Ensure you have read and are familiar with the details in the Secondment and Fixed Term Policy before the meeting.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Pre-Meeting Action;** | **Done/ discussed** |
| 1.
 | Ensure the meeting is arranged at least six weeks prior to the secondment end dateHave pre-secondment checklist and confirmation letter at the meeting for information |  |
| **2.** | Seconding and Host managers to discuss the details of achievements, handover, dates, and job role returning to etc. Both managers should try to be present at the meeting. |  |
| **3.** | If you have any concerns or questions about completing end of secondment meeting, please discuss them with HR Direct (2 7700) |  |

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| **Review Meeting;** | **Done/ discussed** |
| **4.** | Confirm the purpose of the meeting is to review the secondment, achievements, handover, any agreed conditions, its end date etc |  |
| **5.** | Discuss the achievements and objectives while in post, including any feedback. Ensure this is documented so this can be included in their PDPR/interim PDPR |  |
| **6.** | Discuss all of the points in the secondment confirmation letter to ensure that any changes are implemented for the end of secondment e.g. any changes to salary or other allowances, avoiding overpayments. |  |
| **7.** | Confirm return of any property no longer required following end of secondment |  |
| **8.** | Confirm the secondment end dateNote: As indicated on page 2 of policy this should be a minimum of four weeks notice, unless agreed by all parties that this should be different. |  |
| **9.** | Confirm the post that the secondee will return to and the date |  |
| **10.** | Discuss any other arrangements as necessary i.e. any changes in the department, refresher training. Ensure any changes to mandatory training are communicated with OWD. |  |
| **10.** | Complete ESR-FRM 103 with Secondee |  |
| **11.** | Comments : |  |

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| **Post Meeting Action;** | **Done/ Discussed** |
| **12.** | Carry out all actions from the meeting and checklist  |  |
| **13.** | Send outcome confirmation letter of what was discussed and agreed at the meeting within 7 calendar days  |  |
| **14.** | Send ESR-FRM-103 to ESR Business support |  |