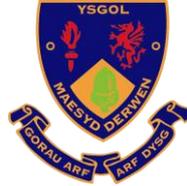


Ysgol Maesydderwen



Redeployment Policy and Procedure

Type: Local Authority

Reviewed / Adopted On	Signed	Next Review
12/9/2019		Autumn Term 2021

CYNGOR SIR POWYS COUNTY COUNCIL REDEPLOYMENT POLICY AND PROCEDURE

This document applies to all employees with the exception of:

- school teachers; AND
- other employees in educational establishments with delegated budgets where this policy is advisory only

Status	Version 4
Policy Author	S Holcroft
Date of Issue	1 July 2015
Date of Previous Issue	2011
Agreed by	Head of Professional Services and Commissioning
Annual Review Date	1 July 2016
Formal Review Date	30 June 2017

CONTENTS

1. Introduction	3
2. Objectives	3
3. Procedure	3
4. Redeployment Categories	4
5. General Provisions	6
6. Redeployee Responsibilities	7
7. Advice and Support	7
8. Additional Relevant Policies	7

Appendix A: Internal Reference Request Form

Appendix B: Redeployment Form

1. INTRODUCTION

This policy sets out the arrangements to deal with the redeployment of staff and the circumstances where specific action may be necessary. There will be occasions when the Council will need to redeploy staff. These could be following the completion of organisational change, due to disability and/ or on medical advice, or other appropriate circumstances as detailed below. Redeployment is a positive act which can enable the Council to maintain the skills and experience of valued employees, as well as meeting its legal obligations. In all cases of redeployment, it is important that any actions taken by either recruiting managers or employees requiring redeployment are performed in line with the Council's values:

- Accessibility;
- Openness;
- Respect;
- Focus;
- Engagement;
- Learning; and
- Trust.

2. OBJECTIVES

The policy is designed to outline the Council's approach to the redeployment of staff within the Council and to provide guidelines on the treatment of those staff. The policy also sets out to ensure that all staff subject to redeployment are treated in a fair and consistent manner. Importantly, item 6 of this policy outlines the responsibilities of redeployees.

3. PROCEDURE

To facilitate redeployment, employees will be informed that they have "At Risk" status. Employees with 'At Risk' status (redeployees) have a right to prior consideration for appointment to any vacancy at the same or lower salary level to their existing post, for which they meet the essential requirements, or would do, given suitable training, as long as such training can be reasonably expected to be completed within the trial period – this is usually four weeks. Prior consideration means that they will be entitled to an interview before any other internal or external candidate. However, as a general rule, to be appointed, redeployees should meet all of the essential criteria (100%) of the vacant post's person specification. Exceptionally, there may be situations where the recruiting manager may waive this, particularly where the redeployee has the necessary qualifications, skills, competencies and behaviours required for the post.

NB! It is important to note that generally, the trial period cannot exceed the length of the employee's notice period. Furthermore, employees (redeployees) can only be redeployed into a role at the same grade, one grade higher or a lower grade. Should the redeployee be interested in a vacant role which is two grades or higher than their original, substantive role, normal recruitment procedures will apply and there will be no prior consideration afforded to redeployees.

Where redeployees with 'At Risk' status satisfy the essential requirements of the post they should normally be appointed. If they are not appointed, the recruiting manager must inform the employee in writing, giving reasons why they were not appointed, before another appointment is made.

In situations where only one redeployee applies for the vacant post and meets all of the essential criteria of the vacant post's person specification, there is usually no requirement for an interview and the employee can be offered a four-week job trial. However, if there is more than one redeployee interested in the vacant post, all redeployees must be formally interviewed – a competitive interviewing process will then be required.

An employee on a fixed-term, temporary or relief contract will normally have no right to receive "At Risk" status where their contract is reaching its fixed end date. However, there may be occasions (such as where a permanent employee is proposed to be dismissed on the grounds of redundancy but obtains a fixed-term position which is subsequently not renewed) that "At Risk" status is afforded to the employee – this means that at the end of the fixed-term period, the employee will be entitled to be treated as a redeployee.

Furthermore, an employee on a fixed-term or temporary contract who has 4 years or more continuous service with the Council will be entitled to the same protection afforded to permanent employees.

Employees will be informed by their line manager that the redeployment procedure will apply to them and the status they will be given under the policy. They will then need to use the process to register themselves on the Council's redeployment register, which they can complete themselves or with their manager's assistance. Details of employees who have "At Risk" status for redeployment will have their details kept on the Council's Redeployment Register.

- All employees on the Redeployment register will be informed of any vacancy via the email address they have supplied on the Redeployment Questionnaire. The line manager will also be informed by email of any vacancy/ vacancies that have become available. Emails will be sent to employees and Managers at around 9:30am. It is the employee's responsibility to provide an email address for redeployment purposes and if they decide to provide their work email address then it is their responsibility to check their work emails whilst they are on annual leave.
- Once in receipt of the email notifying them of the vacancy, the member of staff needs to have a discussion with their line manager if it is felt that the member of staff meets the essential criteria for the role.
- The member of staff has 48 hours (2 working days) from the date and time of the initial email being sent to reply to confirm if they are interested in the vacancy.
- If interested, the member of staff is requested to reply to the email they were sent. If a reply is not received, it will be taken as being that the employee is not interested in the role.

- Once confirmation has been confirmed by email that the employee is interested in the role, the Recruitment team will be informed of this. At this point a member of the Recruitment team will get in contact with the employee to request that an application form be completed.
- If an expression of interest is received outside of the 48-hour timescale, the employee may still apply for the position although they will not be given prior consideration. Note that all Council job vacancies are advertised on its website – www.powys.gov.uk

For those employees under notice of dismissal by reason of redundancy, they can remain on the register during their period of notice. The period of notice for individual employees is determined by their grade and length of service which is for a minimum of one month and up to a maximum of 3 months. Under normal circumstances, other candidates cannot be considered whilst redeployment selection is taking place. Managers are required to seek Human Resources advice where necessary. An HR Practitioner may be present at any formal interview where a redeployee is being interviewed, although this is not expressly required.

4. REDEPLOYMENT CATEGORIES

Typical circumstances/ categories:

4.1) Medical Capability/ Disability (as covered by the Equality Act 2010)

Where redeployment is necessary due to an underlying medical condition and/or the employee has been designated by Occupational Health and the Council as having a disabling condition in terms of the Equality Act 2010 or the employee has been deemed unfit to return to their substantive post for a prolonged period and there are no reasonable adjustments that can be put in place or it is not possible to make reasonable adjustments, following medical advice from Occupational Health, that employee will have prior consideration for a post at the same or lower grade as their substantive post.

Managers, in consultation with HR Practitioners where necessary, will set a time limit to this type of redeployment. If, at the end of this period no suitable alternative employment has been secured and a decision is made to terminate employment by reason of ill health, the employee will remain on the redeployment register during their notice period until their employment is terminated.

4.2) Redundancy/Organisational Change

Employees who are declared redundant as a result of changes to the organisation/ structure of the Council, will have prior consideration for any posts at the same grade or below their previous grade. The Council has a statutory duty in redundancy situations to minimise the effect of redundancy and to actively consider whether suitable alternative employment exists and if such alternative employment is offered, it is offered subject to an appropriate trial period. The Council has a legal obligation to seek alternative employment for staff due to be made redundant – see the Council's Redundancy Policy.

4.3) Medical Capability

Where redeployment is needed due to an underlying medical condition and the employee has been deemed unfit to return to their substantive post for a prolonged period and no reasonable adjustments can be put in place or it is not possible to make reasonable adjustments, following medical advice from Occupational Health, the employee will ordinarily have prior consideration for a post at the same or lower grade as their substantive post.

Exceptional circumstances/ categories:

4.4) Redeployment Due to Domestic Circumstances

Where a change in an employee's domestic circumstances make it difficult to undertake the duties and responsibilities of their post, proper consideration will be given to a move to another post, team or location particularly when it relates to a domestic abuse situation – in such cases, please refer to the Council's Domestic Abuse/ Sexual Violence against Women Policy.

5. GENERAL PROVISIONS

Positions will be offered (after a formal interview process including a DBS check, where necessary) to employees who are redeployed on an initial four week trial basis. After this period the manager will make a determination about the success of the redeployment and confirm this or otherwise. If unsuccessful, the employee will return to their substantive post and remain a candidate for redeployment for whatever length of time has been determined. Advice should be sought from the HR Team over any decision not to confirm appointment after the trial period.

As a general rule, trial periods should not exceed four weeks or exceptionally, the length of the employee's notice period. If there is a requirement for a trial period longer than four weeks or the employee's notice period, the recruiting department must meet all costs associated with the extension. In all other cases, the redeployee's original department will meet the costs associated with the trial period.

6. REDEPLOYEE RESPONSIBILITIES

- Completing redeployment form (with manager, where applicable);
- Seeking alternative employment through job applications or expressions of interest for suitable alternative employment up to their previous grade;
- Adopt a flexible approach when considering alternative posts.
- Understand implications of refusing suitable alternative employment (this should have been explained to the employee by the manager when informed about the redeployment process).
- Keep Manager updated with progress and any new information they want included on the redeployment register.

- Once notified of a suitable vacancy, submit the application or expression of interest form by the appropriate closing date.

7. ADVICE AND SUPPORT

Human Resources should be contacted for further advice and support on the application of the process.

8. ADDITIONAL RELEVANT POLICIES

Disturbance Allowance Policy

Equality Policy Statement

“Single Status” Terms and Conditions

Management of Change Policy

Grievance Policy and Procedure

Guidance note: Supporting Disabled Employees in the Workplace

Sickness Absence Management Policy



Appendix A

PRIVATE AND CONFIDENTIAL

**Cyngor Sir Powys County Council
Internal Reference Request Form – REDEPLOYEES ONLY**

NB! Telephonic References are not acceptable

Reference in respect of (name)	
Function / Service Area	
Position applied for	
I confirm that the above named person was employed in the position of;	
Please outline duties of the position;	

What is your assessment of:	Excellent	Good	Fair	Poor
Quality of work				
Quantity of work				
Application to job				
Honesty and trustworthiness				

Relations with internal contacts				
Relations with external contacts				
Work Without supervision				
Attendance/punctuality				
Engagement with service users/ colleagues				

<p>What would you describe as the applicants achievements and positive traits in the role with you?</p>	
<p>What would you describe as being the applicants priority areas for professional and personal development?</p>	
<p>Have you had any cause to discipline the applicant?</p>	<p>Yes/ No</p>
<p>If yes please give details.</p>	

**Please use this space to write any further comments in relation to your reference
(Attach a further sheet if necessary):**

Name		Signature	
Job Title		Organisation	
Tel No		Email Address	
Date		Relationship to applicant	
If requested by the applicant would you be happy for us to share this reference with them?			Yes / No



Appendix B

Redeployment Questionnaire

Service Area:	
Employee Name:	
Employee Pay Number:	
Contact Number:	
Preferred email address for vacancies to be sent to:	
Current Job Title:	
Current Grade:	
Reason for Redeployment e.g. medical reasons, redundancy, performance capability etc. <i>(Please refer to the redeployment policy if you are unsure)</i>	
Date to be removed from Redeployment Register: <i>(Please speak to HR Business Partner to confirm this date)</i>	
Name of Current Line Manager:	
Line Manager's Email Address:	

Date _____

Signature _____

Please note: Employees will only be able to apply for a position under the redeployment policy once this form has been completed by the employee and has been received by HR to enter onto the redeployment register. Once an employee has been entered onto the register they will receive a letter confirming this, which will also outline the redeployment process.