



**defra**

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](mailto:ssd.enquiries@defra.gsi.gov.uk)

**Website** [www.defra.gov.uk](http://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 Secondee 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](mailto: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**