



Department for Environment
Food and Rural Affairs

Shared Services Directorate (SSD)

Room 212, Foss House, Kings Pool
1-2 Peasholme Green
York YO1 7PX

Enquiry Centre Helpline 0845 603 7262

Enquiry Centre Email ssd.enquiries@defra.gsi.gov.uk

Website www.defra.gov.uk

PERSONAL AND CONFIDENTIAL

Date

Name

Address

Dear XXXX

Re: Secondment in to Defra

This document confirms our agreement concerning your secondment from **ORG** to the Department for Environment, Food and Rural Affairs (Defra).

During the secondment, the following will apply:

1. The secondment will be for the duration of **X** and will commence on **date** and end on the **date**. This may be further extended up to a maximum total of 2 years with the agreement of all parties.

Any extensions over 2 years will need approval from the Civil Service Commissioners. The duties during your secondment period will be commensurate with those appropriate to the Civil Service rank of **Grade**.

2. The details of the work undertaken and specific work objectives will be agreed by your Defra line manager, **name**, and yourself at the outset of the secondment, and will be updated as appropriate throughout the secondment. If either party considers that a particular area of work represents a conflict of interest then your involvement will be limited or avoided as appropriate.
3. Your status within Defra will be that of a Seconded from **ORG** and you will continue to be an employee of **ORG** for the duration of the secondment with all present terms and conditions of employment being maintained. During the secondment **ORG** will continue to be responsible for your total remuneration package (including salary, pay award pay-related benefits, holiday, sick pay and pension, etc). **ORG** will further be responsible for any outstanding back pay or other entitlements arising from before the start of the secondment. **ORG** will invoice Defra for the salary and associated costs.

4. You will remain on **ORG**'s appraisal system. Defra will however, if requested, provide such performance and appraisal reports on you as may reasonably be required by **ORG**.
5. Defra will reimburse any travel and subsistence expenses incurred by you in connection with work for Defra during the secondment, or any requirement to spend periods of time working away from the normal office location and any such expenses will be compensated by payment by **ORG** who will invoice Defra for recovery of the costs.
6. You will normally be expected to work a five day week. As you are on **London working hours you are expected to work 36 hours per week not including lunch breaks /National working hours you are expected to work 37 hours per week not including lunch breaks**.
7. Defra will honour any current leave allowance or any increased amount for which you may become eligible during the period of the secondment. Any leave you have already planned during the initial secondment period should be notified to **line manager** at the commencement of the secondment.
8. The secondment may be terminated by either Defra or **ORG** giving all parties 8 weeks written notice; otherwise it will terminate automatically on expiry of the period, with no requirement for notice unless extended. If you cease to be employed by **ORG** during the secondment, the secondment agreement will automatically terminate from your last day of service with **ORG**.
9. All staff in Defra owe duties of confidentiality and loyal service to the Crown. These require you to exercise care in the use of information which may be acquired in the course of official duties and to protect information which is held in confidence.
10. In the event that you commit any act or omission amounting to misconduct, Defra will refer the matter to **ORG**, which will deal with the issue in accordance with its disciplinary procedures.
11. If you or **ORG** has any grievance relating to the secondment, an approach should be made to your line manager in the first instance. If you and your line manager are unable to resolve these differences please contact the SSD Interchange Team.
12. Any sickness absence taken by you should be notified to your Defra line manager immediately and they should submit the appropriate self-certification forms/medical certificates to **ORG**'s HR department.
13. **ORG** undertakes not to ask you to use confidential information obtained in the course of your work for any purpose nor to seek to influence you in your work for Defra. Likewise, you undertake not to seek or accept instructions from **ORG** or any other external body and to respect the privileged nature of information you acquire through your work for Defra.

14. It is not expected that you will be dealing with parties external to Defra in any way so as to expose **ORG** to potential liability to those third parties as a consequence of any act or omissions on your part.

Should you have any queries relating specifically to your secondment agreement please contact the Interchange team at ssd.enquiries@defra.gsi.gov.uk. All other enquiries should be raised with your line manager.

I hope you find this new post challenging and beneficial.

Yours sincerely

name

SSD Interchange Team

Cc:

ORG Line Manager -

Defra line manager -

Defra Security

Declaration by officer

I agree that this formal agreement will constitute the principal terms and conditions of my secondment to the Department for Environment Food and Rural Affairs.

Signature of officer on secondment

Name of officer on secondment

Date

Signed for on behalf of Defra

Signed for on behalf of **ORG**

Name in Capitals

Name in Capitals

Position in Defra

Position in Organisation

Director

Address in full

Address in full

Phone

Phone

Date

Date