**Human Resources**

# 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 Human Resources 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: …………………………………………………... |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Certificate of Sponsorship** | Does the Appointee require a Certificate of Sponsorship? If ‘Yes’ then contact your HR Officer immediately. A Certificate of Sponsorship is required for citizens of non-EEA countries. If in doubt, please contact Human Resources. **YES [ ] NO [ ]** |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Details of** | Position/Job Title: ……………………………………… School/Discipline/Directorate: …………………………….………….. |
| **Secondment** |  |
|  | 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 and Manual positions or the percentage of full-time for Academic, Academic 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 Discipline Lead/Head of Department and the Dean of School/Director and sent, together with a copy of the Secondee’s CV and a Job Description and performance objectives (if appropriate) for the Secondment to Human Resources.**

* **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:**

* **Human Resources 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. **Discipline Lead/Head of Department’s Name: .………………..……... Signature: ………………….…… Date: …………**

1. **Dean/Director’s Name: …...............................…………………………. Signature: ……………. .………. Date: ………….**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PVG DISCLOSURE SCOTLAND CHECKS**

New legislation brought in by the Protection of Vulnerable Groups (Scotland) Act 2007 came into force in Scotland which replaced the Protection of Children (Scotland) Act 2003 and with it the definition and process for performing criminal record checks on staff and students whose work brings them into contact with vulnerable groups (previously ’Enhanced Disclosure checks’).

It replaced these with a **Protection of Vulnerable Groups (PVG) Scheme** which requires membership for certain types of work. Disclosure Scotland is the governing body responsible for all matters relating to the legislation and has been given enhanced regulatory powers.

The definition of the PVG Scheme means that only a very small minority of HE staff are doing regulated work and these are in quite specific positions.

The aims of the Scheme are defined as follows:

* To help to ensure that those who have regular contact with children and protected adults, through paid and unpaid work, do not have a known history of harmful behaviour;
* To be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required;
* To strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who should be checked to protect their client group.

It is an offence for employers to employ individuals who are barred from doing related work with children or protected adults. **It is also an offence to carry out checks on individuals that cannot be justified.**

Scheme membership is portable for the individual and membership is essentially for life.

Protected adults for the purposes of the Act are **individuals aged 16 or over who are provided with a type of care, support or welfare service.**

**Regulated work**

It is important to note that only a small minority of staff who come into contact with children or protected adults through their work are doing regulated work with children or adults. In order for HE staff to fall within the definition, they must be specifically employed **for the majority of their time** in caring for, supervising and advising children and/or protected adults. **This provision will not apply to those staff who are specifically employed to carry out these tasks for all students, the majority of whom will be over 18 and will not be protected adults.**

**Exceptions to regulated work – Incidental Activity**

The Disclosure Scotland guidance narrows the scope of regulated work by an ‘incidental test’. Some, but not all, activities with children and protected adults are excluded from being regulated work if the activity is occurring incidentally to working with individuals who are not children or protected adults. In the example of a Lecturer who teaches undergraduate and postgraduate students, University classes are aimed at the population as a whole but may include some children in first year undergraduate classes. Despite the fact that some children attend classes, teaching them is incidental to the teaching of adults and therefore **Lecturers are not considered to be doing regulated work with children.**

Broadly speaking, a protected adult will be in receipt of treatment for a physical or mental condition. Regulated work involves supervising, caring for, assisting and/or being in sole charge of a protected adult and, as with children, this work must be the main focus of the job and not incidental to carrying out these tasks for all students.

**Very few staff working for HE institutions (apart from clinicians) will be providing a service which makes an adult a protected adult**.

If required, HR will initiate a PVG application. It is, however, acknowledged that the delay in receiving clearance of the check may significantly affect the start date of the appointee and, consequently, the activities of the School/Discipline/Directorate.

In these circumstances a Risk Assessment may be undertaken. An assessment of the risk of making the appointment, prior to the full PVG check being completed, may be made by the Discipline/School/Directorate and the approval of the appointment for the date requested on the NAA Form given by the Dean of School 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.

**PVG DISCLOSURE SCOTLAND CHECK REQUIRED [ ]****YES [ ] NO (tick appropriate box)**

**UNIVERSITY OFF DUNDEE**

**PVG DISCLOSURE SCOTLAND**

**RISK ASSESSMENT**

**APPROVAL TO APPOINT PRIOR TO RECEIPT OF A PVG (DISCLOSURE SCOTLAND)CHECK**

**PART 1 – TO BE COMPLETED BY THE APPOINTING DISCIPLINE/SCHOOL/DIRECTORATE**

……………………(name) has been appointed to the post of ………………. in the School/Discipline/Directorate

……………………….... subject to a satisfactory PVG Disclosure Scotland check.

I have carried out a risk assessment and assess the risk of appointing ………………………………(name) prior to receipt of the PVG (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, PVG (Disclosure Scotland) 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 post by ………………………….(date on New Appointment Authorisation Form)

NAME ………………………………………..………… POSITION ……………………………………………… SIGNATURE ………………………………………..…. DATE………..…………………………………………...

**PART 2 – TO BE COMPLETED BY DEAN OF SCHOOL**

***I grant approval to commence …………………………... (name) prior to receipt of the PVG (Disclosure Scotland) Check***

NAME ……………………………………………….…. POSITION ………………………………………………

SIGNATURE ……………………….………………….. DATE ……………………………………