



Government  
Digital & Data

# Digital Secondments Programme Brochure

August 2024

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# Introduction

This pack provides more information about the programme, highlighting some of the benefits of secondments and giving an overview of how they can work in practice to ensure a positive experience for all involved.

The Digital Secondments programme was launched in 2024. With the aim to leverage industry professionals to work within government, to provide opportunities to deliver key programmes whilst sharing their expertise and insights with existing civil servants.

This programme seeks talented, diverse, Digital and Technologists. We offer work with top civil servants and experts at the highest levels of the government to tackle some of our nation's biggest challenges.

We are inviting organisations from across different sectors to partner with the Civil Service on this shared endeavour that will drive transformational change and will have lasting benefits to individual secondees and their employers. Our ambition is to offer secondments in and out of the Civil Service and interchanges/ job swaps at all levels of the organisation in due course.

Please do get in touch if you would like to find out more by emailing the Digital secondments team at [DigitalDataCapability@digital.cabinet-office.gov.uk](mailto:DigitalDataCapability@digital.cabinet-office.gov.uk)

"I am thrilled to be part of this journey, leveraging technology to shape the future of the UK. Join us in this impactful initiative, where we blend security and innovation to redefine how public services operate. It's an honour to be contributing to such a meaningful transformation!"

- **Dan King, Technology Advisor, Central Digital and Data Office, home organisation IBM.**

# Digital Secondments Programme at a glance

Role: Various Digital roles across the Civil Service.

These could include: Technical Architect, Service Owner, Lead Developer etc.

Grades: Senior Civil Servant 1 (SCS1) / Deputy Director and Grade 6 / Senior Manager

Locations: Various across the UK

Duration of placement: 6 - 12 months\*

## Application process

Applicants will be requested to submit:

- CV
- Declare any outside interests
- Indicate whether their annual salary or total remuneration and terms and conditions is above £97,000 (PAYE not Dividends)
- Geographical restrictions

## Who can apply

We are interested in candidates who have a background in Digital & Data, for example Senior Architects, Software Developers, Data Architects and Cloud Engineers etc.

We want to harness the power of technology and data to improve public services. We're seeking the best digital and tech talent from industry, academia to help us accelerate the adoption of cutting-edge approaches.

For further information please contact [DigitalDataCapability@digital.cabinet-office.gov.uk](mailto:DigitalDataCapability@digital.cabinet-office.gov.uk)

# Benefits

The Digital secondee from your organisation will join the Civil Service on a secondment for 6 - 12 months\*. They remain your employee for the duration of the secondment, returning to your organisation when the secondment ends.

## Digital Secondments offers distinct benefits

### For individuals:

- Talent development - An excellent career development offer which will enable individuals on secondment to develop their digital, leadership skills and capabilities
- New perspectives - A targeted way for partnering organisations to support people with specific knowledge and technical expertise for a time limited period, and to welcome new perspectives and challenge to conventional thinking
- Growth - Professional growth through the expansion of networks and communities of practice
- Career development - Valuable career development via the opportunity to lead and manage in a different operating environment context outside of immediate organisation.
- The opportunity to challenge and help shape government thinking on Digital and Data issues
- Build a network of professional contacts across government and the wider Digital and Data community

### For External organisation:

- Gain a greater understanding of how a central government department works
- Demonstrate that your organisation is actively contributing to the cyber security of the UK

### For the Civil Service:

- Secondments allow the Civil Service to bring in critical capabilities and skills that can contribute to improved delivery for citizens.
- Secondees from other sectors offer different perspectives and an opportunity to challenge conventional thinking.

# The secondment process

## Before

- Consider how a secondment with the Civil Service could fit with your organisation's needs
- Submit details of the individual or role for a secondment to [DigitalDataCapability@digital.cabinet-office.gov.uk](mailto:DigitalDataCapability@digital.cabinet-office.gov.uk)
- The terms of the secondment are negotiated, agreed and captured in a written agreement
- The secondee completes pre-appointment checks and onboarding processes

## During

- The secondee takes part in a Department induction
- Performance and delivery objectives are agreed with the department, and progress against them is reviewed regularly
- Regular contact between the secondee and their home organisation, including career development conversations before they return

## After

- The secondee returns to their home organisation and applies their new skills and knowledge in their day job
- A formal review of the secondment takes place, evaluating it against the agreed objectives and the benefits for all parties
- Opportunities to share learning from the experience with colleagues in the home organisation
- Potential to explore future secondment opportunities between your organisation and the Civil Service department(s)

# Pay & Reward

Secondees remain on the contractual terms and conditions of their home organisation while on secondment. This means that, in most cases if one of your employees were to be seconded to the Civil Service, a secondee will typically stay on the payroll of their home (your) organisation and the Civil Service organisation hosting the secondment reimburses the pay costs. VAT will be applied to these costs as the host organisation is considered to be purchasing a service from the home organisation.

Arrangements will be negotiated and agreed between your organisation and the Civil Service department, and will be detailed in a secondment agreement.

# Standards & Confidentiality

Civil servants must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of others. Secondees from your organisation into the Civil Service would be expected to adhere to standards required by your organisation as well as following Civil Service requirements in relation to ethical standards and confidentiality. This includes adherence to the [Seven Principles of Public Life](#), [Civil Service Code](#) and [Civil Service Management Code](#), [Business Appointment Rules](#) and [Official Secrets Act](#).

Secondees should not - and should not be asked to - disclose any confidential information that they have been privy to whilst on secondment. This applies both for the duration of the secondment and on their return to their home organisation.

All relevant outside interests must be declared as soon as they arise, both at the beginning of the secondment and as any new ones emerge during the secondment. They should be documented by the Civil Service department, along with details of any actions taken to manage and mitigate the risk. Inward secondees into SCS roles will be required to confirm on an annual basis that their declarations of interests are up to date (including a nil return). The Business Appointment Rules (BARs) will apply to the secondee after the secondment has ended and may place restrictions on the work they are able to carry out for up to two years, depending on the secondment role they are undertaking.

An application under the BARs will not normally be required if the individual returns to their previous role at the end of the secondment, as any potential risks should have been mitigated up front and detailed in the Secondment Agreement.

# Conflicts of Interest

At point of application we will be asking applicants to declare any relevant outside interests as part of the application process, and potential conflicts of interest may be explored at interview, (as some outside interests may not be compatible with Civil Service).

**These could include any:**

- Financial interests
- Personal relationships
- Private shareholdings
- Associations with organisations
- Outside occupations, voluntary roles and previous employment, appointment or other outside roles
- Business interests
- Insider dealing
- Procurements
- Any other relevant interests
- Overlap between the 'home' role and secondment role

For further information about the Civil Service guidance on declaring outside interests please see Appendix A. You can find further information in the guidance about Declaration and management of outside interests in the Civil Service.

The Civil Service has considerable experience assessing potential conflicts of interest around secondments and will work with you to ensure that all parties are assured that these are managed well from the start.

# Next steps

We do hope that the information in this pack gives you a good feel for the design of the programme and how your organisation might benefit from partnering and contributing to its success.

If you would like any further information or indeed would like to get involved, please do get in touch by emailing [DigitalDataCapability@digital.cabinet-office.gov.uk](mailto:DigitalDataCapability@digital.cabinet-office.gov.uk)

We look forward to hearing from you.

## **Appendix A- Declaration and management of outside interests in the Civil Service**

### **Declaring interests**

Below is a non-exhaustive list of types of interests that it might be necessary to declare. Departments may choose to add to this list or focus on interests which are likely to be most prevalent given their specific workforce context. You can find further information in the guidance about Declaration and management of outside interests in the Civil Service. Individuals must declare any outside interests relevant to their civil service role against the following categories:

- a. Personal interests - where the job holder has relevant close family or personal relationships (including from a work context) which could influence their objectivity (see also para 11 of guidance).
- b. Financial interests - where the job holder stands to gain financially from the work they are undertaking in the department or they can use their status to deliberately prevent someone else from gaining financially. This could also include where an individual has been declared bankrupt or their general financial status makes them more vulnerable to situations that could be seen to compromise their position.
- c. Private shareholdings - where an individual holds shares in a business that their team, directorate, or, if appropriate, department has an interest in.
- d. Outside occupations - All remunerated outside employment, work and appointments should be declared, whether or not considered relevant and caught by the requirement in paragraph 4.3.4 of the Civil Service Management Code.

Where work is not directly remunerated but may generate financial advantage for third parties, this should also be declared. Where these roles might affect their work either directly or indirectly, line manager approval should be sought to either continue this work or before taking up any outside work from the Civil Service, in line with the requirements in paragraph 4.3.4 of the Civil Service Management Code. Line managers need to apply the principles contained in the Business Appointment Rules in deciding whether the outside employment can continue / be taken up. Specific consideration should be given to whether the role could be said to overlap with or draw on the knowledge or skills used in their civil service roles as this will likely present a conflict of interest of outside interests in the Civil Service.

Individuals must tell their manager immediately of any changes in circumstances that may affect the permission they have been given. If the individual moves jobs within the civil service, they must tell their new line manager about their additional employment and seek their approval. Department's declaration of interest forms should provide the ability to record the consideration and approval. Any changes to the outside role, if agreed, should also be regularly considered.

e. Voluntary roles - although the Civil Service supports the performance of a wide range of voluntary roles in the wider public and third sectors, in some cases these roles may create a conflict with an individual's civil service role. For example, where an individual works in an organisation that holds regulatory or procurement responsibilities for a separate organisation they hold a voluntary role for, or where they may have access to information which could be of benefit to the organisation for which they volunteer.

f. Previous employment, appointment or other outside roles - where an individual has previously held roles, or formed close working relationships, that might be relevant to their current role (in particular on entry to the Civil Service and in the early years of their Civil Service career). This should also include any elected roles (e.g. Parish or local Councillor) and may need to be considered on entry to the Civil Service in terms of the individual's ability to adhere to the Civil Service Code, and in line with the rules on political activity set out in the Civil Service Management Code and relevant departmental policies.

g. Business interests - where an individual holds an interest in any organisation (including directorships) which they could use their official position to further.

h. Insider dealing - Insider dealing is a serious criminal offence under the Criminal Justice Act 1993. If in the course of an individual's work they come into possession of information that could be used for financial gain (or other types of gain) this must be treated in the strictest of confidence. It may be necessary to declare any interests that put an individual in a position where they could benefit from holding certain information.

i. Procurements - where relevant staff members have direct or indirect financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the procurement process.

j. Any other relevant interests - individuals should include any other interests they hold which might reasonably be perceived as relevant to their responsibilities as a Civil Servant.



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