



Date

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Name and Address of Seconded

Doncaster Royal Infirmary
Armthorpe Road, Doncaster,
South Yorkshire DN2 5LT

Dear xxxx

Re: Secondment Agreement

Tel: 01302 366666

Fax: 01302 320098

www.dbh.nhs.uk

I am pleased to confirm that you have been successful
in your application for a secondment to the post of
(POST TITLE) within (NAME OF CARE GROUP/DIRECTORATE/ORGANISATION).

The duties of your post are outlined in the job description attached. This is not an
exhaustive list of your duties and responsibilities and these may be varied as appropriate
following prior consultation with you.

Secondment Duration and Base

This secondment is for a period of (NUMBER) weeks/months, starting on (DATE) and ending
on (DATE). The hours of work will be (HOURS). You will be based at (LOCATION) and your
line manager will be (NAME).

Employer

Whilst on secondment, you will remain an employee of DBHFT. Your existing terms and
conditions of employment (including continuity of service) will apply.

Salary

For the period of secondment your salary will be (£) DBHFT will continue to pay your salary
and related benefits which will be cross charged to (NAME OF ORGANISATION) as agreed.
(Only insert for secondment outside of DBHFT)

Any travelling expenses should be claimed directly from (NAME) (external
organisation/department) Your Line manager (NAME) will advise you directly of how to
claim should it be necessary for you to do so.

The Employee Service Centre have been advised to send your pay slip to your home address
(as shown at the top of this agreement) for the duration of the secondment. (Only insert for
secondment outside of DBHFT)

Annual Leave and Public Holidays

Your annual leave allowance and entitlement to public bank holidays will remain
unchanged. Leave proposals however should be agreed in advance with your line manager.
You should take public holidays observed by your seconding employer unless alternative
arrangements are in place. If this is the case, you will then be expected to comply with the

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local arrangements of (NAME OF ORGANISATION) when requesting/taking annual leave.
(Only insert for secondment outside of DBHFT).

Sickness or other Leave

(Only insert if secondment outside of DBHFT).

During your secondment any absences incurred will be subject to DBHFT Policies. You should notify your substantive employer of any absence which affects your salary and follow local arrangements of (NAME OF ORGANISATION).

Performance Appraisal

Normal appraisal arrangements will apply during the period of secondment. Appraisal of performance will be undertaken by the host employer/department in consultation with your seconding manager.

Conduct and Capability

Any concerns regarding your conduct and/or capability will be brought to your attention by your host employer/Care Group/Directorate and if necessary will be dealt with in accordance DBHFT's Disciplinary Procedure and Capability Procedure.

Employee Dissatisfaction

If you seek redress of any grievance relating to your secondment, you should communicate your grievance in writing to your immediate line manager in accordance with DBHFT Grievance Procedure.

DBHFT will remain responsible for disciplinary, capability and grievance proceedings in conjunction with the host organisation during the period of your secondment. (only insert for external secondments)

Notice

A minimum of 28 days notice is required in writing in the event of early termination of the secondment by any of the parties except in the cases of gross misconduct where the employee may be summarily dismissed without notice.

Health & Safety

Both (employee) (NAME) and (host employer/Department) (NAME) have a mutual responsibility for the individual's health and safety. During the term of the secondment the employer's duty of care will be the responsibility of (host Organisation/Dept) (NAME).

Early Termination of Secondment

You are expected to remain on secondment for the duration of the secondment period except in exceptional circumstances such as major problems with the funding of the post or unsatisfactory performance issues.

If at any stage of the secondment, for whatever reason, you cease to be an employee of DBHFT the secondment will automatically terminate.

Return to Substantive or Equivalent Post in your original area of work

At the end of the secondment period it is agreed you will return to your substantive or equivalent post. You should maintain contact with (substantive line manager) throughout the secondment and arrange to meet with him/her at least 6 weeks before the termination of the secondment to discuss arrangements for your return. However, you should be clear that you will not necessarily return to your previous role. That might sometimes be the case, but our commitment is to offer you an equivalent post with equivalent terms and conditions within DBH.

Confidentiality

During and after the termination of the secondment the Secondee will not disclose or divulge any confidential information without the prior written consent of the host organisation.

This contract constitutes a temporary variation to your existing Contract of Employment. All other terms and conditions of employment remain the same.

Please read this and sign and return the enclosed copies of this contract as your acceptance of the secondment in accordance with the above terms and conditions.

I would like to wish you every success in your secondment and I hope you find the experience both useful and rewarding.

Yours sincerely

NAME

TITLE

We hereby agree the secondment of (NAME) on the conditions set out above.

Signature:
(for host employer/Care Group/Directorate)

Name:

Title:

Date:

Signature:
(for SMHP/lending department)

Name:

Title:

Date:

Signature:
(Employee)

Name:

Position:

Date