

SECONDMENTS POLICY		
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY	
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Version	1.1

POLICY OWNERSHIP	
DIRECTORATE	Business Services
BUSINESS AREA	People and Organisational Development

INITIAL IMPLEMENTATION DATE	April 2024
LATEST REVIEW DATE	July 2024
NEXT REVIEW DATE:	July 2027
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail contactus@westmercia.police.uk

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1.0 POLICY OUTLINE

This policy sets our approach to the provision of external and internal secondment opportunities for West Mercia Police officers and staff.

2.0 PURPOSE OF POLICY

2.1 The purpose of this policy is to provide information and guidance on the management of secondments for police officers and police staff set out the main terms and conditions of a secondment and the general principles that will apply.

3.0 IMPLICATIONS of the POLICY

Legal

3.1 This policy supports:

- Equality Legislation
- Section 97 of the Police Act 1996
- Relevant Employment Legislation e.g. Employment Right Act
- Fixed Term Workers Regulations

3.1 Strategy

This policy supports the following organisational strategies and plans:

- Equality, Diversity and Inclusion Strategy
- People Strategy
- West Mercia Vision, Values and Policing Priorities
- Workforce Plan
- Talent Policy and Procedure
- Resourcing and Recruitment Policy (Pending)
- Management of Change Policy and Procedure
- Posting Principles

Application

3.3 This policy applies to all police officers and police staff who meet the eligibility criteria. The policy does not apply to special constables.

3.4 Principles:

General Principles of secondments:

- An annual assessment takes place at the start of each financial year to determine the level of support for secondments across the organisation, departments, rank and specialisms based on workforce planning information. Chief Officers may decide during the year to amend the criteria based on emerging organisational need.
- All secondees will remain on West Mercia establishment
- Individuals can only apply for secondments that are within the criteria set out at the beginning of the year (this may change throughout the year) and advertised via The Business Operation Centre.
- As a general guide, the total number of external secondments permitted at any one time is 15 with only 1 at superintendent level (unless there are exceptional circumstances).
- Secondments will count towards length of service, for pay, terms and conditions and pension purposes

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- All Secondments will have a secondment agreement in place, are time limited and have a clear objective
- Both West Mercia Police and the 'host' force will have a shared duty of care for the secondee

Definition – External Secondments

3.5 A **secondment** is an opportunity for an officer or staff working for West Mercia Police to be deployed temporarily to another organisation (the host), for a fixed period, when such an opportunity:

- is in accordance with organisational priorities and does not adversely impact upon service delivery
- has demonstrable benefit for the development of the individual
- has an equally demonstrable benefit for West Mercia Police

Secondments are important to West Mercia Police, and whilst the purpose of a secondment varies from case to case, secondments are recognised as a valuable tool for talent development and management as well to support collaborative working with national and regional forces. It is recognised for police staff that salary grades for roles can vary and therefore this may attract a slightly higher salary. In these circumstances, both the 'host' and 'home' forces will need to agree who will pay the difference.

Criteria

3.6 All applicants must in the first instance meet the following eligibility criteria:

- Have successfully completed their probation period
- Have not been seconded for more than six months in the last 2 years
- Must not have a live misconduct or capability sanction or investigation
- Have completed 'tenure' in their current post (if this applies)

Police staff who are on a fixed term contract are eligible to apply for an advertised secondment post, however, appointment will be on a new fixed term contract and there will no be right to return to their previous fixed term appointment.

Duration

3.7 In most circumstances the maximum duration of being seconded away from the organisation is 5 years. This applies to both officers and staff. In exceptional circumstances an extension may be agreed e.g. if an officer has 1 year of service remaining.

Police Officers

3.8 Officers will not return to their substantive post. The return posting will be in line with the Posting Principles and based on business requirements.

Police Staff

3.9 For secondments up to 2 years, the member of staff will return to their substantive role. This may change owing to restructure, the substantive post no longer exists in its original form. In such an event, the secondee will be consulted and advised accordingly in line with the Management of Change Policy and Procedure at the time of the restructure. This proviso may change subject to an individual's skills, knowledge and experience i.e. an individual who has niche skills may only be afforded a 12-month

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secondment before they are required to relinquish their substantive role to enable the department to permanently backfill in a shorter timeframe.

3.10 Police Staff

For secondments 2 years or more, consideration needs to be given as to whether the individual should return to their post or be subject to management of change.

4.0 External Secondment - The Process

- 4.1** At the start of each financial year an annual assessment will take place to determine the level of support for secondments across the organisation, departments, rank and specialisms based on workforce planning information. This will include the type and number of secondments to be advertised and who can apply i.e. a certain rank may be excluded for applying in any particular year. As a result of list of criteria will be published. In addition, Chief Officers may decide during the year to amend the criteria based on emerging organisational need.
- 4.2** In line with the list of criteria, secondment opportunities will be advertised via **The Business Operation Centre**.
- 4.3** Prior to application, applicants will need to seek support from their **Head of Department/Chief Superintendent or Superintendent**. Support from the Line Manager is not required. Interviews for external secondments must be arranged outside of working hours or leave/TOIL taken.
- 4.4** **For all secondment requests**, the **Head of Department/Chief Superintendent or Superintendent** must complete a secondment request form via the secondment TEAMS 365 channel. The Head of People and Organisational Development will have the final approval /non-approval for applications up to **the rank of inspector**. Decisions not to support cannot be appealed.
- 4.5** For secondments **above the rank of Inspector**, the secondment form will be completed in the same way as 4.4 but then forwarded to the relevant ACC/ACO (on behalf of the Command Team member who submitted it) for final approval /non-approval. Decisions not to support cannot be appealed.
- 4.6** **Applicants** must notify the **Head of Department/Chief Superintendent or Superintendent** and **Talent and Resource Team via mailbox: Talent** if they are successful in their application.
- 4.7** The **Talent and Resource Team** will update the secondment tracker via TEAMS 365.
- 4.8** The 'Host' force is responsible for generating the secondment agreement. The relevant **HR Business Partner** is responsible for ensuring the secondment agreement and its content is agreed by all parties concerned and ensure the final copy is signed by **The Head of People and Organisational Development**.
- 4.9** The **HR Business Partner** must ensure a copy of the signed agreement is sent to the **Business Operations Centre** for filing on the individual's personal file and to request the individual is sent written confirmation of the secondment. At the same time the HR Business Partner should request a secondment post number. Once received, the HR Business Partner should complete a BP Form.

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- 4.10** The **HR Business Partner** should ensure the centralised tracker is updated accordingly via '365 Teams'.
- 4.11** The **Chief Constable** reserves the right (with rationale) to terminate any external secondment (officer or staff) should the need arise.
- 4.12** The **Business Operations Centre** will make the necessary changes within the HR System.
- 4.13** Any extension to the original secondment date will be agreed on a case-by-case basis at the **Tactical Workforce Planning Group** for governance and agreement.

Terms and Conditions

- 4.14** Pay and allowances shall be determined between the secondee and the host organisation except where pre-determined by police regulations/Police Staff Council terms and conditions and any conditions outlined in this policy.
- 4.15** Pay, allowances and expenses, including those relating directly to the secondment will be made via the West Mercia Police payroll system. All other terms and conditions will be maintained during the secondment. Any changes will be confirmed in the secondment agreement.
- 4.16** It is expected that, during the period of the secondment, the individual will maintain professional behaviour in accordance with national and local standards. Officers and staff will continue to be subject to West Mercia Police policies and procedures unless otherwise stated in the secondment agreement e.g. maternity/adoption support leave.
- 4.17** The secondee should seek approval for annual leave from the host organisation.
- 4.18** The secondee will be able to retain any IT equipment issued to them (e.g. laptop) to facilitate keeping up to date with news and information.
- 4.19** The secondee will need to keep in regular contact with West Mercia Police, providing information on updated qualifications, skills or authorisations and including any appraisal updates, or changes to next of kin details, changes of address and any other changes to personal or professional circumstances.

Training

- 4.20** The secondee is expected to keep up to date with any training requirements of their secondment post. In these circumstances the secondee can book training either with their 'host' organisation (subject to availability) or through the normal WMP process. Officers will need to ensure they remain operational competent/deployable during their secondment e.g. PPST training.

4.21 Reasonable Adjustments

The secondee will need to discuss with the host force any reasonable adjustments currently in place and what adjustments will need to be considered as part of the secondment.

Maternity

- 4.22** Where the secondee becomes pregnant whilst on secondment they should notify both their 'host' and 'home' force soon as practicable. It is the responsibility of the 'host' line

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manager to carry out a specific risk assessment with the secondee. Maternity pay will be based on relevant earnings prior to commencing maternity leave.

Absences

- 4.23** Seconded individuals should keep both their host and home force up to date regarding any foreseen and unforeseen absences e.g. adoption/maternity support leave and long-term sickness absence.

Welfare

- 4.24** Any welfare issues experienced by the secondee during a secondment should be managed by the 'host' force as part of daily management and intervention. Where this triggers a period of absence then **4.23** may apply, which will be dependent upon the length of absence.

Access to Health, Wellbeing and Support Services

- 4.25** Individuals on secondment are able to access West Mercia's health, wellbeing, support provisions and networks via their West Mercia issued laptop.

Resigning/Retiring whilst on a secondment

- 4.26** Seconded individuals who decide to resign or retire during a secondment will need to advise both their 'host' and 'home' (WMP) force as soon as practicable. The secondee will need to follow the normal WMP leaving process and ensure all equipment and uniform is returned.

Return to West Mercia Police

- 4.27** Individuals returning to West Mercia Police should contact **The Business Operations Centre (BOC)** at least three months prior to return to arrange any checks e.g. vetting or if they are aware of a potential extension to their secondment.
- 4.28** The **BOC** should notify the relevant **HR Business Partner**, who will liaise with **The Workforce Planning Team** to co-ordinate a posting in line with the posting principles (for police officers). Dependent on the duration and conditions agreed at the start of the secondment, police staff will either return to their substantive role or be subject to the Management of Change process.

Vetting

- 4.29** Individuals returning from secondment will be subject to vetting and a check with the 'host' force to ascertain if there is 'relevant information' for consideration.

Training

- 4.30** Individuals returning from a secondment will need to undertake a Learning needs analysis, particularly officers (**See Appendix 2 and 3**). Staff may require a more localised assessment subject to the role they return to. This process is to ensure the individual is confident and capable of undertaking the role they return to.

Review

- 4.31** Each secondment will be reviewed at **Tactical Workforce Planning Group**.

Keeping in Touch

- 4.32** During the secondment, individuals will receive contact by their 'home' force (WMP). **People and Organisational Development** will maintain contact with officers and staff up to the rank of inspector. Police staff should receive contact by their WMP line

manager. **The Staff Office** will ensure Chief Inspectors and above are invited to any relevant senior leaders meetings as a means of maintaining contact.

5.0 Internal Secondment Process

- 5.1** In most cases the selection process for internal secondments will be carried out in the same way as normal recruitment. Prior to application, applicants will need to seek support from their **line manager** in conjunction with the relevant **Command Team/Head of Department**.
- 5.2** Where internal secondments are advertised via an expression of interest exercise, the **Recruiting Manager** must ensure general recruitment standards are adhered to and paperwork is completed including updating the relevant deployment tracker.
- 5.3** In some cases, officers are seconded to various operations. In some circumstances a temporary post may need to be set up. This will be dependent on a number of factors.
- 5.4** For internal secondments, paragraphs **3.6 to 3.9** will apply.
- 5.5** Any extension to the original internal secondment date must be agreed by the individual's substantive line manager and Head of Department.
- 5.6** Where internal secondments become permanent, the line manager for that secondment must ensure the post is advertised via the normal recruitment channels. The secondee currently in the post will need to apply alongside other applicants.

6.0 RESPONSIBILITIES

The **Business Operations Centre** are responsible for:

- Advertising the secondment opportunity (where notified)
- Sending letter correspondence (Template letter) to the individual including the completed secondment agreement.
- Ensuring the HR System is updated
- Ensuring the individual is paid correctly (if there is a change in pay)
- Filing relevant information on the individual's personal file
- Arranging for vetting checks prior to an individual returning to the force
- Notifying the relevant HR Business Partner when a secondee returns to WMP (if advised prior to the HR Business Partner)

The **Head of People and Organisational Development** are responsible for:

- Arranging for the annual assessment to take place via the Strategic Workforce Planning Meeting prior to 1 April each year and to publish a list of criteria
- Providing final support/non-support for secondment application up to the rank of inspector via the relevant 365 TEAMS Channel.
- Reviewing and signing each secondment agreement and returning back to the relevant HRBP/HRO
- Agreeing to secondment extensions through Tactical Workforce Planning (up to the rank of inspector)

The **Chief Superintendent/Head of Department/Superintendent** are responsible for:

- Completing the secondment form in response to an applicant's interest in a secondment via the relevant 365 TEAMS channel (the Head of POD will review requests via this channel)

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The **ACC/ACO** are responsible for:

- Completing the matrix for secondments above the rank of inspector

The **Workforce Planning Team** are responsible for:

- Assisting with identifying a return to work posting with the relevant HR Business Partner in line with the posting principles
- Assist the Command Team with identifying postings and backfill (if appropriate)

The **Tactical Workforce Planning Group (TWPG)** are responsible for:

- Reviewing the Secondment tracker and raising any issues to the Strategic Workforce Planning Group

Chief Officers are responsible for:

- Agreeing to advertise secondment opportunities for Chief Inspector and above

The **HR Business Partners/HROs** are responsible for:

- Ensuring the completion of the Secondment Agreement and sign off by the Head of POD.
- Sending the completed secondment agreement to the BOC for distribution.
- Co-ordinating a return posting with the Workforce Planning Team in line with the posting principles.
- Co-ordinating the Management of Change Process (where applicable).

The **Talent and Resource Team** is responsible for:

- Updating the secondment tracker.
- Keeping in touch with secondees up to the rank of inspector (every quarter)

The **Staff Office** is responsible for:

- Inviting Chief Inspectors and above to any relevant senior leaders meetings

Successful applicants are responsible for:

- Seeking support from their Command Team in first instance as to whether they can apply for a vacancy.
- Informing their command team/line manager and Talent and Resource Team via mailbox: Talent of the outcome of their application at the earliest opportunity.
- Keeping in regular contact with West Mercia Police, providing information on updated qualifications, skills or authorisations and including any appraisal updates, or changes to next of kin details, changes of address and any other changes to personal or professional circumstances.
- Keeping both their host and home force up to date regarding any foreseen and unforeseen absences e.g. adoption/maternity support leave and long-term sickness absence.
- Maintaining professional behaviour in accordance with national and local standards during the secondment.
- Undertaking any training requirements of their secondment post
- Undertaking any training to remain operational competent/deployable during the secondment e.g. PPST training.
- Following the normal WMP leaving process and ensuring all equipment and uniform is returned if they decide to resign or retire during the secondment.

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- Completing the LNA with their new line manager as part of their return (**appendix 3**). The form is also available on the intranet/force forms.

The **Vetting Team** are responsible for:

- Undertaking vetting checks and a check with the 'host' force to ascertain if there is 'relevant information' for consideration prior to return to 'home' force

Police staff line managers are responsible for:

- Maintaining contact with the secondee (every quarter as a minimum)

7.0 CONSULTATION

<i>Business Lead Consulted</i>	<i>Date Consulted</i>
Rob Hall	September 2023 – Critical Friends Consultation outcomes document is available to view.
<i>Chief Officer Consulted – permission to go to Critical Friends</i>	<i>Date Consulted</i>
Rachel Hartland Lane	July 2024

8.0 DOCUMENT HISTORY

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
September 2023	Rob Hall		Tbc
March 2024	Approved at Exec Board	Consultation outcomes are available to view	April 2024
May 2024	Approved at Exec Board	- 4.11 to be amended - Benefits of a secondment to be outlined during approval stage - Added details about welfare.	Immediate
July 2024	Rob Hall	4.25 – access to health, wellbeing and support services.	July 2024

9.0 ASSESSMENT AND ANALYSIS

The Equality Analysis, health and safety assessment and risk assessment associated with this document are available on request.

10.0 MONITORING / EVALUATION

The monitoring and review of this policy is the responsibility of the policy owner.

Appendix 1 – Individual or Team Responsibilities within process

Who	Task
Business Operation Centre	Advertises secondment opportunities.
Individual wishing to apply for a secondment	Seeking support from their Chief Superintendent/Superintendent in first instance as to whether they can apply for a vacancy.
Head of Department/Chief Superintendent/Superintendent	Completes the secondment request form in TEAMS in response to an applicant's interest in a secondment via the relevant 365 TEAMS channel (the Head of POD will review requests via the channel).
Head of People and Organisational Development	Reviews the secondment request and either supports or does not support (up to and including the rank of Inspector).
Chief Officer	Reviews secondment requests above the rank of Inspector.
Individual wishing to apply for a secondment	If they are successful in their application, notifies the Chief Superintendent/Superintendent and Talent and Resource Team via <u>mailbox: Talent</u>
Talent and Resource Team	Update the secondment tracker with the details.
HR Business Partner	Liaise with the 'host' force to arrange for a secondment agreement to be drafted.
HR Business Partner	To arrange for Head of POD to sign the finalised secondment agreement.
Head of People and Organisational Development	Signs the secondment agreement.
HR Business Partner	Sends the secondment agreement to the Business Operations Centre (BOC) requesting its distribution to the individual. Request a secondment post number. Completes a BP form.
The BOC	Sends the secondment agreement via email together with a notification outlining the secondment details to the individual. The BOC notify the payroll team if there are any changes to pay. The BOC move the individual into a secondment post (but not police staff whose secondment is under 2 years). The BOC save the secondment agreement to the individual's personal file.
Individuals returning from a Secondment	
Individual on secondment	Makes contact with The Business Operations Centre (BOC) at least three months prior to return to arrange any checks or of they are aware of a potential extension to their secondment.
HR Business Partner	Co-ordinates a return posting with the Workforce Planning Team. Ensuring appropriate vetting takes place prior to a return. This may be facilitated by The BOC

Appendix 2: Development Framework for re-joiners (to be used a guidance)

Length of absence	Proposed development package
Up to 1 year	PPST, first aid fitness test + mandatory E-learning. Consideration of assigning a mentor.
1- 3 years	PPST, first aid fitness test + mandatory E-learning. To be assigned a mentor for approximately 6 weeks.
3 – 5 years*	PPST, first aid fitness test + mandatory E-learning. Self-assessment knowledge check using the current IPLDP exams. To be assigned a mentor for approximately 6 weeks.
5+ years*	Undertake PCEP (Police Constable Entry Programme) – or elements of) 17-week programme Self-assessment knowledge check using the current IPLDP exams.

*Resource required to assess and understand the training need. Each case will be treated on its own merits.

Appendix 3

West Mercia Police - Learning Needs Analysis (LNA) (available via Force Forms)

Scope & Purpose

This LNA is suitable for those individuals either re-joining or transferring to West Mercia Police as their employer. There may be other individuals that this form is appropriate for, such as those returning from Maternity/Shared Parental Leave, significant periods of absence i.e. sickness, secondments or career breaks.

Process

The individual should initially make a self-assessment of their knowledge and experience first. This should be done with their current supervisor (if applicable).

The individual should complete all relevant sections, including those for previous ranks.

An assessment should then be undertaken by L&D, this will usually be the General Policing skills Inspector. This can either be completed through conversation with the individual or information provided during the application stage. Recommendations of what training is required should be made by L&D.

Once the LNA is complete this should then be shared with recruitment, HR for that LPA/ department and the line manager (once identified) for facilitation of the training/support that is required.

This will include booking onto relevant courses, allocation of a tutor/mentor and on-going assessment of any learning needs.

Training Needs Analysis Form

Individual's Name:		Division/Role Assigned:	
Warrant/collar No.:		L&D Managers Reviewing:	

Skills	Gradings/Support				
IT Systems/Equipment	Knowledge	Practical Experience	Overall Self-Assessment	Current Ability (L&PD Manager Score)	Support Required/Comments
Airwave Radio Use					
ATHENA					
SAAB SAFE					
M365					
COMPACT					
Policing Skills	Knowledge	Practical Experience	Overall Self-Assessment	Current Ability (L&PD Manager Score)	Support Required/Comments
Powers of Arrest (to include Code G)					



Conflict Management					
Forensic Actions					
Policing Skills	Knowledge	Practical Experience	Overall Self-Assessment	Current Ability (L&PD Manager Score)	Support Required/Comments
Searching of Individuals					
Searching of Premises					
Victim & Witness Interviewing/Statements					
Supporting Vulnerable People					
Mental Health Awareness					
Missing Person Investigations					
Domestic Abuse Investigations					
Stalking Investigations					
Volume Crime Investigations					
Case File Building					
Suspect Interviews					
Decision Making (NDM)					
Code Of Ethics					

Transferable Qualifications/Skills	Knowledge	Practical Experience	Overall Self-Assessment	Current Ability (L&PD Manager Score)	Support Required/Comments
Driver Training Skills					
PPST (Safety Training)					
Additional Skills (Please List Below)					
Transferable Qualifications/Skills (Cont.)	Knowledge	Practical Experience	Overall Self-Assessment	Current Ability (L&PD Manager Score)	Support Required/Comments

Are there any reasonable adjustments that we need to consider for any training or support? Or anything else you wish to add?

ONCE COMPLETE PLEASE FORWARD TO LINE MANAGER, HRO AND HEAD OF LEARNING & DEVELOPMENT