



## Secondment Protocol

**Protocol between London Probation Trust, Youth Justice Board – London Region (YJB – LR) and the 32 London Youth Management Boards to govern secondment of London Probation Trust Probation Officers into Youth Offending Teams (YOTs)**

**September 2010**

### 1. PURPOSE OF SECONDMENT

Youth Offending Teams (YOTs) were set up following the Crime and Disorder Act 1998. Section 39 (6) of that Act provides for multi agency teams to be set up that do not belong exclusively to any one agency. The agencies included are: Social Services, Police, Health Authorities, Education Authorities and the Probation Service. The duties of the Youth Offending Team/Service are to co-ordinate provision of youth justice services and youth crime prevention services for those aged 10 to 17.

The purpose of the secondment of Probation Officers to YOT/S is to ensure that the Probation Service is fulfilling its duty under the Crime and Disorder Act 1998 and to enable the skills and expertise as well as some of the ethos and experience of the probation service to be available to each Youth Offending Service. It is also intended to facilitate the effective management of the transfer of cases between YOT/S and London Probation Trust.

**London Probation Trust will seek to ensure that one Probation Officer (PO) will be seconded to every YOT/S in London. There will be a London Probation Trust Liaison Senior Probation Officer (SPO) for each YOT/S to support and manage the secondment on behalf of London Probation Trust and YOT/S will provide line managers for seconded POs. London Probation Trust will co-ordinate the overall management of secondees via a designated Assistant Chief Officer for YOT/S who will intervene when local representatives are unable to resolve any contentious issues.**

### 2. PERIOD OF SECONDMENT

It is expected that Probation Officers (POs) will be seconded for a period of two years. Exceptionally, this may be extended for up to, but not more than, one additional year if, in consultation with the Probation Officer, both London Probation Trust and the YOT/S agree. See the Service Level Agreement for further guidance.

A meeting between the London Probation Trust Liaison SPO, YOT/S Manager and seconded PO will take place at the beginning of the secondment.

A review meeting will take place within six months of the secondee starting in post to ensure all parties are content with the secondment. This meeting should be attended by the secondee, the YOT/S line manager, the Liaison SPO and where appropriate the London Probation Young Person's Manager. A Trade Union representative can also be invited by the secondee to attend this meeting.

This meeting should confirm the progress made to date and any changes proposed to the secondment arrangements for the remainder of the placement. Where performance concerns have been previously identified, and addressed by the YOT/S line manager and secondee, and no performance improvement has occurred, this meeting should be held to determine whether the secondment should continue.

Six months before the end of the secondment, the Liaison SPO, the YOS line manager, the seconded PO and Trade Union representative (if applicable) will meet to agree an exit strategy from the YOT/S and re-entry to London Probation Trust. This will ensure that the seconded PO's move back to London Probation Trust is managed appropriately and that any necessary training is arranged.

### 3. EXPERIENCE

It is desirable that POs who have completed a minimum of two years in their current post are selected for secondment. Newly qualified officers may be considered; this will be dependent on their skills, competency and support from their current line manager who will provide a reference. Any secondee provided by London Probation Trust will not be subject to capability, sickness management or disciplinary issues at the point of secondment.

### 4. TERMS AND CONDITIONS

Probation Officers will be seconded on their existing terms and conditions. Any request to carry across additional annual leave entitlements (i.e. extended leave; carried over leave from a previous year) need to be discussed with the YOT/S prior to the secondment commencing and must be authorised by the existing London Probation Trust manager.

*Carried over annual leave*

It is an expectation that secondees will undertake work outside normal hours (8.00am – 5.30pm) as requested by the YOT/S, on a reasonably mutually agreed basis. Reimbursement for anti-social hours working will be via London Probation Trust's Anti-Social Hours Claims Policy (Appendix 1).

Probation Officers who hold additional London Probation Trust responsibilities not related to YOT/S work will be expected to withdraw from these responsibilities during the seconded period.

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### 5. INDUCTION

At the beginning of the secondment the YOT/S will provide the secondee with the following: HR Policy, Induction Guidelines, YOT/S Business Plan, Equal Opportunity/Diversity Policy, and Health & Safety Policy.

Training requirements for the secondee should be identified and addressed during the first month in post.

During the initial induction meeting between the YOT/S Line Manager and the secondee, discussions will be held to enable the Performance Planning and Development Agreement (PPDA) to be agreed by the end of month one. At the end of the first month a three way meeting between the secondee, YOT/S line manager and Liaison SPO will be held to sign off the PPDA.

## **6. NOTICE PERIOD**

Individual secondments can be terminated, in consultation with the seconded PO by either London Probation Trust or the YOT/S with a minimum of one month's notice. Secondees will consult with their Trade Union representative if/when applicable. Where performance is an issue, the poor performance procedures outlined in section 9 should be followed **prior** to any decision to terminate the secondment. Under normal circumstances, the end of secondments should be managed in a planned way and preparation should start at least six months before the end of the secondment.

## **7. SICKNESS ABSENCE**

Seconded POs will be subject to the Attendance Management Policy of London Probation Trust (Appendix 2).

The London Probation Trust Liaison SPO and Human Resources department have the responsibility for recording and monitoring sickness absence on behalf of London Probation Trust.

YOT/S line managers for seconded POs will ensure that monthly sickness returns are sent to the Liaison SPO and the London Probation Trust Human Resources department on the relevant pro forma.

During periods of sickness the YOS line manager will maintain contact with the seconded officer and conduct return to work interviews in line with the London Probation Trust Attendance Management Policy. If a formal trigger point is reached the necessary actions will be carried out by the Liaison SPO in consultation with the YOT/S Manager.

## **8. SUPERVISION AND APPRAISAL**

The PPDA and appraisal of the seconded PO will be carried out according to the YOT/S scheme. It is important that the PPDA is produced and agreed in the first month of secondment. The Liaison SPO will be fully involved in the two processes with the seconded officer and the YOS line manager throughout. The Liaison SPO will contribute to the two documents in conjunction with the seconded PO and the YOT/S line manager. All parties will sign the completed PPDA and appraisal. A copy of the appraisal will be sent to the Liaison SPO.

Where the secondee moves to the YOT/S in the latter part of the performance year, the previous London Probation Trust line manager will be contacted for input into the appraisal document. If the secondee transferred in the last three months the appraisal will be completed by the previous London Probation Trust manager.

Supervision of the seconded PO will take place in accordance with current local YOT/S policy and guidelines on staff supervision. The seconded PO will meet with the Liaison SPO as part of a robust supervision support process that will involve quarterly meetings between all three parties.

## **9. SECONDEE PERFORMANCE**

Where performance does not meet the required expectation, as defined through the previously agreed PPDA, it is essential the secondee is advised by the YOT/S manager at the earliest opportunity and the shortfalls in performance clearly outlined. An action plan with time deadlines should be drawn up and agreed by both secondee and YOT/S line manager. The YOS line manager must contact the Liaison SPO to inform them of the identified concerns and action plan. Secondees can contact their Trade Union representative to engage in this process.

If performance remains unsatisfactory after the agreed review period, a meeting should take place with attendance from the secondee, the YOT/S line manager, the Liaison SPO, Trade Union representative (if applicable) and the London Probation Trust ACO for Youth Offending. This meeting should determine whether performance can be improved to the required standard by the implementation of new strategies in accordance with London Probation Trust Capability Policy (Appendix 3). A further review meeting will occur two months subsequently to assess progress. If at the end of this process, performance remains unsatisfactory; either party can exercise the termination process outlined in section 5.

## **10. DISCIPLINARY AND GRIEVANCE PROCEDURES**

For disciplinary matters involving the seconded officer London Probation Trust's Disciplinary Procedure will apply (Appendix 4).

With regard to grievances, the following will apply. If the grievance is against the seconded officer the London Probation Trust grievance procedure will apply. If the grievance is made by the secondee against another employee within the YOT/S, the grievance procedure applicable to that member of staff will apply.

Any disciplinary/grievance/complaint that is proved by the YOT/S, which would potentially result in dismissal, should be referred immediately to the Liaison SPO.

## **11. TRAINING AND PROFESSIONAL DEVELOPMENT**

There will be mandatory training for seconded POs required by both YOT/S and London Probation Trust. The YOT/S manager will be informed of the need for any required London Probation Trust training by the Liaison SPO.

The YOT/S manager will ensure that seconded POs receive appropriate induction and have access to any YOT/S training necessary to enable them to fulfil their role in the YOT/S. This will include YOIS and ASSET Training, and Working with Young People & Families. The costs of such training will be met by the YOT/S.

POs will receive information about London Probation Trust training courses, such as OASys and Delius courses, and have access to such training in negotiation with the YOT/S manager. Mandatory London Probation Trust training should be considered a priority by all parties.

## **12. WORK TO BE COVERED**

This is set out in the Service Level Agreement.

## **13. SUPPORT TO SECONDED OFFICER**

The seconded PO will receive similar line management support from their YOT/S Line Manager within the YOT/S as other YOT/S staff.

The seconded PO will have access to a Liaison SPO and the same access to staff counselling services as other London Probation Trust staff.

## **14. COVER FOR ABSENCE OF SECONDED OFFICER**

If a seconded PO is absent due to sickness for more than one month and the absence is likely to be long term, liaison will occur between the Liaison SPO and the YOT/S line manager. The outcomes of this meeting will be provided to the ACO with responsibility for Youth Offending, who will subsequently discuss possible solutions with the relevant managers.

## **15. ACCESS TO LP INFORMATION**

Seconded POs will have access to the London Probation Trust ICT system through the provision of a standalone laptop computer, based at the YOT/S office where available or through joint alternative arrangements. London Probation Trust and the London Local Authorities are jointly committed to facilitating the availability of a Probation laptop in each YOT/S office. The cost of the laptop will be funded by London Probation Trust. The installation costs will be met by the YOT/S. The YOT/S and London Probation Trust will jointly fund the maintenance costs of any broadband or ICT work needed to facilitate the provision of the London Probation Trust ICT equipment in the Local Authority.

Seconded officers should be encouraged to keep in touch with London Probation Trust issues through their existing communication channels.

## **16. HEALTH AND SAFETY**

YOT/S managers have a responsibility to ensure that seconded staff have a safe and healthy working environment.

Seconded staff have a responsibility to familiarise themselves and comply with YOT health and safety policy and procedures. A copy of the YOT/S Health and Safety Policy will be provided to London Probation Trust if requested.

YOT/S managers will ensure that the requirements of the Disability Discrimination Act (DDA) are met in relation to seconded POs and will provide a copy of the relevant YOT/S policy to the London Probation Trust Equality and Diversity department so that London Probation Trust can satisfy itself that legal obligations to its employees are being met. Visits will be made periodically by London Probation Trust Health and Safety Representative to ensure full Health and Safety guidance compliance.

## 17. REFERENCES

As the employer London Probation Trust will provide references on seconded staff in accordance with London Probation Trust policy. YOT/S managers will provide any relevant information about the seconded officer necessary for the completion of a reference as required.

## 18. ATTENDANCE AND LEAVE

The YOT/S manager is responsible for maintaining records of the secondee's attendance, for authorising leave, and for ensuring any carry over of leave. Carry over of leave must be managed in accordance with the London Probation Trust policy on leave (Appendix 5) which is normally not more than five days per year. Leave approved must be recorded on a London Probation Trust leave card which should be sent to the London Probation Trust HR department for renewal at the conclusion of each leave year.

The management and role of the seconded Probation Officer has been agreed between London Probation Trust and the Youth Justice Board – London Region. - see the Service Level Agreement.

London Probation Trust	Youth Offending Service/YJB
Signatures .....	.....
Names .....	.....
Roles .....	.....
Date .....	.....