



Personnel Services

Secondment Authorisation Form (IN)

(i.e. Seconding an employee of another organisation to the University of Dundee)

The three parties to the Secondment Agreement are 1) the University of Dundee 2) the other organisation 3) the Secondee. Secondment Agreements cannot be prepared if all the information and authorisation requested is not provided. Please also include a CV of the secondee. If you have any difficulties in completing this form staff in Personnel Services will be glad to help.

Details of Secondee

Name: (Title, Forename, Surname)

Send Secondment Agreement to: Department Address [] (tick) Home Address [] (tick) Please state:

University Contact Person:

Designation: Location:

Work Permit

Does the Secondee require a Work Permit? If 'Yes' then contact your Faculty/SASS Personnel Officer immediately. A Work Permit is required for citizens of non-EEA countries. In doubt, please contact Personnel Services. YES [] NO []

Details of Secondment

Position/Job Title: Department/School/Division:

If the position was advertised, please state Post Reference Number:

Secondment Location:

Working under the general authority.....

Working under the immediate direction of:.....

Start Date: End Date:

The position is: Full-time [] Part-time []

If part-time please state either number of hours for Technical, Clerical, Manual and Research Nurse positions or the percentage of full-time for Academic, ALC, Other Related and Research Secondments.

Is the purpose of the Secondment Teaching or Research?

If Research, will the Secondee be taking part in a research project (with or without external funding)? [] YES [] NO If Yes, please provide project title and cost centre:

Secondee remaining on Existing Salary and Terms and Conditions [] YES [] NO

If other salary/terms and conditions arrangements, please state:

Secondment

Name & Address of the Seconding Organisation

Name of Contact at Seconding Organisation

Invoices to be submitted [] YES [] NO Monthly/Quarterly/Other (please specify)

Invoices to be submitted to:

Is there a possibility of extending the Secondment [] YES [] NO

Please provide any further information relevant to the Secondment.

Secondments

Prior to the commencement of the secondment:

- All three parties should agree the objectives of the Secondee and responsibilities of each party during the secondment period.
- The duration of the secondment should be well defined and agreed by all three parties.
- Clarify payment arrangements and determine which expenses may be claimed by the Secondee and from whom.
- The Secondment Authorisation Form (IN) should be completed fully, signed by the Head of Department/School/Division and the Dean and sent, together with a copy of the Secondee's CV and a Job Description and performance objectives (if appropriate) for the Secondment to Personnel Services.
- Both employee and employers should agree the arrangements regarding the employee's return.
- The Secondee should be guaranteed the same level of post on their return to the donor organisation.
- The University of Dundee should provide an Induction Programme, which includes reference to Confidentiality, Data Protection, Freedom of Information and Intellectual Property, if appropriate.

During the Secondment period:

- The University of Dundee's Contact Person will maintain contact with the donor organisation including inclusion in any reviews.
- The University of Dundee's Contact Person will notify the donor organisation of any sickness absence taken by the Secondee which falls during the secondment period.
- The Secondee will be expected to abide by the University of Dundee's rules and procedures. In the event of a disciplinary or grievance the donor organisation's disciplinary and grievance procedure will apply, as per the Secondment Agreement.
- Any concerns regarding the conduct or capability or any grievance named by the Secondee will be reported to the donor organisation.
- If there is a possibility of extending the period of the Secondment this should be reviewed by both organisations and mutually agreed at least three months prior to the intended expiry date.
- The donor organisation must inform the University of Dundee in advance, where possible, of any increases to the salary costs of the Secondee (i.e. cost of living award) during the period of the Secondment.
- Ensure the Secondee is not treated less favourably in terms of sex/race/disability/sexual orientation/gender reassignment/religion or belief/age/trade union membership.

On the expiry of the Secondment period:

- Personnel and the Payroll Office should be informed that this agreement has ended.
- A formal review on how the Secondee has developed over the secondment period should be provided to the Secondee and copied to the donor organisation.

I approve the appointment to this position on the terms outlined above.

CV Enclosed YES NO

Job Description Enclosed YES NO

Performance Objectives Enclosed YES NO

1. Head of Department's Name: Signature: Date:

2. Dean's Name: Signature: Date:

DISCLOSURE SCOTLAND CHECKS

From 11 April 2005, the Protection of Children (Scotland) Act 2003 requires that staff who work in a “child care position” must be subject to a Disclosure Scotland check to ensure persons under the age of 18 are protected and that any risk to them is minimised. In addition, the University has a similar responsibility towards vulnerable adults.

The posts within the University that require Disclosure Scotland checks are:

- Lecturers
- Teaching Fellows
- Institute of Sport & Exercise Staff
- Tayside and Fife Institute for Sport Coaches
- Leisure Assistants
- Residences Staff (including managers) and Janitors who have contact with student accommodation
- Any other post that involves the appointee in the training, supervision or being in sole charge of children (under the age of 18) or vulnerable adults.

Where indicated below, Personnel Services will initiate a Disclosure Scotland check. It is, however, acknowledged that the delay in receiving clearance of the Disclosure Scotland check may significantly affect the start date of the appointee and, consequently, the activities of the Department/School/Division.

In these circumstances a Risk Assessment may be undertaken. An assessment of the risk of making the appointment, prior to the full Disclosure Scotland check being completed, may be made by the Head of Department/School/Division and the approval of the appointment for the date requested on the New Appointment Authorisation Form given by the Dean of Faculty by completion of the Risk Assessment form (overleaf).

It should be noted that responsibility for approving the appointment ultimately rests with the Dean so he/she should be entirely satisfied that the risk has been fully assessed.

DISCLOSURE SCOTLAND CHECK REQUIRED **YES** **NO**
(tick appropriate box)

UNIVERSITY OF DUNDEE

DISCLOSURE SCOTLAND

RISK ASSESSMENT

APPROVAL TO COMMENCE SECONDMENT PRIOR TO RECEIPT OF A DISCLOSURE SCOTLAND CHECK

PART 1 – TO BE COMPLETED BY APPOINTING HEAD OF DEPARTMENT/SCHOOL/DIVISION

.....(name) will be been seconded to the post of in the Department/School/Division subject to a satisfactory check by Disclosure Scotland.

I have carried out a risk assessment and assess the risk of appointing(name) prior to receipt of the Disclosure Scotland check as high/low *(delete as appropriate) because:

Low Risk

- General duties will not routinely involve one-to-one contact with children (i.e. under the age of 18) or vulnerable adults
- References have been checked

High Risk

- General duties will involve regular one-to-one contact with children or vulnerable adults.

If considered High Risk, Disclosure Clearance always required prior to appointment unless appropriate measures can be put in place to ensure no sole access to children until clearance received.

Any other comments or matters to be highlighted:-

.....
.....
.....

I confirm that there will be difficulties in maintaining the required level of service if (name) does not take up the secondment by(date on Secondment Authorisation Form)

NAME POSITION

SIGNATURE DATE.....

PART 2 – TO BE COMPLETED BY DEAN OF FACULTY

I grant approval to commence (name) prior to receipt of the Disclosure Scotland Check

NAME POSITION

SIGNATURE DATE