

LEICESTERSHIRE COUNTY COUNCILSECONDMENT/TRANSFER GUIDELINESMANAGER CHECKLIST

This checklist has been prepared to ensure that you have sufficient information when confronted with a secondment/transfer situation and that you are made aware of the impact any secondment/transfer will have on the contract of employment of those you manage.

Please note that the undermentioned list is not exhaustive

No.	SUBJECT/ITEM	DISCUSSED WITH DATE	APPLICABLE	
			YES	NO
1.	Consultation:			
	With you (has this happened)?			
	With their Trade Union?			
2.	Selection:			
	Is there a need for a selection criteria?			
	Has there been consultation on this?			
3.	Conditions of Service:			
	Is the transfer Permanent or Temporary?			
	Is it a TUPE situation?			
	What is the duration of the transfer?			
	Where will they be based?			
	Will their salary be affected?			
	Will their Pension be affected?			
	What about mileage/lease car?			
	Will their Annual Leave change?			
	Who will be their Line Manager?			
	Who will be responsible for Grievance and Discipline/ Harassment and/or Bullying?			
	Are there any local Workplace Rules?			
	What will their hours of working be?			
4.	Contract of Employment:			
	Have they received a letter confirming their new arrangements?			

5.	Health and Safety:			
	Will a Risk Assessment be required?			
6.	Training:			
	Will they require any Training?			
	Who will provide this?			
	Should this be before they commence or not?			
7.	Monitoring:			
	Will regular monitoring/Appraisal meetings take place?			
	How often?			
	With whom?			
8.	Exit Arrangements:			
	Will they be able to return to their Substantive job?			
	What if they wish to return to their job Earlier than anticipated?			
	What if their job changes during their Secondment/transfer?			
9.	Return to Former Job:			
	How will their return be managed?			
	What notice will they be given?			

Should you have any queries or concerns as to the process or the procedure followed please contact
 Resources Group. within your departments Human