

Redeployment Policy

Purpose

The Council recognises the importance of job security for colleagues and the benefits of continuity for effective service provision. The Council is committed to retaining the valuable skills, knowledge and experience of existing staff through redeployment, where this is practicable.

Document Control			
Version No:	1. Date of Issue/ Implementation. 2. EIA date:	Author	Brief Description of Change/Revision
2	EIA: 09/12/2019	Nyree Treece	Increase of continuous service requirement from one year to two years. Trial period now four weeks. Change of prioritisation status for posts on the Redeployment Register



1 Application

This policy applies to all Council colleagues with two years continuous service, except those employed under the delegated powers of Governing bodies of community, voluntary controlled schools and trust schools. Governing bodies of these schools are strongly urged to adopt this procedure for non-teaching staff within their delegated powers.

2 Key Principles

The purpose of this policy is to ensure that where organisational changes have an impact on staffing levels/skill requirements:

- 2.1 A fair, transparent and consistent approach is adopted in the management of redeployment.
- 2.2 Support will be provided to colleagues to be redeployed, wherever practicable, but the Council cannot guarantee that a redeployment opportunity will become available.
- 2.3 Where necessary, training and development support will be provided with the aim of assisting staff to remain employed by the Council.

3 Eligibility

- 3.1 When a colleague's continued employment is at risk, and they have the minimum of two years continuous service, they are entitled to be considered for alternative roles within the Council. Redeployment offers eligible colleagues access to a restricted vacancy list and priority consideration/offer of suitable alternative employment.
- 3.2 The Council has a statutory duty in redundancy situations to take reasonable steps to consider whether suitable alternative employment is available to offer colleagues at risk of redundancy.
- 3.3 Colleagues have a shared responsibility with us in seeking redeployment and should adopt a reasonable and flexible approach when considering alternative jobs.
- 3.4 Redeployment is available to all colleagues, including those on fixed-term and temporary contracts with two years or more continuous service.

Any colleague who fails to engage with the redeployment process, including refusing an offer of suitable alternative employment, may lose their entitlement to redundancy pay or protection of earnings payments. Protection of earnings is explained in the separate Protection of Earnings policy.



4 Access to redeployment

Redundancy

- 4.1 In redundancy cases, access to redeployment will begin at an appropriate point in the redundancy process

The end of a fixed term or temporary contract

- 4.2 Access to redeployment will begin when an individual colleague has been notified that their contract of employment is due to be terminated.

As part of the formal part of the Attendance Management process

- 4.3 Individual colleagues will be advised by their managers during the formal review stage, or earlier if on Occupational Health advice, of the Attendance Management procedure that they can have access to the redeployment register. This has to be the colleague's decision and they should be informed that protection of earnings **will not** apply if they accept a lower graded post.
- 4.4 As a reasonable adjustment under the Equality Act 2010. There is no two year service requirement in these circumstances.
- 4.5 Agreement will be given to extend the period of redeployment beyond the colleague's termination date if they are awaiting the outcome of a submitted job application. Extension periods are without pay and do not extend the termination date.

5.0 Protection of earnings

- 5.1 Colleagues earnings may be protected if they are redeployed in line with the Council's Protection of Earnings Policy
- 5.2 Colleagues who are in receipt of protection of earnings payments will have access to redeployment throughout their protection period.

6.0 Redeployment, priority status and recruitment

- 6.1 Vacancies are advertised in the following order:
- Jobs graded A-C are initially placed on the restricted vacancy list for one week, any posts that remain unfilled at these grades are then offered to Apprentices for one week, thereafter these vacancies are advertised on the Council's main vacancy list.
 - Jobs graded D and above are advertised on the restricted vacancy list and the Council website concurrently. Recruiting managers are advised that any colleague who is at risk and meets the essential criteria must be given a priority interview to assist in assessing suitability.



- 6.2 Colleagues on redeployment will receive priority access and priority interviews for job vacancies where they meet the essential criteria.

As part of the Recruitment and Selection process, the following priority order will apply:

- Colleagues on redeployment who apply for a vacancy and meet the essential criteria **must** be interviewed for the post **before** shortlisting any other candidates.
- Colleagues on redeployment who meet the selection criteria should be interviewed and the successful applicant should be offered the post, and the vacancy withdrawn from the vacancy list.
- Where a colleague demonstrates they meet the majority of skills required at interview, and could attain the necessary skills via the provision of some training and/or development, the colleague should still be considered for the vacant post.
- Managers should be prepared to give meaningful feedback to colleagues who are unsuccessful at either the application or interview stage of the redeployment recruitment process. This is an important part of the redeployment process and demonstrates that the Council takes a proactive approach to assisting at risk colleagues to improve their skills, competencies and confidence when applying for posts. This feedback also assists the colleague when searching for jobs outside the Council.

7.0 Time off

Colleagues will be given reasonable time off with pay for the following:

- job interviews – internal or external to the Council
- to attend training
- to take part in any support programmes.

8.0 Trial periods

A trial period is available in any new role for four weeks. Four weeks is the statutory length of a trial period that colleagues at risk of redundancy are entitled to, where there is a question over suitability of the new role. To extend the trial period, written agreement must be sought between the Council and the colleague. The trial period is for the colleague to decide if the role is suitable and for the Council to decide if the colleague is suitable for the job.

Trial periods will only be considered for extension in exceptional circumstances.

- 8.1 If the colleague's notice period is still active following an unsuccessful trial period, the colleague may apply for suitable roles until their contract ends.
- 8.2 At the end of the trial period, the colleague will either be confirmed in post or confirmed as dismissed where contractual notice has expired.
- 8.3 In redundancy cases, if the colleague continues to work beyond the trial period, it



will be deemed they have accepted the new post and will lose their entitlement to a redundancy payment as they are no longer redundant.

3 Support and guidance

A full description of the [redeployment process](#) including guidance, supportive information and documentation is on the intranet under Human Resource.

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