

# Special Notice 15/02

*Friday 25 October 2002*

See also [Item 7 of Notices 46-03](#) of 12 November 2003

## **Metropolitan Police Service Secondments - Police officers and civil staff - Standard Operating Procedures**

[Contents](#)

## **Secondments Policy Statement**

### **Introduction**

This Special Notice revises the policy in relation to secondments and replaces Item 3 of Notices 27/98 of 8 July 1998. It has been written to accommodate recent changes in Metropolitan Police Service (MPS) policy, needs and the external environment. Human Resource Secondments Unit (HRSU) is the link between host organisations and the MPS. The Unit is responsible to the Assistant Commissioner 'Human Resources' (ACHR), through the Director of HR Selection, for all aspects of secondments. MPS secondees are managed by HRSU.

### **Application**

This policy has immediate effect from Friday 25 October 2002. Any member of the MPS who is seeking to arrange or authorise a secondment should refer to this policy and any member of the organisation who is seeking a secondment should note the contents. All personnel managers should be aware of this policy. The policy applies to all seconded staff

### **Purpose**

The policy will ensure that all secondments from the MPS are authorised, implemented and managed in a corporate manner. It also sets out the conditions under which MPS staff are employed whilst on a secondment.

### **Scope**

The policy applies to all staff seeking, considering, or supporting a secondment and to all seconded staff. This policy does not apply to short term attachments.

### **Policy statement**

The purpose of any secondment is to improve the policing of London in relation to Mission, Vision and Values or fulfilling a national or international obligation. No secondment will be considered unless it is supported by a business case which identifies its benefits to the MPS Mission, Vision and Values. As the number of such secondments will be strictly limited, all applications must be supported by an officer of ACPO/Director level and must identify significant benefits to the organisation. It will be the normal practice to seek full cost recovery from the host organisation for any secondment. Any member of the MPS who is considering authorising or applying for a secondment should consult this policy document and the linked Standard Operating Procedures (SOP).

## Benefits

This policy will enable the MPS to manage the number of staff on secondments and ensure that each secondment supports the MPS Mission, Vision and Values.

## Responsibilities

- HR Selection (Secondments) is responsible for Ownership of the policy
- The Director HR Selection commissioned the policy
- HR Secondments Unit are responsible for developing, implementing and reviewing the policy
- HR Board are responsible for approving the policy

## Associated documents and policies

- Secondments Standard Operating Procedures.

## Metropolitan Police Service Secondments – Police officers and civil staff

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### Standard Operating Procedures (OG7/02/490) (HR Directorate)

## 1 Introduction

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### 1.1 Application

This policy has immediate effect from Friday 25 October 2002. Any member of the MPS who is seeking to arrange or authorise a secondment should refer to this policy and any member of the organisation who is seeking a secondment should note the contents. All personnel managers should be aware of this policy. The policy applies to all members of the MPS who are on a secondment.

## 2 Definitions

**Human Resource Secondments Unit (HRSU)** – The unit within HR Directorate that is responsible for all secondees.

**A secondment** is the temporary transfer of a member of staff, either police or civil, between the MPS and an **external organisation**, by mutual written agreement for a specific purpose.

A secondment will be for a period of six months or more.

**An attachment** covers circumstances where a member of staff works for an external organisation for a period of six months or less. Any period of attachment longer than six months is a secondment and must be properly authorised by the HRSU.

All requests for attachments must be authorised by a borough commander or head of unit.

HRSU can provide advice in these circumstances but the responsibility for personnel and finance management lies with the home borough operational command unit/operational command unit (BOCU/OCU). These should be reviewed every three months and the decision process recorded on file. For police officers an OG file should be raised for this purpose (OG7) for civil staff an unregistered file should be used. An attachment cannot become a secondment unless HRSU entry procedures have been complied with, for example, the evaluation process, support from a senior member of the MPS and selection in line with MPS policy. (See Paragraph 6)

### **Statutory/non-statutory secondments**

All police forces are required by the Home Office to contribute officers to the National Crime Squad (NCS), National Criminal Intelligence Service (NCIS), Her Majesty's Inspectorate of Constabulary (HMIC) and UN Missions, therefore these are statutory secondments all other secondments are non-statutory and are undertaken in order to benefit the MPS.

**Host organisation** is the term used to describe the agency to which the MPS seconds. This can be a police related organisation, for example, NCIS, NCS or a non-police organisation, for example, Home Office, local authority partnership.

**Statement of Intent** – A formal agreement between the secondee, the host organisation and the MPS, which clearly sets out the terms and conditions of the secondment.

All staff will normally be issued with a "Statement of Intent" before they begin their secondment. This outlines a number of considerations including the length of secondment, the officer's status on secondment, financial

arrangements and so on. The officer, the host organisation and the personnel manager of HRSU will sign the statement.

### **3 Terms and conditions**

Whilst on secondment a police officer remains subject to MPS terms and conditions and policies; police regulations and the police discipline code are still relevant and apply to all police secondees. Similarly, a member of civil staff remains bound by MPS terms and conditions, rules, policies and procedures.

Additional conditions may be imposed by the Statement of Intent, Central Service Regulations, NCS or NCIS Conditions of Service and so on. These may be subject to review during the secondment.

#### **3.1 Civil staff secondments**

It should be clearly understood that any member of civil staff applying for a seconded post must consult with HRSU before any agreement is reached. The new pay banding structure has introduced set pay scales, which may not always comply with the host organisation's pay structure. Agreement will need to be reached with the host organisation on the specific salary to be paid before the member of staff transfers on secondment. If units authorise secondments without this prior agreement it may lead to individuals being paid less than the advertised salary.

### **4 Authorisation**

The lead authority for all secondments is ACHR. This authority is delegated to Director HR Selection. Local units must not authorise secondments as this can cause financial loss to the MPS or create inequalities in the selection processes.

The MPS has set the maximum number of police officers, that can be on secondment at any time, at 2% of police strength.

OCU commanders may authorise an attachment of less than six months from within their own financial flexibility, any such attachment does not fall within the remit of the HRSU.

### **5 Financial reimbursement for approved secondments**

Other than when provided as part of a 'matched funding' agreement or when authorised by the Director of HR, all secondments from the MPS will normally be made on the basis of full cost recovery from the host organisation. HRSU is responsible for notifying Finance Directorate of staff on secondment, to enable them to process the appropriate invoices in compliance with agreed MPS policies. No secondment will normally be permitted to organisations where payments remain outstanding.

### 5.1 Items to be included on full cost recovery

- Officers' overtime or central service allowance where applicable.
- Compensatory Grant (1/12th of annual fee charged each month).
- Pension costs (27% of basic pay and London Weighting).
- Employers' National Insurance Contributions (ERNIC).
- Rent allowance/housing allowance.
- Subsistence, mileage and all other allowances incurred whilst on the secondment (for ACPO rank officers this includes cost of cars and other entitlements).
- Administration fee.
- Transport to and from the secondment location where applicable.
- Cost of any specialist equipment required for secondment.

### 6 Criteria

Each request received by the MPS will be judged on its individual merits, however, all such requests for secondments will normally be evaluated in the context of the current MPS position by Director HR Selection against the following criteria:

- The relevance of the secondment in relation to the MPS Mission, Vision and Values statement.
- The evaluation and benefits to the MPS from this and previous secondments to the organisation will be taken into account. All non-statutory secondments must be evaluated at their conclusion.
- Fulfilling a national or international obligation.
- The reimbursement of all monies outstanding from previous secondments to the relevant host organisation.
- The existing level of secondments from the MPS.

The omission of any of the criteria will not necessarily preclude the secondment, but will be considered as part of a holistic approach to ensure best fit between organisational needs and obligations and individual developmental opportunities.

Having considered the request the Director HR Selection will then authorise, reject or postpone the request made by the organisation.

## 6.1 Appeals against decision

Any appeals against the decision of the Director HR Selection are to be made in writing by the requesting organisation to the Director of HR. Appeals by the host organisation can only be made on the grounds of perverse decision. Perverse decision is defined as a decision that has not been justified or indicates an error or inappropriate judgement/action by the person making the decision. The decision not to support a secondment post is the only decision that can be appealed against. An appeal cannot be made against a decision not to second a specific individual to a post.

## 7 Advertisements

Opportunities for secondments will normally be advertised in Personnel Notices by HRSU, using the job description and person specification provided by the host organisation and agreed by HRSU. Opportunities advertised by any other method will not ordinarily be supported by the MPS.

## 8 Eligibility of staff

A secondment is authorised at the discretion of the MPS, it is not an automatic right of a member of staff.

Advertisements will be placed with the appropriate eligibility criteria. Other than in exceptional circumstances staff within any probationary period or detective development programme will not be recommended for a secondment. This is to allow the MPS an opportunity to evidence the skills of the candidate as an efficient and effective member of staff.

The following points must be considered by local personnel units when dealing with an application for secondment.

- The total amount of time a member of staff will normally be allowed on secondment during their career with the MPS is between three years and five years. However, should a strong business case be put that it is in the interests of the MPS, further secondments might be considered.
- Does the individual meet the attendance management criteria? (Local management discretion can be used for attendance management).
- Does the individual have the support of their OCU commander/head of unit?
- A complaints/discipline check must be completed. If the individual is subject to a current investigation a secondment request may not be supported.

■ Court warnings and other work-related commitments should also be considered, particularly in the case of overseas secondments, as the cost of returning the individual could be considerable. The exporting OCU/unit will be responsible for providing this finance, if it is not notified to HRSU as part of the application process.

■ The total length of time the individual has already spent on secondment and the number of previous secondments they have undertaken. Please note, NCS secondments are normally for five years, extendible by yearly extension requests to eight years in exceptional circumstances. Partnership secondments are usually for a maximum of three years.

**All requests are to be forwarded to HRSU for processing.** Each secondment request will be considered on an individual basis against the above criteria.

### **9 Selection**

Depending on the type of host organisation, the selection procedure will normally be run jointly with the MPS or by the host organisation themselves. No selection procedure will be supported by the MPS which bypasses line management of the officer or the Director HR Selection.

### **10 Temporary promotions**

#### **10.1 Police staff**

Staff will not normally be temporarily promoted to take up a secondment opportunity, even if the host organisation advertises the post as such. In exceptional circumstances the MPS may approve a temporary promotion for a member of staff who is already on secondment. Temporary promotions require the authority of the Director HR Selection

#### **10.2 Acting ranks**

The policy on acting ranks for officers on secondment is detailed in Police Regulation 40 and the Police Personnel Manual.

#### **10.3 Civil staff**

Due to the different promotion systems in place for police and civil staff, the latter may apply for a secondment opportunity in a temporary grade/band. Each request will be considered on its merits.

### **11 Transfer of staff on secondment to host organisation**

HRSU are responsible for informing candidates and their personnel units of the results of selection processes. Transfer dates will be agreed, through the Workforce Deployment Unit (WDU), between all parties. Personal files/PIMS



disks (MetHR transfers) and so on should be sent to HRSU at Regency Street and not the host organisation.

It should be noted that, generally the transfer of any MPS equipment to host organisation will not be undertaken. Any staff who require equipment such as mobile phones, pagers and so on, for their secondment should request this from the host organisation.

### **12 Maintenance of secondment**

HRSU are responsible for providing personnel support services to all authorised secondees (see Section 4). This is in partnership with the host organisation, in the case of those that have a professional comprehensive personnel department to support them.

#### **12.1 Attendance Management**

The MPS Attendance Management Policy applies to all staff whilst on secondment. Provisions within the Police Act, allow certain host organisations to carry out specific functions in relation to that policy, for example, Regulation 46 decisions.

**NCS/NCIS** – The Director General has the authority to make the decision on extending pay for those officers who are subject to Regulation 46.

For all other secondees HRSU will make recommendations regarding Regulation 46 issues to ACHR.

All seconded staff still have access to MPS Occupational Health (OH) Services whilst on secondment. In addition NCS and NCIS have their own OH services which seconded MPS staff may use.

HRSU are responsible for maintaining contact with a member of staff who is long-term sick whilst on secondment. This will be done in conjunction with the host organisation. If a secondee is long-term sick at the end of their secondment, their posting will be considered in consultation with WDU.

#### **12.2 Reporting sickness and injury on duty**

Each secondee has a duty to inform HRSU direct of any period of sickness. This is especially relevant in the event of a long-term absence where support may be delayed if HRSU have not been informed.

If a secondee has an 'injury on duty' they must ensure that a copy of the reporting form (either the host organisation's standard form or the MPS Form 6170 and 6170B) is supplied to HRSU.

### **13 Keep in Touch Scheme (KITS)**

A KIT Scheme is operated by HRSU for all officers on secondment in order that they can keep up to date with changes and information. Secondees will be automatically entered onto the KITS programme on starting their secondment.

### **14 Career breaks**

Secondees may apply for a career break in accordance with MPS policy. On starting a career break the secondment will be considered terminated, and on completion of the career break, the officer will normally be posted within the MPS through the WDU.

### **15 Maternity leave**

Staff on secondment have the same maternity rights as any other member of the MPS. Any period of maternity leave will be added onto the end of the secondment period if requested.

### **16 Special leave**

Staff on a secondment are entitled to request special leave in accordance with MPS policy and in consultation with the host organisation. Staff should note that an extended period of special leave may lead to the termination of their secondment by the host organisation.

### **17 Complaints and discipline matters**

A secondment out of the MPS involves an ambassadorial role and it is therefore essential that all secondees conduct themselves in a professional manner at all times. If a secondee is suspected of behaviour that could result in disciplinary action, protocols are in place that allow the individual to be returned to the MPS pending investigation.

Individuals returned from their host organisations under these arrangements will usually be posted through the WDU as soon as practicable.

Any Individual who is returned to the MPS, and immediately suspended, will remain attached to HR Secondments (seconded) until they are re-instated to duty and should then be posted through the WDU.

### **18 Promotion and selection opportunities whilst on secondment**

All secondees have the opportunity to enter any MPS promotion or selection process whilst on secondment. Secondees must be aware that, if successful, their secondment will normally be terminated in order for them to take up the post within the MPS.

Secondees will be notified of promotion and selection processes through notices sent under the KIT Scheme or by the Internet for NCS/NCIS officers.

For OSPRE they should register their interest with HRSU who will act as the co-ordinator for their entry.

Officers seconded abroad who wish to take part in a promotion or selection process, will be funded through the HRSU, for one return journey home in their final year of secondment in order to do so.

## **19 Police Regulations**

### **19.1 Definition of the day for partnership secondments**

A secondee's definition of a day is from 6am to 6am, unless otherwise notified in writing by their host organisation.

Their shift pattern is:

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
On	On	On	On	On	R/D	R/D

Bank Holidays will be taken on the day they fall.

### **19.2 Definition of the day for NCS/NCIS/NPT/Home Office**

The agency under the respective statutory instrument will set the definition of the day for the purposes of police regulations.

### **19.3 Duty states**

It will be the responsibility of the host organisation to ensure that any officer seconded to them fulfils their requirements in terms of daily hours, in accordance with any system they run for such purposes.

### **19.4 Annual leave**

All secondees should produce an up-to-date record of their current annual leave entitlement, which will be forwarded onto the host organisation by HRSU. It will then be the responsibility of the host organisation to monitor the annual leave taken, by the secondee, during each annual leave year. Police Regulation 34 applies.

## **20 Allowances/expenses/overtime**

### **20.1 Central Service Allowance**

This is a Home Office allowance payable to staff on Central Service within certain Home Office units, for example, CENTREX. The rate is set by the Home Office and depends on an officer's rank.

### **20.2 Other allowances**

These may be paid to officers at various locations including NCS, NCIS and other Home Office secondments. An officer's entitlement to these allowances will be stated in their Terms and Conditions from the host organisation.

### 20.3 Expenses

Staff are permitted to claim relevant expenses (subject to appropriate supervision) and, unless otherwise instructed, submit these to HR Selection (Finance Unit) for processing. Variations in the process will occur depending on the host organisation. NCS and NCIS staff should submit claims in accordance with local instructions, direct to Capita to be paid through the MPS payroll.

### 20.4 Overtime

Secondees are entitled to work overtime in accordance with police regulations. Any overtime hours should be notified to HR Selection (Finance Unit) who will submit claims for payment to Capita.

NCS and NCIS have their own arrangements under police regulations for the payment of overtime.

**Secondees in receipt of Central Service allowance are not entitled to overtime payments.**

### 20.5 Mileage

Secondees who have to use their private car for business purposes will be entitled to claim casual or essential user mileage, depending on their individual circumstances. Applications for this allowance should be submitted to HR Selection (Finance Unit) for authorisation.

NCS and NCIS have their own arrangements for processing these claims.

### 20.6 Payslips

There are different arrangements for the onward transmission of payslips and these are detailed below. It is the responsibility of the individual officer to notify HRSU of any change of location.

■ **NCIS** – All payslips are forwarded by Capita to NCIS HQ at Spring Gardens.

■ **Other secondees** – These are forwarded to HR Secondments who will forward them onto the officer.

### 21 Returning from secondment

All officers of constable and sergeant rank, who are not returning to an advertised post, will normally return from secondment through the central posting panel.

Inspectors and above will normally be posted, according to the needs of the Service, by the WDU.

All officers will be contacted six months before they are due to return to the MPS. At this time they will be offered a career development interview.

#### 21.1 Extensions

In exceptional circumstances, there exists the facility for host organisations to request an officer's secondment be extended to a maximum of five years (or eight years for NCS secondees). Extensions will be considered on various grounds, which will include the following:

- MPS organisational need (including overall number of secondees).
- Host organisation need (only after MPS need has been considered).
- Evidence of succession planning by the host organisation.
- Amount of time officer has spent on secondment.
- Officers of constable to chief superintendent rank who reach 55 years of age whilst on secondment must apply for an extension of service. Extensions of this nature will normally only be granted up to the maximum period of their secondment.
- Attendance management selection criteria.
- Financial criteria must be satisfied, in that all outstanding invoices must be settled before authorisation is given.

Host organisations must apply for extensions no later than three months before the end of the secondment.

#### 21.2 Early termination of a secondment

A secondment may be terminated in accordance with the provisions of the Statement of Intent or Central Service conditions. Over and above these arrangements the Director HR Selection and Recruitment reserves the right on behalf of the MPS to review and terminate a secondment at any time. In normal circumstances the secondee and host will be notified of the reasons for termination of the secondment.

## **22 Training**

Whilst on secondment, officers will be invited to attend secondee seminars and will be expected to attend any mandatory training courses provided by the MPS such as health and safety or CRR training.

### **22.1 Seminars**

These are normally held twice yearly. Attendance at the seminar is at the discretion of the officer's line manager and host organisation. However, to maintain an up-to-date knowledge of the MPS, officers will be expected to attend at least one seminar each year.

### **22.2 Return to Service training**

Officers returning from secondment will be invited by HRSU to attend training to update their skills on MPS systems. This training should normally be completed before their return to the MPS.

### **22.3 Metropolitan Police Service compulsory training whilst on secondment**

Officers are expected to remain officer safety and ELS trained whilst on secondment. NCS have their own arrangements for this training. All other secondees will have this training provided by the MPS. HRSU are responsible for notifying officers of dates for this training as well as any other mandatory training and monitoring attendance on courses.

### **22.4 Provided by host organisation**

Many host organisations provide training for skills that are comparable to those within the MPS, such as driving courses and surveillance training. An application for these courses to be recognised by the MPS must be completed by the secondee and forwarded to HRSU as soon as the course has been completed.

Officers who are seconded abroad should refer to Item 5 of Notices 28/02 of 10 July 2002.

Enquiries about this Special Notice should be made to Ingrid Percy, Linda Wells or Gideon Springer on extn 62075/63575.

This SOP is owned by HR Selection.

It was commissioned at the request of the Director of HR Selection.

HR Selection – Secondments are responsible for the development, implementation and review of this SOP. This SOP has been approved by HR Board.