|  |  |  |  |
| --- | --- | --- | --- |
| Appendix 1: Internal Secondment Agreement | | | |
| Personal Details of Secondee | | | |
| Name | | | |
| Job Title | | | |
| Department | | | |
| Division | | | |
| Pay Band | | Contracted Hours | |
| Nature of Secondment | | | |
| Reason | | | |
| Post to which applicant will be seconded | | | |
| Department/Division | | | |
| Period of Secondment | From : | | To: |
| Funding arrangements | | | |
| Please specify | | | |
| Replacement Monies | | | |
| Please specify | | | |
| Agreement/Conditions of Secondment | | | |
| * Applicant will return to substantive role after the secondment * Applicant will return to equivalent post on no less favourable terms   And   * The applicant has been informed where appropriate of the need to maintain their   professional registration and to keep up to date with their professional registration needs | | | |

**Agreement (to be signed by all three parties)**

I confirm my agreement to the secondment in accordance with the conditions set out

above and for the period stated.

Employee’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to release this employee to undertake the secondment for the agreed period stated

above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

(Current Line Manager)

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to accept this employee to undertake the secondment for the agreed period stated

above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

(Host Manager responsible for the secondment post)

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_