

The Policy Secondment Scheme

The policy secondment programme aims to enable collaboration between Queen Mary academics and external organisations to use Queen Mary research to achieve policy impact. The programme is open to all Queen Mary academics who have passed their probation period, and to any external organisation who can demonstrate a clear plan to engage with Queen Mary research expertise that will impact the policy making process.

The broad aims of the programme are to facilitate knowledge exchange, networks and partnership building through the engagement with the policy making process, working towards significant policy impact across a wide range of areas underpinned by Queen Mary research.

Definitions

Secondments are the **temporary movement** or loan of an employee from one area of the university to another organisation (**external outward**) or bringing in an employee from a different organisation (**external inward**). This programme can also cover **two-way exchange**, whereby Queen Mary academics spend time at an external organisation and an employee from the same organisation spends time at Queen Mary (either consecutively or concurrently).

Secondments can be a great way for employees to acquire new transferable skills whilst expanding their interests and knowledge. The host organisation benefits from the pre-existing skills that the incoming individuals will bring to their business and the home organisation benefits from the returning employee's increased skillset and motivation. If managed correctly, secondments can be hugely beneficial for all parties.

Secondments must be clear and equitable in their process, with a clearly defined policy and agreement in place between all parties.

- **External outward** – The temporary movement of a Queen Mary employee to an external organisation
- **External inward** - The temporary movement of an employee of an external organisation to the University
- **Two-way exchanges** – Partnerships which include both external outward and external inward secondments
- **Home organisation** - University or organisation where the substantive post is held
- **Host organisation** – University or organisation where the secondment is taking place

Eligibility

All Queen Mary academic staff, including PhD students and ECRs, are eligible to apply to go on secondment or host a secondee. However, they must first:

- Pass their probation period.
- Have written sign off from their line manager.
- If in a fixed term contract, have at least 6 months left in their contract upon their return to their substantive role / or on completion of the secondment at Queen Mary.
- Be able to articulate the policy challenge that will be addressed through the secondment, and why the secondee/host institution are well placed to address it
- Complete the attached framework, setting out background, objectives and broad time commitment. This must be mutually agreed between the parties. Outline the long-term benefits likely to be delivered to both parties through the secondment.
- Know what grade / spinal point they will be entering at the secondment
- Confirm whether passing security clearance at the host organisation will give them enough time to complete the secondment before the end of the Queen Mary secondment scheme (31st July 2023).

All external candidates wishing to participate in a secondment at Queen Mary must also have:

- Their right to work in the UK check completed, including ATAS (if required).
- A sponsoring Queen Mary contact who fulfils the criteria above.

External organisations wishing to host a Queen Mary secondee must:

- Be a UK based registered company or organisation, able to demonstrate compliance with relevant employee and health and safety requirements.
- Be able to demonstrate they are able to make use of the knowledge generated through the secondment to support policy impact.
- Complete the attached framework, setting out background, objectives and broad time commitment. This must be mutually agreed between the parties.
- Outline the long-term benefits likely to be delivered to both parties through the secondment.
- Be able to demonstrate that host institution will support the secondment appropriately to ensure its success, including supporting with any special arrangements (e.g. security clearance) that may be required.

All parties involved must be able to demonstrate that the proposed secondment upholds the principles of trusted research and responsible innovation.

Procedure

Key details:

- Queen Mary will fund a maximum of £30,000 per secondment.
- Secondments must be completed and all money spent by 31 July 2023.
- Secondments can be full or part time, and for a maximum of 6 months. The reviewing panel will consider whether a project is achievable in the time allocated in determining the award of secondment funding.
- If a host organisation is looking to establish a new partnership with Queen Mary, the University will facilitate matching between the organisation and Queen Mary academics. In this instance, the organisation should contact the Impact team (impact@qmul.ac.uk) as early as possible in the process.

Job profile and project/role descriptions

- The host organisation must develop a clear description of the policy challenge to be addressed through the secondment, describing:
 - o The expertise, skills and competencies required
 - o Duration of secondment
 - o Objectives of the secondment
 - o Confirmation by the host organisation that they will support the secondee, and make any reasonable arrangements as may be required for them to complete the role successfully.
- This information must be submitted as part of the secondment application, and be mutually agreed between the host organisation and the secondee. Both the secondee and host organisation must sign the application to signify their agreement.

Contracts and management

- The secondee will retain the terms and conditions of their contract with the home organisation during the secondment.
- The secondee will, however, comply with the policies and procedures of the host organisation during the secondment.
- The secondee will be line managed by the appropriate individual at the host organisation during the secondment.

Payment and costs

- Queen Mary will pay the employee's salary costs, as set out in the application form.
- The salary and pay will usually be those of the home employer. In exceptional circumstances, the salary may change to match that typical for a similar role at the host institution. Such changes will need to be discussed and agreed upon before applying. Queen Mary is offering **a maximum £30k per secondment**, and so any application with an increase in salary will need to be justified and explained in the application. Any changes in salary are for the duration of the secondment only and staff return to their substantive grade and spinal point on return to Queen Mary.
- Any costs or expenses incurred during the secondment should be covered by the host organisation, and invoiced at times agreed with the host line manager. Potential expenses must

be discussed and agreed with the host organisation before finalising the secondment. If additional funding is required to accommodate these, then this should be detailed in the application form, noting that the maximum funding available per secondment is £30,000.

- Although the home organisation is in charge of the secondee's payment, it is the host organisation's responsibility to organise and deliver the secondee's work plan and location. **To maximise benefits of placement, this should be agreed between both parties in advance.**

Hours and leave

- The secondee will still be subject to the annual leave and absence policy of the home organisation. Although it will need to be run by the home organisation, the host organisation will be in charge of overseeing the day-to-day of any absences, such as sickness or maternity/paternity leave.
- Any change in hours or working pattern will need to be discussed and agreed before the start of the secondment.

Reporting

- Both the secondee and the host organisation are responsible for completing project reports.
- An end of project report must be completed no later than two months after the end of the secondment.
- A further project report must be completed one year after the end of the secondment.
- Templates for all project reports will be available at the start of the secondment process. Reports will be no longer than 1-2 pages.
- The host organisation will need to sign off on the use of the report by Queen Mary for its own reporting needs, such as the Research Excellence Framework.
- The host organisation must provide an alternative contact in case the key contact at the host organisation moves on during this reporting period.
- The Queen Mary Impact team will maintain a list of all secondments, with details of host organisations and participating staff.

Application

- Queen Mary will facilitate matching between organisations who do not already have contacts with Queen Mary academics. To discuss this, please email impact@qmul.ac.uk.
- In the first instance, an employee must discuss the secondment opportunity with their line manager and acquire their official agreement before moving forward.
- Every secondment requires a written application to be completed and submitted to the Queen Mary Impact team. Applications will be reviewed on a rolling basis by the Deputy Vice Principals for Impact. Shortlisted applicants will be invited to attend a short panel meeting.
- The final decision on each application is at the discretion of the panel.
- Feedback will be given on unsuccessful applications. Resubmission of unsuccessful applications is at the discretion of the panel.
- The application form template will act as the secondment agreement and each party involved should keep a copy for their records during the secondment itself.

End of Secondment

- At the end of the secondment, the secondee returns to their home organisation and their substantive post.
- What can be done with the findings upon the completion of the secondment must be agreed in advance to ensure all parties are satisfied with the degree of confidentiality needed.
- In exceptional circumstances, an extension request can be made on a secondment, as long as this remains within the total funding envelope per secondment of £30,000. This must be agreed by the host and home organisations (i.e. the secondee's substantive line manager) and the secondee before this is reviewed. If a unanimous decision can't be made, the secondee returns to their substantive post. Applications for additional funding to support extensions must be made following the process above.
- The substantive manager is obliged to assist in any issues regarding performance or conduct that may occur during the time of the secondment. If an agreement can't be found between all three parties, the secondment can be discontinued before the allotted period.
- The secondment can be terminated at any time at request of either party. If this is the case, the Queen Mary Impact team must be informed immediately. Any monies remaining unspent will be returned to Queen Mary, minus any outstanding costs.
- The substantive manager is responsible for ensuring the returning employee's reintegration with their home organisation. The secondee and their substantive manager should ensure this is conducted as required.