

# Redeployment Policy



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## 1 Introduction

Chelmsford City Council recognises the contribution all employees make in delivering services and is committed to retaining employees where this is consistent with the overall aims of the Council, operational requirements and its statutory obligations.

This policy outlines the approach the Council will take to support employees in securing alternative roles through redeployment within the City Council. The need to secure an alternative role through redeployment is usually as a result of:

- Redundancy
- Medical issues
- Capability (Performance)

Employees seeking redeployment are known as at-risk employees. This allows the Council to easily identify these employees and support them in securing an alternative post.

Vacant posts will not be advertised more widely internally or externally, until the Council's at-risk employees have been considered.

Any at-risk employees who meet the essential criteria for a vacant post, (or could do so within a reasonable timeframe and / or with reasonable adjustments) will be given priority consideration in advance of other internal and / or external applicants. This applies to posts that are the same or one grade higher or lower (with the employee's consent) than the employee's substantive grade.

The Council will ensure that employees that are seeking alternative posts receive extra support. This includes identifying suitable posts, supporting the employee to make an application and if there is not a precise fit in terms of skills, identifying if/how these can be developed in a reasonable time frame.

Whilst the Council is committed to this process, it cannot guarantee that redeployment will be available in every case. The Council is not able to create posts that are not required operationally or to facilitate complete re-training of employees to enable redeployment.

All employees managed through this process will be treated in a non-discriminatory and consistent way and in accordance with the Council's Diversity, Equality and Inclusion policy.

## **2 Scope**

This policy applies to all employees who have completed Probation.

## **3 Responsibilities**

### **Manager**

- work with HR to seek suitable redeployment opportunities for at-risk employees
- give at-risk employees priority consideration for vacant posts within their service area
- consider and implement reasonable adjustments for at-risk disabled employees
- support employees whose skills do not precisely fit with alternative employment to gain them in a reasonable timeframe

### **Employee**

- share responsibility with the Council in seeking redeployment participating in this process as described in this policy
- adopt a reasonable and flexible approach when considering alternative posts within the Council
- contribute to the identification of reasonable adjustments to work arrangements or post duties where relevant / appropriate
- be open to additional development where skills do not precisely fit with alternative employment to gain the required skills in a reasonable timeframe

### **HR**

- support the fair and consistent application of this policy
- manage the redeployment process for all at-risk employees
- provide advice to directors, line managers and staff on the application of this policy
- advise, guide and support managers and employees in appropriate additional development to support redeployment
- maintain a list of at-risk employees, and the vacancy details provided to them, together with details of posts the individual has applied for and the outcome.

## **4 Types of Redeployment**

In all cases Human Resources will manage the redeployment of at-risk employees. There are a number of circumstances where an employee may gain at-risk' status and be eligible for redeployment.

### **4.1 Medical Redeployment**

Medical redeployment happens when an employee is unable to continue in their role due to ill-health, injury or disability, where an employee is subject to action under the Managing Health and Attendance policy. The redeployment period and at-risk status will start once the requirement for redeployment has been confirmed as part of the Managing Health and Attendance policy. Redeployment may be being sought to improve the employee's attendance; or if the employee has received notice of dismissal, redeployment will run concurrently with the employee's notice period.

Where redeployment is not possible, depending on the individual circumstances of case, the employee will either move to the next stage of the Managing Health and Attendance policy or if the employee is under notice, they will leave the Council's employment.

### **4.2 Redundancy Redeployment**

Redundancy redeployment happens when an employee is displaced following implementation of reorganisation / restructuring.

The redeployment period and at-risk status will start once the employee has received notice of redundancy dismissal and will run concurrently with the employee's notice period.

If an employee unreasonably refuses an offer of suitable alternative employment, identified during redeployment, any entitlement to redundancy pay will be forfeited.

Where redeployment is not possible within the time period determined, the employee will leave the Council's employment.

#### **4.3 Capability Redeployment**

Capability redeployment may happen following a decision as part of the Council's Improving Performance policy, where performance capability issues mean that the employee can no longer remain in their role.

The redeployment period and 'at-risk' status will start once the employee has received notice of capability dismissal and will run concurrently with the employee's notice period.

Where redeployment is not possible within the time period determined, the employee will leave the Council's employment.

#### **4.4 Other Redeployment**

Redeployment may be required as a result of the implementation of other Council policies and procedures. This will be managed by Human Resources on a case-by-case basis.

### **5 Fixed term employees and redeployment**

The redeployment policy applies to fixed term employees, whose contract is ending due to redundancy. It does not apply to fixed term employees whose contract is due to end for any other reason.

### **6 Determining whether a role is suitable alternative employment**

The following criteria will be used to determine whether the role is suitable alternative employment:

- the nature of the work, especially the fit with the skill set, experience and /or aptitude of the individual
- If there is not a precise fit in terms of skills, whether these can be developed in a reasonable time frame
- working arrangements i.e. hours of work, shift arrangements etc.
- level of responsibility relative to previous position
- grade
- location

The Council will work with at-risk employees to consider posts, but the ultimate decision on whether a post is suitable alternative employment rests with the Council.

At-risk employees may apply for any post advertised. However, if the post has not previously been identified as suitable alternative employment for them, they will not receive priority status during application and pay protection arrangements (for redundancy and medical redeployment) will not apply.

## **7 Pay following Redeployment**

At-risk employees will continue to receive the rate of pay of their current post until they are placed in a new post through the redeployment policy.

If a post of a higher grade is identified as suitable alternative employment, the new pay will be applied on starting in the new post in all cases of redeployment.

If a post of a lower grade is identified as suitable alternative employment, pay arrangement will differ depending on the type of redeployment.

For capability redeployment, the pay of the new role will apply.

For redundancy and medical redeployment, where the role is determined as suitable alternative employment by the Council, then the Council's usual pay protection policy will apply.

## **8 Redeployment into a temporary or fixed term role**

Where a temporary or fixed term position is offered and accepted during an employee's notice period the notice is considered to have been suspended and will re-commence, for the remaining, outstanding notice period, at the end of the temporary contract.

## **9 Trial period**

A trial period of 4 weeks will apply in all cases of redeployment. This allows both the employee and the manager to decide whether the job is suitable. In exceptional cases, the trial period may be longer than 4 weeks to enable any specific development of skills for the new role. This will be agreed in advance by the manager with HR.

The performance and development objectives for the trial period will be set in advance of the employee starting in the new post. These will be reviewed weekly, enabling the manager to support and monitor the employee's performance and development. A record of these meetings will be made by the manager and shared with the employee.

Successful completion of the trial period will result in the individual being appointed to the new post and redeployment will end.

If the trial period is unsuccessful the individual will resume the status of an at-risk employee for the remainder of any unexpired notice period.

In cases of redundancy redeployment, where the employee feels the role is unsuitable and the Council does not, the employee may be deemed to have unreasonably refused an offer of suitable alternative employment and will forfeit any redundancy payment.

## **10 Approach if a role is suitable alternative employment for more than one at-risk employee**

Should more than one at-risk employee apply for the same post under the redeployment process. The HR Business Partner will determine the order of priority of consideration of applicants. They will consider the following factors:

- Whether an employee is at-risk of redundancy and has been on maternity, adoption or additional paternity leave during the qualifying period, legally these at-risk employees must be offered any suitable alternative employment in advance of any other at-risk employees
- Whether there are any other equality factors which the Council must consider
- Whether an at-risk employee has over two years' service

## **11 Redeployment Process**

Once the requirement for redeployment has been identified / confirmed, HR will meet with the at-risk employee to explain the redeployment process and complete a Redeployment Profile, (Appendix 1). The employee may be accompanied at this meeting by a trade union representative or work colleague.

Human Resources will search for suitable current or imminent posts within the Council and will maintain regular contact with the employee and notify them of any suitable vacancies that arise.

The employee should also monitor internal vacancies and discuss any posts of interest with Human Resources.

Employees who wish to be considered for a specific post as agreed with HR as suitable, will be required to submit a completed internal application form and will be advised to clearly mark their application 'at-risk'.

Provided that the at-risk employee meets the essential selection criteria for the post, they will be asked to attend an interview, with the relevant interview panel and a representative of Human Resources.

Selection will be made against the person specification. At assessment, the employee must be able to demonstrate that they meet the essential criteria on the person specification, or that they have the potential to meet the criteria in full, within a reasonable timeframe with appropriate development and support and / or reasonable adjustments where relevant.

If the employee is successful, they will be redeployed into the new post with the appropriate trial period.

If the employee is unsuccessful, the employee can request interview feedback and will remain at-risk.

Where, no suitable alternative post is identified during the employee's redeployment period, if redeployment is due to redundancy or capability, the employee will leave the Council's employment

If redeployment is due to medical reasons, depending on the individual circumstances of case, the employee will either move to the next stage of the Managing Health and Attendance Policy or if the employee is under notice, they will leave the Council's employment.

## **12 Links to Other Policies and Procedures**

1. Safer Recruitment Policy
2. Organisation Change Redundancy Policy
3. Managing Health and Attendance Policy
4. Improving Performance Policy

## Appendix 1: Employee redeployment profile

This form is to record personal details / circumstances, experience, skills, qualifications and other relevant information to help in looking for suitable alternative work for you.

Name:		Title:	
Address:			
Contact telephone number(s):			
Email address:			

### Current Job

Job Title:		Grade & Salary Point:	
Current Hours:		Location / Working Arrangements	
Overview of job:			

**Job/Work History (summarise for clarity)**

Job Title and Overview of Job	Employer	From/To

**Relevant qualifications** (including academic, job related, and others e.g. driving, first aid, IT). Please *list as bullet points for clarity*

**Experience, Skills and Competencies** (*these may have been acquired through paid employment, voluntary work or hobbies / family life, attendance on training courses*).  
*Please list as bullet points for clarity*

### **Future Employment Requirements**

<b>Hours/working pattern</b>	
Is full time or part time work required?	
If part-time, approximate no. /range of hours per week. :	
Any restrictions on times / weeks / pattern / days available?	
Any preferred working arrangements	

**Geographical area** that is considered accessible/any travel/transport limitations, e.g. distance prepared to travel/method of transport etc:

**Medical / health restrictions / requirements** as recommended by the Council's Occupational Health Service:

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**Any reasonable adjustments required** / identified / being pursued at this stage):

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**Access to Work** – Is financial / other support being applied for via the 'Access to Work Scheme' **YES / NO** if **Yes** give details of the current position

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**Nature of work/Type of Job considered suitable for redeployment**

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I acknowledge that the information contained on this document will be held on file and treated confidentially in accordance with the requirements of the GDPR and used to assist the identification of suitable redeployment opportunities and will, therefore, be shared with relevant parties, as appropriate, to assist in this process.

Employee Signature:		Date:	
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Name of HR Business Partner:	
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