APPENDIX A

**External Secondments (Outward) Checklist**

Departments/Divisions may choose to use this checklist in advance of the secondment being finalised to ensure that all points have been covered.

Name of Secondee

|  |  |
| --- | --- |
| Has the duration, start and end dates of the secondment been agreed | [ ]  |
| If the secondment is part-time will some College duties continue on a part-time basis? | [ ]  |
| If the secondment is full-time, have arrangements been made for keeping in touch? | [ ]  |
| Are arrangements in hand for filling the vacant post during secondment? | [ ]  |
| How will annual PRDPs be handled?  | [ ]  |
| How will the end of the secondment be managed, i.e. the return to the original role? | [ ]  |
| Will a meeting take place on the secondee’s return from secondment to discuss the benefits of the secondment to the secondee and the College and how any new skills might be utilised? | [ ]  |
| Have insurance requirements at the Host organisation been checked? (HR/department) | [ ]  |
| Have notifications of absence, i.e. sick leave and annual leave been clarified and is the Host organisation aware of College closure period? (HR) | [ ]  |
| Have insurance requirements at the Host organisation been checked? (HR) | [ ]  |
| Do any immigration requirements need to be checked? (HR) | [ ]  |
| Have arrangements relating to health and safety been confirmed? (HR to liaise with relevant Safety contacts) | [ ]  |
| Are there any arrangements relating to Intellectual Property that need to be clarified? (HR in liaison with relevant Research Services contacts/Research Office) | [ ]  |