employees with an opportunity to experience a different role within the organisation, to gain broader experience and to develop new skills. The potential benefits can be great for the Council too in developing and sharing skills and knowledge across different departments and functions within the organisation; supporting "joined up" working and service improvement.

This policy explains what a secondment is, how it works and what happens to terms and conditions during the secondment.

## Terms of a secondment

An internal secondment is a temporary transfer to a post different to your substantive post, but still within Westminster City Council.

Individuals must seek agreement from their line manager before making an application for secondment, which will need to be considered in light of operational service needs and the ability to recruit specific skills to backfill.

The terms of any secondment must be agreed by the employee, substantive and secondment managers (the three parties) and be confirmed in writing. (Please see [Internal Secondment confirmation letter](#))

## Duration

The duration of the secondment may vary depending on the circumstances; however, as standard a secondment should ideally last for a minimum of three months and not last for more than two years. A member of ELT can extend this in exceptional circumstances.

**All secondments need to be advertised via IBC.**

The secondees' substantive post will be protected for the duration of the secondment. For those who engage in multiple secondments which last for a collective period of more than two years, they will normally return to the same job they were in before they went on secondment, if this is possible. If this is not possible, they will be employed on similar work and Ts&Cs.

## Payment

### Same Broad Band

Employees, who act up into a higher-level post in the same Broad Band as their own substantive post, will receive an acting up allowance equivalent to a one salary step increase. This can be paid via the IBC portal under "Manage recurring payments" in the employee record.

Employees who are temporarily transferred to a post in the same Broad Band at either the same or a lower level than their substantive post will not receive an acting-up allowance. However, managers may want to consider if a Rewarding your Contribution Payment is appropriate.

### Higher Broad Band

Employees who act up into a post in a higher Broad Band should be moved from their substantive post and into the acting up post and will normally be paid within the target zone of the new Broad Band, or the nearest step salary in the higher Broad Band that is above their current salary. Where payment at a level above this is considered, managers must take into account:

- Performance and salary level of existing staff in the team in the same level post. Particularly whether this will negatively impact on our pay gaps data
- The individual's skills and experience
- Their staffing budget for their service, all costs must be contained within existing staffing budgets
- The excellence salary zone is designed for those leading light performers ready for their next role. If you need to offer a salary in this zone to attract a candidate, you should also consider how long they are likely to stay in the post.

Employees who act up into a post in a higher Broad Band will not be entitled to any additional benefits of the new role such as annual leave, Private Health Insurance etc. unless they have been in the role for over 12 months.

There will be some instances where an employee will be acting up into a post at a higher broad band, but it may not be appropriate to move them to the post for instance if they are sharing the responsibility

with another employee or only undertaking the higher graded post for part of their time. Where this is the case then you should calculate the appropriate acting up allowance and pay this via a recurring payment on the IBC portal.

## Contract of employment

All terms and conditions (except rate of pay where relevant) will remain unchanged during the secondment period; unless they are included in the Internal secondment confirmation letter.

If the secondee's substantive role is subject to a reorganisation process, they should be involved in the consultation process as normal and will have assimilation or ring fence rights based on their substantive post. They will not have any automatic rights to the secondment post.

## Substantive Manager's responsibilities

- Agree the objectives of the secondment and the benefits to be realised when the individual returns to their substantive role.
- The substantive post should be covered on a temporary basis only, so that the employee can return to it at the end of the secondment period (or earlier should the need arise).
- Maintain contact with the seconded employee, keeping them up to date with any issues in their substantive team.
- In the event of a reorganisation make sure they are included in the consultation process and provided with all the relevant information in a timely manner; including any assimilation or ring fence rights based on their substantive post.
- When the secondment is coming to an end contact them and arrange their return.

## Secondment Manager's responsibilities

- All secondments are agreed in writing and signed by all 3 parties (the secondee, the manager of their substantive position and the manager of the secondment position).
- Any costs arising from the secondment are met within existing budgets.
- That a fair selection process is followed where there is more than one candidate interested in the secondment opportunity.
- It is the secondment manager's responsibility to process any additional payment via the 'Manage Recurring Payments/Deductions' App.
- Guidance on performing necessary actions on IBC can be found [here](#) and [here](#).

## Employee's responsibilities

- Agree the objectives of the secondment and the benefits to be realised on return to their substantive role.
- Report their planned and unplanned absences to the manager of the secondment position.
- Maintain reasonable contact with their substantive line manager.

## Ending an Internal secondment

A secondment can be ended early with the agreement of all three parties (the substantive line manager, the secondment manager and the secondee). Some circumstances under which a secondment may end

early are:

- Changes to the needs of the service in which the secondee's substantive role sits
- Changes to the needs of the service in which the secondment role sits
- Performance issues
- It becomes apparent the secondee's skills and/or experience are not a match for the secondment role.

\*Please note this list is not exhaustive\*

If the secondee's substantive post is made redundant, then the manager of the substantive post must speak to their ER advisor, as they will need to consider and discuss the wider implications which may arise. Should the secondment position become a permanent post or opportunity it will need to be advertised via IBC and the recruitment process should be followed.

## Useful resources

[Factsheet: Internal secondments vs. Acting ups](#)

Guidance on performing necessary actions on IBC can be found [here](#) and [here](#).

To find out more about current internal secondment opportunities, please click [here](#).

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