



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 634 Out of Force Secondment Procedure

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Linked Documents: PS 173 Recruitment and Selection Policy
PD 381 Police Staff Recruitment Procedure
G2062C Police Specialist Expressions of Interest Form

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Dec 2013	James Lunn	Senior HR Advisor	New Procedure

SECTION 2 AIMS / OBJECTIVES

This procedure outlines a process for the fair and consistent management of out of Force secondment opportunities for both police officers and police staff which is consistent with the College of Policing Guidance on Police Officer and Staff Secondments issued in December 2013.

An out of Force secondment is defined by the College of Policing as:

“The agreed detachment of a person from their regular organisation for a temporary, time limited, assignment elsewhere which does not affect the employment status of the secondee”

The host organisation will fund and manage the person/post. The individual will remain on Force establishment as a serving member/employee of Nottinghamshire Police and continuous service will accrue: counting towards pay progression and pensionable service.

Externally funded partnership posts are not within the definition of out of Force secondments and this procedure does not apply.

Nottinghamshire Police recognises the role of out of Force secondments in supporting organisational performance and providing valuable career development opportunities for the seconded individual.

PS 173 Recruitment and Selection Policy and PD 381 Police Staff Recruitment Procedure provide further information in relation to short term internal moves / secondments for police staff within Nottinghamshire Police

This procedure has been developed to ensure:

- Nottinghamshire Police derives organisational benefits from secondments and Force operational resilience and effectiveness is maintained;
- out of Force secondment opportunities are managed in an equitable and consistent manner;
- individuals' achieve personal development by undertaking a secondment.

SECTION 3 DETAILS

3.1 Eligibility for secondment opportunities

Police officers and police staff are eligible to apply for out of Force secondment opportunities which have been approved by the Head of HR&OD, subject to their line manager's approval of their application. Out of Force secondment opportunities will normally be advertised internally on the Nottinghamshire Police intranet.

Applications can be made from all eligible and duly qualified individuals, with the exception of those police officers or police staff who have:

- transferred from another force within the last 12 months
- not yet satisfactorily completed probation
- a current:
 - Performance Written Improvement Notice/Performance Development Plan,
 - Attendance Written Improvement Notice,
 - A current PSD or Police Staff Misconduct Warning,
 - PSD or Police Staff Misconduct Investigation (although each situation will be considered on its merits).

There may be occasions where organisational imperatives mean that the Head of HR&OD (as the nominated representative of the Chief Constable) considers that the impact to the organisation to second a particular individual, for example due to the organisational risk of losing a specialist skill, cannot be supported. Secondment is not a right and operational performance and resilience will always take priority. Similarly the Head of HR&OD may on occasion second an individual without wider advertising due to specific circumstances.

The Head of HR & OD will be consistent and non-discriminatory in exercising these discretions.

3.2 Maintaining organisational effectiveness

It is paramount that out of Force secondments enhance organisational performance in the long term, and must not compromise organisational performance in the short term.

The number of out of Force secondments will be managed by the Head of HR&OD.

3.3 Recruitment and selection

All out of Force secondment opportunities must be arranged by the Force and no applications should be made directly to Host organisations. The Head of HR & OD, or their nominated representative, will:

- review potential out of Force secondment opportunities;
- determine if the out of Force secondment procedure applies;
- confirm their approval to advertise the opportunity within Nottinghamshire Police;
- refer the matter to the Managing Resources Panel.

The Managing Resources Panel will arrange for the secondment opportunity to be advertised internally within Nottinghamshire Police.

The host organisation will define the advert, job description and person specification (in line with the College of Policing Guidance and will determine and manage the recruitment and selection process.

The applicant must complete the application form and any supplementary information in line with the host organisation's Recruitment and Selection Policy and submit their PDR and a Nottinghamshire Police G2062C Police Specialist Expressions of Interest Form to outline how the secondment opportunity will support their development and benefit Nottinghamshire Police. The applicant should submit their complete application and supporting material via their line manager to HR.

The Head of HR& OD will review the applications and decide which ones may be forwarded to the host organisation according to organisational requirements and constraints. The Head of HR&OD will ensure these decisions are on objective facts and are non-discriminatory in the exercise of this discretion.

The host organisation will notify Nottinghamshire Police if a candidate is shortlisted for interview and of the outcome of the selection process. Reasonable time off during Duty Time will be allowed to attend the assessment process at the host organisation. Travel expenses will not be paid by Nottinghamshire Police.

3.4 Secondment agreement

If a candidate is successful in their application, the host organisation and a representative from HR will develop the secondment agreement between the Force and the host organisation and the individual secondee. The Head of Business & Finance and Head of Department for the secondee must approve the content of the agreement before the Head of HR&OD provides final approval and signs it on behalf of Nottinghamshire Police.

Secondment Agreements for police officer out of Force secondments must comply with Police Regulations and be consistent with the College of Policing Guidance and model templates.

HR will update the HR system and ensure that a signed copy of the Secondment Agreement is held on the seconded individual's personal file.

3.5 Promotion

Temporary promotion to an out of Force secondment may be granted for one rank above the substantive post for police officers (subject to necessary qualifications) and there will be no restrictions on grade for police staff.

For police officers, substantive promotion will be dependent upon passing an in-force promotion process and therefore temporary promotion whilst on out of Force secondment does not guarantee a promotion upon return to Nottinghamshire Police.

For police staff, there will be no substantive promotion as their grade will depend upon the post to which they return.

3.6 Duration of Secondment

The duration of each out of Force secondment will be managed on a case by case basis and documented in the Secondment Agreement. It would usually be for a maximum of 2 years. Secondments exceeding 2 years may have different tax liabilities and Finance should be consulted for appropriate advice.

Any requests for extensions to out of Force secondments must be received from the host organisation no less than 3 months before the expiry of the secondment.

Extensions must be approved by the individual secondee and the Head of HR & OD, and will be coordinated by the relevant HR Business Partner. The HRBP will seek the views of Finance and the Head of Department and provide this information to the Head of HR&OD.

The secondment agreement may be terminated early for a number of reasons (see College of Policing Guidance for further information) with appropriate notice as per the Secondment Agreement.

3.7 Substantive posts

Police officers who undertake an out of Force secondment will return to a vacant post appropriate to their rank as per Force operational requirements.

Police staff who undertake an out of Force secondment will normally return to their substantive post. The Head of HR & OD may exercise discretion according to the specific circumstances and any specific agreements will be documented in the Secondment Agreement before the secondment commences.

8.8 Policies and procedures during the secondment

The Host organisations policies and procedures will normally apply during the secondment, however any specific agreements relating to this may be documented in the Secondment Agreement.

If different standards of professional conduct or performance are required in the host force and Nottinghamshire Police, the secondee is expected to adhere to the higher standard of professional conduct.

In the event that a grievance, unsatisfactory performance, professional misconduct or any other disciplinary issues arise during the out of Force secondment, the host organisation will write to HR to provide details. The HR Business Partner will be notified and will consult/inform internal departments as necessary (e.g. Professional Standards Department) and agree a plan with the host organisation.

3.9 Health and Safety

The host organisation will be responsible for ensuring all appropriate health and safety matters are managed during the secondment, including undertaking a pre-secondment risk assessment and sharing this with Nottinghamshire Police and the individual secondee.

3.10 Learning and Development

The host organisation will be responsible for ensuring all appropriate training for the seconded post is carried out during the secondment and will notify HR Resourcing of all training completed.

Nottinghamshire Police will be responsible for mandatory training and training that is required to keep specific skills up to date e.g. firearms.

3.11 Maintaining Contact

Nottinghamshire Police will continue to provide a wellbeing role to the seconded individual during the secondment.

For police officers without a substantive post in Force, HR will be the first Nottinghamshire Police contact point for the seconded individual.

For police staff, the seconded individual should maintain regular contact with their substantive line manager during the secondment.

The above named contacts are responsible for sending the secondee all communication which would be sent to them in their capacity as a serving member of Nottinghamshire Police.

All seconded individuals must take personal responsibility for remaining up to date with developments within Nottinghamshire Police.

3.12 Return to force

HR will write to seconded individuals at least 4 months before their out of Force secondment is due to expire and invite them to attend a meeting with their Head of Department/ Division and their HR Business Partner to discuss:

- Developmental achievements during the secondment
- Potential roles for their return (where appropriate)
- Business/ Force updates to aid reintegration
- Training needs
- How to achieve a smooth transition and return to Force.

In any event, the seconded individual must ensure they have made contact with the Force to discuss their return no later than 3 months prior to the end of their secondment.

The seconded individual will ensure that they have utilised all leave/ rest days in lieu and time off in lieu that has been accrued during the secondment prior to returning to Force.

3.13 Complaints

If an individual believes they have been subject to unlawful discrimination or unfair treatment regarding an out of Force secondment opportunity, agreement or experience on secondment, they should refer to PS 141 Grievance Policy. The grievance will be managed by the appropriate manager within Nottinghamshire Police.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.