

## Secondment & Fixed Term Policy

### Which letter/checklist should I use for which meeting?

Each document is numbered and a description provided to make it easier for you to identify the correct document to use. You **must** ensure you use the **correct letter/checklist** therefore if you are unsure of which one to use please refer to the details below;

<u>Letter /Checklist no. and link</u>	<u>Letter/Checklist Name</u>	<u>When to use the letter/checklist</u>
SFT1	<b>Pre-Secondment - CHECKLIST</b>	Once the secondment has been agreed or offered through the recruitment process, if you are the seconding manager, you need to use this to support a meeting between you, the secondee and the host manager.
SFT2	<b>Confirmation of Secondment</b>	You should use this to confirm the outcome from the above meeting and checklist. This is important as this will be the only record the employee will have of their secondment.
SFT3	<b>End of secondment – CHECKLIST</b>	As the seconding manager, if you are extending the secondment, you will only need to confirm this using the template below. If the secondment is to end, you will need to use this checklist to support a meeting with the secondee.
SFT4	<b>Confirmation of End /Extension of Secondment</b>	Use this where an extension has been agreed or to confirm the end of secondment.
SFT5	<b>Invite to Fixed term review</b>	You will need to review the fixed term contract and decide whether the fixed term should be extended or terminated. Use this to formally invite the employee to the review meeting.
SFT6	<b>Fixed term Review - CHECKLIST</b>	At the end of a fixed term contract period, you will need to use this checklist to help you through the review meeting, for you to decide whether an extension or dismissal is appropriate

<b>SFT7</b>	<b>Outcome of Fixed term Review</b>	You should use this to confirm the outcome of the review meeting
	<b>Seconding out- to an external organisation</b>	Should this occur, templates are available, however, you should contact HR Direct for further guidance.
	<b>Seconding in – from an external organisation</b>	As above