**Responsibilities of host and home agencies (amend as appropriate and delete if not applicable)**

|  | **Host agency** | **Home agency** | **Secondee** |
| --- | --- | --- | --- |
| **General** | * The general induction of the Secondee into the agencies business. * Providing the Secondee with the resources and tools they need to perform the job. * Providing clear role responsibilities and accountabilities for the Secondee. * Providing end of Secondment debrief to Home Manager. * Otherwise complying with the Host Agency’s obligations under this agreement. | * Nominating a manager to liaise with the Secondee during the term of the Secondment. * Keep the Secondee’s substantive role open during the Secondment, i.e. not make a permanent appointment to the role. * Continuing to pay the Secondee and provide necessary payroll and leave administration, taking account of Treasury guidance relating to appropriations. * Manging leave including accrual of leave entitlements, approving leave requests in consultation with the Host Manager and keeping records of leave taken. * Keeping the Secondee briefed on work-related activities and events occurring at the Home Agency and any organisational change that may impact their substantive role. * Ensuring that the Secondee is invited to significant work-related and social events at the Home Agency * Undertaking a debrief at end of Secondment. * Otherwise complying with the Home Agency’s obligations under this agreement. | * Carrying out duties set and developing any capabilities set out in Attachment A. * Maintaining their relationship with the Home Agency by meeting the Home Manager as required. * Otherwise complying with the Secondee’s obligations under this agreement. |
| **Health and Safety** | * Providing a safe and healthy working environment in accordance with the Health and Safety at Work Act 2015. * Working with the Home Agency to provide a supportive environment for the Secondee. * Discussing any concerns or difficulties related to the Secondment with the Secondee and the Home Agency as soon as they arise, in the first instance with the Secondee and the home manager of the Secondee. * Consulting, cooperating and coordinating with the home agency to manage risks to the Secondee. | * Maintaining regular check-ins with the Secondee to discuss and ensure wellbeing and health and safety of Secondee. | * Complying with their obligations arising from Health and Safety at Work Act 2015. * Taking appropriate steps to ensure their own health and safety and to avoid harm to others, including bringing any health and safety issues in the workplace to the host agency’s attention as per the process agreed between the Host and Home Agencies. |
| **Policies and procedures** | * Ensuring the Secondee is aware of the Host Agency’s applicable policies and procedures including those for speaking up about wrongdoing, including protected disclosures. |  | * Abiding by Home, Host Agency and Public Service Codes of Conduct, and internal policies and procedures as they apply. |
| **Employment Relations** | * Escalating any employment relations issues to the Home Agency contact. | * Co-operating with any investigations conducted by the Home Agency in relation to complaints or issues concerning the Secondee that may arise during or in relation to the Secondment. |  |
| **Performance** | * Agreeing with the Secondee clear performance expectations and processes for performance feedback to the Secondee and the Home Manager and for recording and assessing the Secondee’s development. * Agreeing to provide briefings for Home Agency on the Secondee’s performance and progress during the Secondment. | * Agreeing a plan with the Secondee and host agency on how performance will be assessed/development progressed during the Secondment. |  |