Returning to substantive post discussion checklist

# Invitees:

* Secondee
* ‘Home’ manager

# Preparation:

* Secondee and Host manager to refer to completed Secondment Achievement Records.

# Meeting agenda

Review:

* How the skills, knowledge and experience acquired by the secondee during their secondment can be applied within the role they are returning to and benefit the overall work of the department.
* Any opportunities for the secondee’s newly acquired skillset to contribute to the development of others in the department.

In some cases, the secondee may have been working at a higher grade or level of responsibility than the grade or level of responsibility required for their substantive post. In addition, their pay may have reflected the additional responsibility during this period.

In these instances, the home manager should make clear to the individual returning from secondment that:

* They will still need to fulfil the requirements of their substantive role and that their role cannot change or grow unless business needs require it.
* However, where possible, opportunities can be identified to build on higher level responsibilities.
* Their pay grade for their substantive post, if lower, cannot reflect that of their secondment post.