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RECRUITMENT AND SELECTION POLICY

Version	11.3
Name of responsible (ratifying) committee	HR Policy Group
Date ratified	05 July 2018
Document Manager (job title)	Head of Employee Resourcing
Date issued	03 August 2018
Review date	20 November 2021
Electronic location	Management Policies
Related Procedural Documents	Policy and Protocol on Pre Employment and Employment Checking Induction Policy Recruitment and Selection of Consultant Medical Staff Policy Job Evaluation Policy Policy and Protocol on Redeployment
Key Words (to aid with searching)	Recruitment, selection, equality, diversity, workforce, retention, advertisement, redeployment, vacancy, applicant, candidate, job evaluation, shortlist, interview, person specification, job description, induction, psychometric test

Version Tracking

Version	Date Ratified	Brief Summary of Changes	Author
11.3	20/08/2021	Chair agreed 3 month extension to review date	-
11.2	01/02/2021	Due to the second wave of the Coronavirus pandemic and continuing exceptional circumstances, the Trust Board have agreed that all policies which are currently within review date will have their review date further extended by six months	-
11.1	25/03/20	Due to the current Coronavirus pandemic the Trust Board have agreed that all policies which are currently within review date will have their review date extended by six months from the review date stated on the currently published policy	-

Version	Date Ratified	Brief Summary of Changes	Author
11	05.07.18	Review and update	Natalie Sanderson
10.1	10.05.18	Extension to review date	-
10	01.10.15	Review and update	Recruitment Manager

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QUICK REFERENCE GUIDE

This policy must be followed in full when developing or reviewing and amending Trust procedural documents.

For quick reference the guide below is a summary of actions required. This does not negate the need for the document author and others involved in the process to be aware of and follow the detail of this policy.

1. Establishing the vacancy - Approval of the Workforce Control Panel (WCP) must be obtained. Ensure job description has been assessed and graded under NHS Job evaluation Scheme and is in the approved corporate format. PHT 1 - Vacancy Approval and advert form including up to date job description, organisational chart, job plan for medical staff and non ward based nurses, approved by appointing manager and authorised by Clinical Service Centre (CSC), Chief of Service/General Manager and Finance.
2. Pre-interview process – Applications will be via NHS Jobs and will include details of referees.
3. Short listing of candidates – All applications will be sent to the recruiting/line manager for short listing against the person specification and must be completed within one week of the closing date. All communication with candidates will be via NHS Jobs.
4. Selection – Each candidate will be interviewed and the panel members will make their recommendation. Detailed notes will be recorded by each panel member and kept on file for six months for unsuccessful candidates and permanently on personal files for successful candidates.
5. Post interview process – The preferred candidate(s) will be offered the position, subject to satisfactory pre-employment checks. The Human Resources Department will ensure all relevant pre-employment checks are completed in line with the Trust Policy and Protocol for Pre-employment and Employment Checks.
6. Induction – The recruiting manager will ensure that all necessary paperwork is completed and will plan and oversee the new starter's induction in line with the [Trust's Induction Policy](#).

1. INTRODUCTION

The Recruitment and Selection Policy must be followed in full when recruiting all staff to Portsmouth Hospitals NHS Trust (“the Trust”).

The Trust is committed to equality of opportunity in employment and the recruitment of a diverse workforce regardless of race, gender, age, religion, nationality, belief, sexual orientation, criminal conviction history or disability. The Trust aims to positively support the recruitment of a diverse workforce in line with our Single Equality Scheme and ensure this process does not place any barriers to an individual’s recruitment.

This policy has been written in the spirit of the [NHS Constitution](#).

2. PURPOSE

The Trust recognises that the recruitment and selection of quality staff is central to the achievement of its business goals and objectives. As such, the Trust shall seek to recruit and retain the highest quality staff in a timely, professional and cost effective manner, whilst upholding the integrity of its professional, ethical and business standards. The Trust will utilise effective recruitment and retention practices to reduce dependency on bank and agency staffing wherever possible.

3. SCOPE

All applicants for positions within the Trust must be selected for appointment on merit. The Trust will carry out recruitment activities and place advertisements (both internal and external) whilst acknowledging its responsibilities with regard to its own internal policies (e.g. equal opportunities, flexible working), employment legislation and best practice.

All successful candidates will be required to undertake pre-employment checks as outlined in the Policy and Protocol for Pre-employment and Employment Checks.

The Trust will aim to ensure that all staff involved in recruitment and selection undertake training provided by the Trust.

Consultant appointments are covered by the [Recruitment and Selection of Consultant Medical Staff Policy](#).

Any staff subject to redeployment should refer to the [Trust Policy and Protocol on Redeployment](#).

In the event of an epidemic infection outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety.

4. DEFINITIONS

DBS – Disclosure & Barring Service

Recruitment and Selection Policy

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5. DUTIES AND RESPONSIBILITIES

The recruitment of staff is governed by guidelines issued from the Department of Health, and NHS Employers. This policy should be read in conjunction with the Policy and Protocol for Pre Employment and Employment Checks which covers all NHS Employers standards for [Safer Recruitment in the NHS](#).

The Human Resources Department is responsible for ensuring communication of legislative issues affecting recruitment.

a) Clinical Service Centre's (CSC) responsibilities:

- The CSC is responsible for the following:
- identifying the vacancy and the recruiting/line manager;
- giving approval for the post;
- participating in the recruitment and selection process;
- providing feedback to unsuccessful applicants and candidates (if appropriate).

b) Recruiting/Line Managers responsibilities:

- The recruiting/line manager is responsible for the following:
- undertaking an exit interview of the post holder leaving the post if applicable
- reviewing the job description and person specification to ensure it is accurate, up to date and meets relevant legislation
- obtaining appropriate approval to recruit to a position;
- ensuring the post is graded in accordance with the [Trust's Job Evaluation Policy](#);
- completing appropriate paperwork to advertise i.e. advert request form with supporting documentation;
- providing appropriate input and information for any selection process i.e. presentation title, information on stakeholders;
- participating in the recruitment and selection process;
- understanding their responsibilities under equality and diversity legislation and acting in accordance with these, for example shortlisting any candidate with a disability who meets the essential criteria;
- ensuring reasonable adjustments are made to ensure any candidate with a disability is able to attend for interview e.g. they can access the venue;
- undertaking shortlisting of applicants in a timely fashion against the person specification;
- attending the interview panel or providing a nominated deputy;
- Inviting stakeholders to presentation.
- ensuring the interview panel have a shared understanding of the role and the requirements of the appointment;
- ensuring the panel have received appropriate recruitment and selection training
- agreeing the questions that will be asked of each candidate at interview;
- declaring prior knowledge of a candidate;
- keeping detailed notes from the interview, including objective reasons for not appointing in line with the job description and person specification;
- recording the decision of the panel;
- verbally offering the position (subject to pre-employment checks) and negotiating starting salary and start date;
- completing the new starter form;
- inducting new starter, including arranging ICT and security access.

c) Interview Panel members responsibilities:

- Interview panel members are responsible for the following:
- undertaking recruitment and selection training
- participating in the recruitment and selection process;
- understanding their responsibilities under equality and diversity legislation and act in accordance with these, for example shortlisting any candidate with a disability who meets the essential criteria
- undertaking shortlisting of applicants in a timely fashion against the person specification (if applicable);
- attending the interview panel or providing a nominated deputy;
- declaring prior knowledge of a candidate;
- keeping detailed notes from the interview.
- Providing feedback to unsuccessful candidates if required.

d) Human Resources Department Responsibilities:

The Human Resources Department is responsible for the following:

- ensuring effective and robust systems and processes are in place throughout the recruitment and selection process in line with good practice. These will be supported by internal desk top procedures.
- providing training to HR staff to enable them to operate within best practice and legal definitions;
- monitoring equality and diversity trends in recruitment, reporting to the Equality and Diversity Staff Committee with potential actions identified;
- providing appropriate training for those involved in the recruitment process;
- advertising positions and coordinating the recruitment process;
- ensuring equality and diversity information for applicants is recorded on NHS Jobs;
- advising the recruiting manager in the event that any candidate declares they have a disability and providing advise on reasonable adjustments;
- undertaking any psychometric assessment required and providing feedback to both the panel and the candidate;
- undertaking all pre-employment checks in line with the policy;
- issuing all offer/contracts letters of employment;
- ensuring all information pertaining to this process is kept securely and is destroyed appropriately within the correct timeframe.

6. PROCESS

6.1.1 ESTABLISHING THE VACANCY

The recruiting/line manager is responsible for identifying when there is a vacancy to be recruited to. The recruiting/line manager will be responsible for overseeing the recruitment and induction process. This will include planning the recruitment timetable at the outset.

The recruiting/line manager will also be responsible for completing the PHT 1 Vacancy approval and advert form (to include advert text), job description and person specification The person specification must outline the minimum qualifications, skills and experience required to perform the job. The vacancy must be approved by WCP before any recruitment activity takes place.

6.1.2 NEW OR AMENDED POSTS

The recruiting/line manager is responsible for ensuring that any post, either new or with an amended job description, is approved by the Pay and Reward Manager via the HR Business manager [Job Grading Process](#)

The recruiting/line manager is also responsible for ensuring the post is graded in accordance with the [Trust's Job Evaluation Policy](#).

6.1.3 PROCESS FOR ADVERTISING NEW OR EXISTING POSTS

Posts will be advertised as requested, however jobs in bands 1 – 5 will not routinely be advertised in journals or publications, unless the post is identified by the recruiting manager as one that may be difficult to recruit to advertise.

The PHT 1 - Vacancy approval and advert form is to be submitted to the HR - Group Mailbox with authorization from the CSC Board and Finance and associated paper work.

The Human Resources Department will then submit the post to the next available WCP.

If the vacancy is approved at WCP then the Human Resources Department will automatically proceed with advertising the vacancy.

The Human Resources Department will advertise the post within 2 working days of all information being received.

6.1.4 PRE-INTERVIEW PROCESS

Application will be by electronic application form. Applicants will be asked to include specific information indicating how they meet the essential requirements identified on the person specification and details of referees, at least one of whom will be the applicant's current or most recent employer, covering at least 3 years worth of employment and training. Further guidance should be sought from the Policy and Protocol on Pre-employment and Employment Checks.

Equality and diversity monitoring information is required from all applicants and is monitored by Employee Resourcing. Appropriate action will be identified and escalated appropriately i.e. within departments to the Equality Staff Group etc.

6.1.5 SHORT-LISTING OF CANDIDATES

Short listing will be carried out on NHS Jobs against the person specification by the recruiting/line manager and must be completed within one week of the closing date. The short listing scores and feedback are retained for 12 months on NHS Jobs as they may be required, should the selection decision be challenged.

Any applicant who has declared they have a disability and meets the essential criteria must be shortlisted for interview. The recruiting/line manager is responsible for ensuring all reasonable adjustments are made to ensure they can attend for interview. Further advice can be sought from the Human Resources Department.

Any applicant who is unsuccessful at this stage will be notified of this via NHS Jobs by the Human Resources Department. At this stage feedback will not routinely be offered, but if requested must be provided by the recruiting manager.

The recruiting manager must notify the Human Resources department of all interview details. Candidates will be invited to interview by the Human Resources Department via NHS jobs. They will be advised of any selection methods that are to be utilised i.e. presentation, interview, psychometric assessment, etc. If a presentation to an invited audience is required as part of the recruitment process the recruiting/line manager is responsible for identifying all those key stakeholders involved with the post to be invited. The candidates may also be given information regarding the Trusts' relocation package ([see Trust's Policy and Protocol for Relocation Expenses](#)).

6.1.6 SELECTION

If required, a recognised psychometric assessment can be undertaken and reviewed by a qualified assessor prior to the interviews. The outcome of the assessment would be fed back to the recruiting/line manager for exploration at interview with the candidate and will assist with the final selection decision.

The candidate will also be asked by Human Resources to bring verification of identification and evidence of current registration with any professional body and certificates of qualifications where appropriate, with them to interview.

Prior to the commencement of the interviews, the chair of the interview panel, normally the recruiting/line manager, will ensure that the panel agree a common understanding of the criteria drawn from the job description and person specification. He/she will agree the questions to be asked and the order in which this will take place.

Any panel member with prior knowledge of a candidate must declare this to the panel.

Each candidate will be interviewed and the panel members will make their recommendation. Notes should be taken on each candidate by the panel members, along with detailed notes recording the decision made. These notes should be given to the Human Resources Department and will be retained in line with appropriate guidance.

The decision of the panel must be based on the information received during the selection process and based solely on the candidate's suitability for the post when compared with the person specification.

6.1.7 POST INTERVIEW PROCESS

The Chair of the panel is responsible for ensuring the decision is recorded on the Interview Assessment Form (Appendix A). All documentation pertaining to the selection process will be retained by the Human Resources department for six months in line with Data Protection Act Principles.

Following the selection process the preferred candidate should be verbally offered the position by the recruiting/line manager, subject to satisfactory pre-employment checks. They should confirm the starting salary under Agenda for Change Terms and Conditions of Service. Please see Appendix B for guidance on starting salaries.

The PHT2 new starter form should be completed by the recruiting manager and sent to the HR inbox. The offer/contract of employment will be followed up in writing by the Human Resources team within 48 hours of the information being received.

The Human Resources Department will write to each unsuccessful candidate via NHS Jobs and offer the opportunity for further feedback on their interview if requested and direct them to the recruiting manager. This feedback can also include the psychometric assessment evaluation if appropriate.

The Human Resources Department will ensure all relevant pre-employment checks are completed in line with the Policy and Procedure for Pre Employment and Employment Checks at this time, including references.

6.1.8 INDUCTION

The recruiting/line manager must ensure that all necessary paperwork is completed i.e. ICT access form, security pass, etc.

The recruiting/line manager is responsible for planning and overseeing the new starter's induction in line with the [Trust's Induction Policy](#). The recruiting/line manager should ensure that the new starter attends the corporate induction day and meets with the key individuals within the department, Trust and receives a thorough local induction. They should also identify a mentor for the new appointee, any initial development needs and plans to address these.

The recruiting/line manager must ensure that the newly appointed member of staff's objectives are reviewed three months after commencing employment. They must also ensure that their appraisal/performance review has been scheduled (please see the [Trust's Performance appraisal Policy](#) for further information on this process.

7. TRAINING REQUIREMENTS

All staff involved in the Recruitment and Selection of staff should attend the Trust's day Recruitment and Selection Training.

All staff within the Human Resources Team who are responsible for advising managers on the Recruitment and Selection process will receive training as part of their induction, and also receive on-going updates in relation to Employment Legislation.

8. REFERENCES AND ASSOCIATED DOCUMENTATION

NHS Employers www.nhsemployers.org

Disclosure & Barring Service - [Disclosure and Barring Service \(DBS\) checks \(previously CRB checks\) - GOV.UK](#)

Care Quality Commission [Care Quality Commission](#) (Formerly Health Care Commission)

Home Office www.homeoffice.org

Standards for better health www.dh.gov.uk

[Data Protection Act 1998](#)

[Care Standards Act 2000](#)

[Protection of Children Act 1999](#)

[Criminal Justice Act 2003](#)

[Gender Recognition Act 2004](#)

[Human Rights Act 1998](#)

[Immigration, Asylum and Nationality Act 2006](#)

[Police Act 1997](#)

[The Disability Discrimination Act 2005](#)

The Employment Equality ([Sexual Orientation](#)) (Religion or Belief) Regulations 2007

[The Employment Equality \(Age\) Regulations 2006](#)

[The Race Relations Amendment Act 2000](#)

9. EQUALITY IMPACT STATEMENT

Portsmouth Hospitals NHS Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy has been assessed accordingly

Our values are the core of what Portsmouth Hospitals NHS Trust is and what we cherish. They are beliefs that manifest in the behaviours our employees display in the workplace. Our Values were developed after listening to our staff. They bring the Trust closer to its vision to be the best hospital, providing the best care by the best people and ensure that our patients are at the centre of all we do.

We are committed to promoting a culture founded on these values which form the 'heart' of our Trust:

Working together....

for Patients
with Compassion
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Always Improving

This policy should be read and implemented with the Trust Values in mind at all times.

10. MONITORING COMPLIANCE WITH PROCEDURAL DOCUMENTS

This document will be monitored to ensure it is effective and to assure compliance.

Minimum requirement to be monitored	Lead	Tool	Frequency of Report of Compliance	Reporting arrangements	Lead(s) for acting on Recommendations
<i>NHS Standards & Legislation</i>	Recruitment Manager	Data collection, spot check	Monthly	Policy audit report to: <ul style="list-style-type: none"> Employee Resourcing Manager 	Recruitment Manager
Procedures & Documentation	Recruitment Manager	Data collection, spot check	Monthly	Policy audit report to: <ul style="list-style-type: none"> Employee Resourcing Manager 	Recruitment Manager
Key Performance Indicators (KPI)	Recruitment Manager	Monthly KPI reports	Monthly	Policy audit report to: <ul style="list-style-type: none"> Employee Resourcing Manager 	Recruitment Manager

EQUALITY IMPACT SCREENING TOOL

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval for service and policy changes/amendments.

Stage 1 - Screening			
Title of Procedural Document: Recruitment and Selection Policy			
Date of Assessment	15 December 2017	Responsible Department	Head of Employee Resourcing
Name of person completing assessment	Sharon Critchett	Job Title	Recruitment Manager
Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age	NO		
• Disability	NO		
• Gender reassignment	NO		
• Pregnancy and Maternity	NO		
• Race	NO		
• Sex	NO		
• Religion or Belief	NO		
• Sexual Orientation	NO		
• Marriage and Civil Partnership	NO		
If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2			
More Information can be found be following the link below			
www.legislation.gov.uk/ukpga/2010/15/contents			

Stage 2 – Full Impact Assessment

What is the impact	Level of Impact	Mitigating Actions (what needs to be done to minimise / remove the impact)	Responsible Officer

Monitoring of Actions

The monitoring of actions to mitigate any impact will be undertaken at the appropriate level

Specialty Procedural Document:

Specialty Governance Committee

Clinical Service Centre Procedural Document:

Clinical Service Centre Governance Committee

Corporate Procedural Document:

Relevant Corporate Committee

All actions will be further monitored as part of reporting schedule to the Equality and Diversity Committee

APPENDIX A: Template Interview Assessment Form

Interview Assessment Form – To be completed by interview panel for each candidate.

Post Title and Ref Number:		Candidate Name:	
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Score : 5= Key Strength 4 = Strength 3= Acceptable 2 = Development Need 1 = Key Development Need (please do not use half marks)

Qualifications	Skills and Knowledge	Experience	Respect and Dignity	Quality of Care	Working Together	Efficiency	Total Score

Selection Decision: Offer / Not Offer (please circle)

Reason for selection decision:

Name:	Signature:	Date:
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Please ensure you complete this form and the PHT2 New Starters form or the Successful Internal Candidate Information sheet in full.

Without this information there will be a delay to the offer letter being issued to your successful candidate.

APPENDIX B: Guidance On Starting Salaries

The national agreement on Agenda for Change and the Terms and Conditions Handbook January 2005 (as amended) include details of how to determine salary points on assimilation, and on promotion, but little guidance on starting salaries. This guidance has been drawn up locally and agreed in partnership with the agenda for change service and staff side work strand leads.

Staff coming from outside the NHS may have relevant experience at the same level taken into account in determining their starting salary, but not in such a way as to put them in a better position than staff who have gained similar experience within the NHS.

Staff joining from within the NHS should be treated in the same way as if they were moving or being promoted within the Trust.

These principles are intended to ensure fairness and equity while also enabling the Trust to be competitive with other employers when recruiting new staff.

In addition to the guidance below which covers basic pay, recruiting managers should inform new members of staff on appointment of any other elements of pay which will apply to the post, including any long- or short-term Recruitment and Retention Premium, unsocial hours allowance (based on the pattern of work agreed on appointment) and on-call allowance (based on the on-call commitment agreed on appointment).

New staff transferring within the NHS on local trust terms and conditions

These staff should be treated in the same way as for transferring PHT staff on local terms and conditions. Until information on previous salary is provided they will remain on the minimum point of the Agenda for Change pay band. Once verification is agreed, back pay will be paid for the period in question. (If applicable)

Any break in NHS employment of less than three months should be disregarded, and the incremental date should be the anniversary of appointment into the new post. Any agreed career break, extended maternity leave, or any other agreed break should not be considered a break in NHS service, for the purposes of incremental dates, and annual leave. After a break in NHS service for any other reason, staff should be treated as if they are joining from outside the NHS.

New staff transferring within the NHS on Agenda for Change terms and conditions

Staff who have already moved onto Agenda for Change terms and conditions under another NHS employer and who transfer to a post on the same pay band will remain on the same salary point with the same incremental date.

For staff who have already moved onto Agenda for Change terms and conditions under another NHS employer and who transfer to a post on a higher pay band, Part 2: Pay Para. 6.35 'Pay on Promotion' of the Terms and Conditions of Service Handbook' will apply.

This states:

'Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay.'

Their incremental date will be the anniversary of appointment into the promotional post.

Any break in NHS employment of less than three months should be disregarded, and the incremental date should be the anniversary of appointment. Any agreed career break, extended maternity leave, or other agreed break should not be considered a break in NHS service. After a break in NHS service for any other reason, staff should be treated as if they are joining from outside the NHS and their incremental date will be the anniversary of their appointment.

New staff appointed from outside the NHS

New staff appointed from outside the NHS will normally commence on the minimum point of the pay band.

However, relevant competence at the same level of responsibility as the new post may be taken into account in determining starting salary. For example, a new Senior Staff Nurse appointed to a post on Band 6 could have competence at senior nursing level within a private sector overseas (with similar duties and responsibilities) taken into account, but not all of their time as a Staff Nurse equivalent. Only whole years of competence performing the same level of responsibility should be considered.

Any period of relevant competence should be confirmed through references obtained as part of the recruitment process. All successful candidates who claim possession of qualifications relevant to the appointment are required to produce documentary evidence of the qualifications concerned at interview. Copies must be retained on file. The necessary documentation in relation to the professional requirement of certain posts must be checked and validated prior to appointment by the Appointing Officer. All successful candidates who have a professional registration with a licensing or regulatory body in the UK or another country, relevant to their role are required to provide documentary evidence of the registration prior to appointment. The Appointing Officer will check with the relevant regulatory body to determine that the registration is valid.

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Current salary should not be used alone as a way of determining starting salary, but may be a factor in deciding to take relevant previous competence into account.

New staff appointed from outside the NHS will have an incremental date of the anniversary of their appointment.

Where there are genuine recruitment difficulties to labour market pressures, this should be addressed through the new provisions relating to Agenda for Change Recruitment and Retention Premia. Details of which can be found in the Trust Policy for the Application of [Recruitment and Retention Premia Policy](#) (All Afc contracted staff excluding M&D Staff) on the Trust Intranet site.

Secondment

This is defined as where a member of staff works as a secondee in another area, or post, with the approval of the Trust. If the secondee undertakes the full range of duties and responsibilities of a higher level either on a specific project or to address a short-term staffing need then line managers will apply secondment salary arrangements in accordance with, Paragraph 6.32/.33/.34 'Temporary Movement into a Higher Pay Band' of the [Agenda for Change terms and conditions handbook](#)

Where temporary movement into a higher pay band results in only one extra pay point, the incremental point remains the same. Where secondment results in more than one extra pay point the incremental date for the period of the temporary movement becomes the date the secondment began.

A secondment would not last longer than 12 months though exceptions can be made if the circumstances dictate. During secondment, the secondee's permanent position will be protected for their return at the end of the secondment.