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

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

|  |  |
| --- | --- |
| **Pre-Meeting Action;** | **Done/ discussed** |
|  | Arrange and book the meeting with the secondee |  |
|  | Ensure details of secondment have been agreed with the host manager – the host manager should attend the meeting if possible. |  |
|  | Have any relevant documents available for the meeting e.g. JD/PS/PDP/PDPR |  |
|  | As part of your preparation, should you have any concerns or questions prior to the meeting please discuss them with HR Direct (2 7700) |  |

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| **Review Meeting;** | **Done/ discussed** |
|  | Confirm reason for the meeting is to review processes and procedures that need to be completed and that the employee understands the requirements of the post they are being seconded to |  |
|  | Confirm the secondment start date with the secondee |  |
|  | Confirm the secondment end date with the secondee |  |
|  | Confirm the contracted hours per week if they have changed and pattern of work |  |
|  | Confirm the new Pay Band and salary point (if applicable) |  |
|  | Confirm the contractual notice required for the role, if changed, should they decide to leave us |  |
|  | Confirm any special work conditions - including any allowances (if applicable) |  |
|  | Confirm any current annual leave arrangements; ensure that any TOIL is taken wherever possible prior to the move, if not agree approach |  |
|  | Confirm the host line managers name and job title |  |
|  | Confirm that the secondee has received or has had sight of the job description and person specification |  |
|  | Confirm any immediate training requirements to enable the employee to startEnsure that Mandatory training requirements are in line with the new role and communicated with OWD |  |
|  | Review and discuss the employee’s PDP, ensure any training agreed is still relevant, and if so when this will be supported. This may need to be put on hold if no longer relevant to the seconded post |  |
|  | Discuss and confirm arrangements for any NHSBT equipment that are required for the new post and the return of anything no longer required at this time.  |  |
|  | Arrange and diarise future review meetings including at the end of secondment (at least 6 weeks before it is due to end – as per policy) |  |
|  | Discuss and confirm keeping in touch arrangements whilst on secondment (employee and seconding manager) |  |
|  | Complete change form ESR-FRM-103 using guidance and send to ESR Business Support (if applicable) |  |
|  | Confirm that the secondee will receive a letter confirming what has been discussed and agreed at the meeting. This will be only the confirmation of any Terms and conditions that may have changed for the duration of the secondment |  |
|  | Comments |  |
| **Post Meeting Action;** | **Done/ Discussed** |
|  | Send the outcome letter of the meeting to secondee (use template SFT2) |  |