

Education Procedure Manual 2/34

SECONDMENT ARRANGEMENTS

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

Effective from: December 2023

Education, People & Business 

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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

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ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

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अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
N/A	Jun 2016	Transfer to new template; Updating terminology; Removal of appendices to stand-alone forms.	08/12/2023	1.0

GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

Policy Review Statement

This policy will be reviewed in line 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

1.0 Purpose

- 1.1 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 Scope

- 2.1 The procedure applies to permanent employees on SNCT Conditions of Service with more than two year continuous East Dunbartonshire Council service.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- SNCT Handbook
 - Equalities Act 2010
 - PM 2/34/F01: Application Form: Request to Apply for Internal Secondment
 - PM 2/34/F02: Application Form: Request to Apply for External Secondment
 - PM 2/34/F03: Standard Letter: Outcome of Secondment Request (Successful)
 - PM 2/34/F04: Standard Letter: Outcome of Secondment Request (Unsuccessful)
 - Procedure Manual 2/18: Disciplinary Procedures for Teachers and Employees on SNCT Conditions of Service
 - Procedure Manual 2/19: Grievance Procedures for Teachers and Employees on SNCT Conditions of Service
 - Procedure Manual 2/33: Procedure for Transfer of Teachers

4.0 Introduction

- 4.1 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.
- 4.2 In any secondment there will normally be three parties involved: the employee, the external organisation/department and the employer.
- 4.3 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.
- 4.4 In order for a secondment application to be considered there must be benefits to the individual and the Council.
- 4.5 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.
- 4.6 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.

5.0 Types of Secondment

5.1 Secondments can be external or internal.

An external secondment can be:

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

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 team to another

6.0 Duration of a Secondment

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

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

7.0 Eligibility

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

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

8.0 Internal Secondment

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

8.2 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.

9.0 Request to Apply for an Internal Secondment

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

- 9.2 The employee should then submit their request on Application Form: Request to Apply for an Internal Secondment (PM 2/34/F01) to the School Planning and Improvement Manager.

10.0 Request to Apply for an External Secondment

- 10.1 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.
- 10.2 The application should be submitted as early as possible with a minimum of three months' notice before the proposed start date of the secondment.
- 10.3 The employee should submit their request on Application Form: Request to Apply for an External Secondment (PM 2/34/F02) to the School Planning and Improvement Manager.

11.0 Consideration of Request to Apply for Secondment

- 11.1 Prior to granting a request to apply for a secondment, the School Planning & Improvement Manager, in consultation with the Chief Education Officer and the Head Teacher, will consider the implications for work force planning.
- 11.2 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.
- 11.3 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 four weeks, the Council reserves the right to withdraw the secondment opportunity.

12.0 Outcome of Request to Apply for Secondment

- 12.1 The employee will be given a written response to the request to apply for a secondment, using the relevant Standard Letter (PM 2/34/F03-Successful or PM 2/34/F04-Unsuccessful), setting out the decision in principle, normally within four working weeks of application.
- 12.2 Where the request has been refused, the response will set out the reasons for this.
- 12.3 There is no right of appeal to the result of the request.
- 12.4 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.
- 12.5 Where a secondment has been granted and the employee decides not to proceed they

must provide the School Planning & Improvement Manager with at least four working weeks' notice.

13.0 Terms and Conditions of Employment During Secondment

- 13.1 The terms and conditions of the employee during the period of secondment will be confirmed in writing prior to the commencement of the secondment.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 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.
- 13.6 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.
- 13.7 A period of secondment does not constitute a break in continuous service.
- 13.8 While an employee is on an external secondment, they will continue to be paid their 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.

14.0 Keeping In Touch During Secondment

- 14.1 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.
- 14.2 Prior to the commencement of the secondment, the employee is obliged to provide their current manager with appropriate contact details e.g. telephone number or email.

15.0 Professional Review And Development

- 15.1 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.

16.0 Termination of Secondment

- 16.1 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.

17.0 Return to Work

- 17.1 At the end of the secondment period, employees returning to the council will return to their substantive post, grade, terms and conditions.
- 17.2 Should the teacher's substantive post no longer be in the structure, then compulsory transfer arrangements will apply (Education Procedure Manual 2/33: Procedure for Transfer of Teachers).
- 17.3 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.