

Guidance

G2123

Incoming external secondment guidelines

Applies to all of TfL

Issue no.:	A1			
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1 Purpose

The purpose of this Guidance is to provide guidelines to HR Delivery and Managers when seconding employees from an external organisation into TfL. An incoming external secondment is an opportunity for individuals outside of TfL to gain experience and skills that will further their level of expertise. It also enables TfL to gain fresh perspectives and share best practice, enhance stakeholder relationships and external collaboration.

2 Scope

This Guidance applies where TfL is seconding an employee out to an external host organisation and when TfL is receiving a seconded employee from an external organisation. The rationale for receiving someone on secondment will normally be to fulfil a specific business need.

3 Principles

These guidelines will apply where TfL is receiving a seconded employee from an external organisation.

The following principles underpin the TfL Incoming External Secondment Guidelines:

- Designed to support business strategy
- Consistent application of policies and procedures
- Adding benefit to TfL by acquiring outside knowledge and fresh perspectives

4 Secondment agreement

The external organisation will normally set up a bilateral secondment agreement between itself and TfL as the host employer. It is anticipated that the external organisation will normally provide a draft of the secondment agreement. The TfL line manager should review the agreement and discuss with their HR Business Partner and the TfL Legal team.

The secondee will normally receive a confirmation letter from their substantive employer, setting out what their obligations during the secondment are and a copy of the secondment agreement.

An incoming external secondment will normally be for a minimum of 3 months and a maximum of 12 months.

5 Incoming international secondments

For those employees undertaking an international secondment, it is necessary to contact the Reward and Recognition team.

6 Employment and Remuneration

6.1 Employment status

Secondees will continue to be employed by their substantive employer. During the incoming external secondment the substantive employer's policies will apply.