

**Welsh Government HR Policies/SECONDMENTS AND LOANS - Polisiâu
Adnoddau Dynol Llywodraeth Cymru/SECONDIADAU A
BENTHYCIADAU**

[Secondments and Loans Policy](#)

[Polisi Secondiadau a Benthyciadau](#)

Polisiâu Adnoddau Dynol Llywodraeth Cymru

SECONDIADAU A BENTHYCIADAU

Mae Llywodraeth Cymru yn anelu at fod yn gyflogwr sy'n dangos esiampl ac mae'n cydnabod gwerth Secondiadau a Benthyciadau am i mewn ac am allan.

Ein polisi yw annog a hwyluso, lle bynnag y bo'n briodol, drefniadau i gyfnewid cyflogeion am gyfnod dros dro rhwng Llywodraeth Cymru ac adrannau a chyrff Llywodraeth y Deyrnas Unedig, Llywodraethau datganoledig eraill, sefydliadau'r sector cyhoeddus a sectorau eraill o'r economi, er budd i'r ddwy ochr. Mae hyn yn galluogi cyflogeion o wahanol sefydliadau i ddysgu gan ei gilydd a rhannu arfer da, arbenigedd, syniadau a phrofiad.

Fel arfer, trefnir secondiadau a benthyciadau am i mewn i Lywodraeth Cymru er mwyn ymgymryd â phrosiectau neu rolau penodol am gyfnod cyfyngedig lle mae angen arbenigedd arbenigol na all staff presennol ei ddarparu a lle nad yw'n briodol recriwtio cyflogeion parhaol.

Mae secondiad am allan yn symudiad gwirfoddol dros dro i sefydliad nad yw'n un o Adrannau'r Llywodraeth. Mae benthyciad am allan yn symudiad gwirfoddol am gyfnod cyfyngedig dros dro i un o Adrannau Llywodraeth y DU neu Lywodraeth arall.

Dim ond os bydd budd amlwg i Lywodraeth Cymru, y cyflogwr arall a'r unigolion dan sylw y dylai Rheolwyr a Phartneriaid Busnes Adnoddau Dynol ystyried cyfleoedd o'r fath. Ni ddylid byth defnyddio secondiadau a benthyciadau fel ffordd o symud cyflogeion â phroblemau tanberfformio rhwng sefydliadau.

Nid yw Secondeion na Benthycion i Lywodraeth Cymru yn gyflogeion Llywodraeth Cymru ac nid ydynt yn gymwys ar gyfer ymgyrchoedd dilyniant na symudiadau rhwng swyddi neu raddau o fewn Llywodraeth Cymru yn ystod cyfnod y secondiad neu'r benthyciad.

Wrth ddarparu cyfleoedd am secondiad neu benthyciad ac wrth benodi secondeion a benthycion, rhaid i Lywodraeth Cymru gydymffurfio ag Egyddorion Recriwtio Comisiwn y Gwasanaeth Sifil sy'n ofynion cyfreithiol ac a nodir yn Neddf Diwygio a Llywodraethu Cyfansoddiadol 2010. Ceir esboniad llawn ar [wefan Comisiwn y Gwasanaeth Sifil](#).

Rhaid i reolwyr ym mhob rhan o Lywodraeth Cymru ddilyn y canllawiau a'r gweithdrefnau ar gyfer gweithredu'r polisi hwn wrth gytuno ar secondiadau a benthyciadau i mewn i Lywodraeth Cymru ac am allan ac wrth drefnu secondiadau a benthyciadau o'r fath. Gallai methu â dilyn y gweithdrefnau hyn arwain at gamau disgyblu.

Mae ein polisi yn cynnwys pob aelod o staff Llywodraeth Cymru a benthyceion a secondeion am i mewn sy'n gweithio o fewn Llywodraeth Cymru waeth beth fo'u hoedran, statws priodasol (gan gynnwys priodas gyfartal/o'r un rhyw) a phartneriaeth sifil, anabledd, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil, crefydd neu gred, hunaniaeth o ran rhywedd neu mynegiant rhywedd.

[Mae'r Canllawiau a'r Gweithdrefnau sy'n ategu'r polisi hwn ar gael yma.](#)

9 Mehefin 2017

Welsh Government HR Policies

SECONDMENTS AND LOANS

The Welsh Government (WG) strives to be an exemplar employer and recognises the value of both inward and outward Secondments and Loans.

It is our policy to encourage and facilitate, wherever appropriate, the temporary exchange of employees between the Welsh Government and United Kingdom Government departments and bodies, other devolved Governments, public sector organisations and other sectors of the economy, for mutual benefit. This allows employees from different organisations to learn from each other and share good practice, expertise, ideas and experience.

Inward secondments and loans to the WG are usually arranged to undertake specific time-limited projects or roles which require specialist expertise which can not be provided by existing staff and for which recruitment of permanent employees is not appropriate.

An outward secondment is a voluntary move on a temporary basis to an organisation which is not a Government Department. An outward loan is a voluntary time limited move on a temporary basis to a UK or other Government Department.

Managers and HR Business Partners (HRBPs) should only consider such opportunities when there is a clear benefit to the WG, the other employer and the individuals concerned. Secondments and loans should never be used as a means of moving employees with underperformance issues between organisations.

Secondees and Loanees into the WG are not Welsh Government employees and are not eligible for progression campaigns or movement between posts or grades within the WG during the term of the secondment or loan.

In providing secondment or loan opportunities and in engaging secondees and loanees, the WG must comply with the Civil Service Commission's Recruitment Principles which are enshrined in law and can be found in the Constitutional Reform and Governance Act 2010. You will find a full explanation on the [Civil Service Commission website](#).

Managers throughout the Welsh Government must follow the guidance and procedures to implement this policy when agreeing and arranging secondments and loans into and out of the WG. Failure to follow these procedures could result in disciplinary action.

Our policy is inclusive of all WG staff and inward loanees and secondees working in the WG regardless of age, marriage (including equal/ same sex marriage) and civil partnership, disability, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.

[The Guidance and Procedures to this policy are available here](#)

9 June 2017