

Guidance

G2124

Outgoing external secondment guidelines

Applies to all of TfL

Issue no.:	A1			
------------	----	--	--	--

Contents

1	Purpose	2
2	Scope	2
3	Principles	2
4	Secondment agreement	2
5	Pre-secondment discussion	2
6	Outgoing international secondments	2
7	Employment and remuneration	3
7.1	Employment status	3
7.2	People management	3
7.3	Performance management and annual pay review	3
7.4	Benefits	3
7.5	Expenses	3
7.6	Pay arrangements	3
8	Returning to TfL	4
8.1	Post secondment discussion	4
8.2	Early termination of secondment	4
8.3	Extension of secondment	4
8.4	Further information and advice	4
9	Registering secondment	4
9.1	Process	4
9.2	SAP position	5
10	Person accountable for this document	5
11	References	5
12	Document History	5

Printed copies of this document are uncontrolled.

Page 1 of 5

1 Purpose

The purpose of this document is to provide guidelines to HR Delivery and Managers when seconding TfL employees out to external organisations. An outgoing external secondment is an opportunity for TfL employees to gain experience and skills outside of TfL and to benefit and develop their level of expertise which they can use on their return to TfL.

2 Scope

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

3 Principles

The following principles underpin the TfL Outgoing External Secondment Guidelines:

- Designed to support business strategy
- Consistent application of policies and procedures
- Retention of key talent within TfL, developing skills and knowledge
- Adding benefit to TfL by acquiring outside knowledge

4 Secondment agreement

TfL will set up a bilateral secondment agreement between itself, as the employer and the external host organisation. The secondee will normally receive a confirmation letter, setting out what their obligations during the secondment are and a copy of the secondment agreement.

Individual secondment letters will be drafted in consultation with the HR Business Partner by the business and will be sent to the secondee to define any details that are specific to the secondment. The HR Business Partner should contact the Legal team for advice and assistance.

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

5 Pre-secondment discussion

The TfL line manager and the secondee will discuss the secondment opportunity. The TfL line manager should seek the advice of their HR Business Partner on the terms of the secondment before the agreement of the terms with the external host organisation. The HR Business Partner should contact the TfL Legal team for advice and assistance.

The line manager should also discuss with the HR Business Partner the possibility of backfilling the secondee's substantive role.

6 Outgoing international secondments

For those employees undertaking an outgoing international secondment, it is necessary to contact the Reward and Recognition team. Additional guidance regarding overseas secondments can be found on [Working at TfL – Short term international assignments](#).