

COMPANY NAME:

Hillcrest

POLICY NUMBER:

HR 19

POLICY TITLE:

Secondment Policy

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair treatment on the ground of any protected characteristic, as appropriate.

Policy: Underpinning and Supporting Documents

This policy should be read in conjunction with the following documents:

Other Policies:

- HR08 Recruitment and Selection Policy
- HR22 Probationary Policy
- HR03 Disciplinary Policy
- HR25 Performance at Work Policy
- G08 Equality, Diversity and Inclusion Policy

Compliance:

- N.A.

Legislation:

- N.A.

Best Practice:

- A.C.A.S Code of Practice

1. Policy Statement

Hillcrest recognises the benefits to professional and personal development, knowledge sharing, innovation and improvement and career progression of offering secondment opportunities within the organisation and, in limited circumstances, to external organisations. Secondments are offered not only to develop an employee's skills and experience but also to meet a short-term skills gap or assist when any part of the organisation cannot recruit effectively through their normal recruitment process. Furthermore, it is understood that secondments can effectively assist in understanding the future human resource requirements of Hillcrest.

Definitions

A secondment can be defined as "the temporary loan of an employee to another organisation or to a different department or part of Hillcrest. It is for a specific purpose, specific time and for the mutual benefit of all parties."

2. Policy: Principles

- Secondment opportunities will be made available to all eligible staff subject to operational need and any attendant capacity issues.
- Eligible employees are those employed on a permanent basis and successfully passed their probationary period. In limited circumstances, temporary staff or those still within their probationary period may be eligible to apply for a secondment opportunity. These circumstances will be dealt with on a case-by-case basis and authorised by the Head of HR & OD.
- Secondments must be based on mutual agreement between the staff member concerned, the employing section or organisation and the host section or organisation.
- Although it is recognised that secondments will vary in length, the minimum period of time should be no less than 3 months and no greater than 2 years.
- Time spent on secondment with another employer within or out-with Hillcrest will not affect continuity of employment.
- An extension to the agreed term of a secondment will require mutual agreement from all parties.
- A secondment agreement may be terminated before the expiry of the agreed term at the request of either party, where practicable. A minimum of 30 days' notice would therefore be required. In exceptional circumstances this notice period may require to be extended by up to a further 30 days if deemed appropriate by the Head of HR & OD.
- Secondees must return to their substantive post for a minimum of 6 months before being eligible to apply for another secondment opportunity, other than in exceptional circumstances and with approval of the Head of HR & OD.

3. Policy: Responsibilities

Employee responsibilities

- Employees who wish to seek permission to apply for a secondment opportunity should submit a request using **appendix 1**. This must be submitted to their manager prior to applying for the secondment. The form should clearly set out the benefits of the secondment for the individual and the department. A copy of appendix 1, signed by the employee should then be submitted to recruitment@hillcrest.org.uk when the application is submitted.
- Following completion of a secondment, Appendix 3 should be completed and forwarded to the HR Department.

Managers responsibilities

- Recruiting managers responsible for a secondment post must seek advice from the HR Team on the appropriateness of the secondment opportunity and ensure the Requisition raised clearly states that the post is a secondment opportunity.
- Recruiting managers must not appoint another member of staff into a seconded role without ensuring that the employee has followed the process detailed below.
- Managers should give fair and reasonable consideration to all requests for secondments. Whilst secondments are encouraged, it is acknowledged that they will not always be possible due to operational requirements.
- In cases where permission is not granted to apply for a secondment opportunity, a copy of appendix 2 should be forwarded to the HR Admin Team who will share this with the appropriate HR Business Partner.
- The secondment arrangements must specify the exact duration of the secondment and that the seconded staff member will return to their substantive post (or similar) at the end of the fixed term. This will be confirmed to the employee in a contract amendment letter.
- Responsibility for keeping in touch with staff on secondment will rest with the releasing manager and the employee. Examples of this may include remaining on mailing lists and/or advising secondees of proposed section/departmental changes.
- Should an internal vacancy, filled by a secondee, become permanently available at the end of the period of secondment, the post will be re-advertised and the secondee may apply along with any other interested parties. Should the secondment period (which in exceptional circumstances) exceed 2 years, the secondee will in the first instance, be offered the permanent position without the need for competitive recruitment process.
- The manager should ensure that secondees report back to colleagues and any other relevant parties, to appraise them of the secondment experience. This feedback could include any contacts and/or networks established.

HR Responsibilities

- To ensure that that secondment opportunities are advertised and recruited for in line with the Recruitment and Selection Policy.
- To ensure equality of opportunity for all eligible employees.
- To ensure that secondment opportunities do not create any contractual or legal issues for any staff member, Hillcrest Company or external organisation.
- To ensure that all secondments and associated documentation are recorded and saved in the employee's personnel record.

Policy Document Governance and Management

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COMPANY NAME:

Hillcrest

PROCEDURE NUMBER:

HR 19

PROCEDURE TITLE:

Secondment Procedure

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1. Introduction

Hillcrest is committed to supporting the personal development of staff and recognises the benefits of creating short term opportunities to learn in different areas of the business. It is also recognised that different companies and teams can benefit from the skills and experience from other areas of the business.

Secondment opportunities can provide solutions to business problems such as skills or recruitment gaps and can assist with supporting innovation across the business.

This procedure aims to inform managers on the steps required to create and offer a secondment opportunity and to employees on how to apply for a secondment opportunity if they meet the eligibility criteria.

2. Advertising and Recruiting for a Secondment Opportunity

- In line with the Recruitment and Selection Policy, Managers should give consideration to whether or not a vacancy can be filled by a secondment opportunity, prior to advertising externally
- Where a secondment opportunity has been identified, managers must follow the Recruitment and Selection Policy and clearly advertise the opportunity as a Secondment opportunity.
- Recruiting Managers should only give consideration to internal applicants who have followed the Secondment Procedure (by completing Appendix 1) and sought authorisation from their line manager (Appendix 2).
- Managers must ensure that a fair and transparent recruitment process is followed and that a Secondment Agreement is in place prior to the successful applicant commencing in the seconded role.
- Managers must ensure that a secondment review form (Appendix 3) is completed at the end of the secondment and returned to the HR Department.

3. Applying for a secondment opportunity.

- There are 2 different types of secondment opportunities staff can consider:

Internal – A secondment opportunity to another part of Hillcrest

External – A secondment opportunity to another organisation external to Hillcrest

4. Internal Secondments

- Secondment opportunities are automatically available to all permanent staff who have passed their probationary period.
- In limited circumstances, consideration will be given to requests from temporary staff or staff who are still within their probationary period. In these circumstances, approval to apply for a seconded role will be required from the Head of HR & OD. Consideration will be given to the terms of the temporary contract, impact on the releasing team if permission was granted and performance in the current role.
- Eligible staff must seek permission from their line manager to apply for a secondment by completing and submitting the Request to apply for secondment form (Appendix 1) and be in receipt of Appendix 2 (Manager Approval)
- If permission is granted, both Appendix 1 and Appendix 2 should be submitted along with the application form to recruitment@hillcrest.org.uk

5. External Secondments

- Staff requesting a secondment opportunity to an external organisation must provide the advert and role profile for the position to their line manager with Appendix 1 when requesting a secondment opportunity.
- Staff are responsible for ensuring that the terms and conditions of the secondment opportunity is compatible with their personal circumstances.

6. Information for Managers of Employees Requesting a Secondment

- Managers should give fair and reasonable consideration to requests from their staff to apply for a secondment opportunity. Consideration should be given to the impact of service levels within the team, impact on other team members, personal development of the requestor and the opportunities the secondment can create to the hiring team or organisation and existing team at the end of the secondment.
- Managers should seek advice and guidance from their HR Business Partner where required. HR should be consulted with on all requests for external secondments. Managers are required to provide a response to the request in a timely manner that does not impact on the requestors ability to apply for the role by completing Appendix 2 and returning it to the requestor.
- Where permission cannot be granted, managers must provide a full description of the reasons why the request cannot be granted. Managers should consider if the decision needs to be discussed with the HR Business Partner.
- Where permission is granted, managers must agree frequent contact with the seconded employee throughout the duration of the secondment.
- Managers should ensure that seconded staff are offered to attend any relevant training required as part of their substantive post.
- At the end of the secondment and prior to returning to the substantive role, managers are responsible for ensuring that staff members are informed of any changes to procedures or work activity and provided relevant training if required.
- The releasing manager will complete the change form releasing the secondee and submit this to HR Admin in advance of the secondment commencing. The change form will be signed by both the releasing and receiving manager.
- The receiving manager will discuss and confirm any changes to terms and conditions with the secondee.
- Any changes will be documented in a contract amendment letter produced by the HR Admin Team.

Appendix 1 - Request to apply for secondment

Name			
Company/Department			
Job Title			
Please Answer the following questions:			
1.	Have you successfully passed your probationary period?	Yes	No
2.	Are you currently on Secondment or have you been on Secondment in the last 6 months?	Yes	No
If yes, please provide details of the current or previous secondment.			
Secondment Information			
Please provide details below of the secondment that you wish to apply. Please include as much information to support your application.			
Please advise why you want to apply for the secondment, detailing the benefit you will gain from the secondment.			
Please detail the benefits of the secondment for your current department when you return to your substantive position.			
Please detail the benefits of the secondment to the department offering the opportunity.			
Signature:		Date:	

Appendix 2 - Manager Approval to apply for secondment

Name:		
Company Department:		
Job Title:		
Employee Name:		
Employee Job Title:		
Secondment Details:		
Is approval to apply for the secondment granted:	Yes	No
Please provide detailed reasons for your decision:		
Signed:		Date:

*If approval is granted, please return this form to the employee.

*If approval is not granted, please return this form to the employee and the HR Admin Team.

Appendix 3 - Secondment Review

This form should be completed at the end of a secondment by the seconded employee and the line manager of their substantive post.

Name:		
Company/Department:		
Job Title:		
Secondment Department:		
Secondment Job Title:		
Line Manager:		
Secondment Outcome (Employee)		
Did you complete the full secondment period?	Yes	No
If no, please provide more information:		
What do you feel the benefits have been for you throughout this secondment? What have you achieved?		
What new skills have you developed as a result of the secondment?		
How do you feel that this opportunity will now benefit you and your department in your substantive role?		
Would you consider the secondment a success personally and professionally? Please provide details either positive or negative.		
	Yes	No

Would you consider another secondment in the future?		
Would you recommend a secondment to your colleagues?	Yes	No
Secondment Outcome (Manager)		
Please detail below the success of the secondment to the employee and their substantive post/team.		
Did the secondment create any operational issues within your team?		
Yes	No	Please provide details:
Manager Signature:		Date:
Employee Signature:		Date:

Procedure Document Governance and Management

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