



## Redeployment Policy

The Council will take all reasonable steps to support employees affected by organisational change and employees experiencing ill health, by seeking to redeploy them to reasonable alternative work.

The Council will recommend redeployment to a suitable alternative role in the following circumstances:

1. In the event that an employee becomes displaced as a result of organisational change;
2. **Or** where the Council's Occupational Health Consultant Medical declares that an employee is no longer able to carry out the duties of his/her substantive role due to ill health.

The redeployment process will be managed at departmental level with the local Human Resources (HR) team seeking to match and redeploy employees to vacancies in the Department as they arise. Each Department will identify a lead HR officer for this purpose. To supplement this, the corporate HR team will coordinate redeployment activity in order to more readily enable the redeployment of employees between departments.

As far as reasonably possible employees will be redeployed into suitable alternative roles preferably at the same grade.

### Redeployment as a result of organisational change:

1. When an employee becomes displaced as a result of organisational change they will be added to the Departmental Redeployment Register at the earliest opportunity, which will be confirmed in writing.
2. Following inclusion on the Departmental Redeployment Register, the employee will be invited to a meeting with their Departmental Redeployment Officer. The purpose of the meeting will be to identify potential re-skilling and development needs and to offer any other support which will enhance the prospect of redeployment as well as identifying any adjustments which may be necessary to support the redeployment of disabled redeployees. The Departmental Redeployment Officer will also assist the employee in completing a Redeployment Profiling Form, which will assist the Department to identify suitable alternative work.
3. Where it is identified at this meeting that the employee has transferable skills which could potentially enable them to be redeployed to another department they will also be entered on the Corporate Redeployment Register and the Corporate Redeployment Officer will coordinate activities to match employees to vacancies around the Council. A copy of the Redeployment Profiling Form will also be forwarded to each Department the employee could potentially be redeployed to in order that the Departmental Redeployment Officer can seek to match them to vacancies.
4. Departmental Redeployment Officers will consider vacancies for the purpose of matching as soon as they arise, for both employees within their department and also employees from other departments who have been referred to them for potential redeployment. Considering vacancies at an early stage in this way will enable the Departmental Redeployment Officer to ring-fence a vacancy for redeployment before it is advertised.
5. Where appropriate the Departmental Redeployment Officer will also review with management whether the specification for a vacancy can be reasonably amended in order to enable the successful redeployment of an employee.

6. Employees on the Redeployment Register will be provided with a copy of the Council's fortnightly vacancy bulletin by their Departmental Redeployment Officer. Whilst it is the employee's responsibility to apply for all suitable alternative roles, the Council will also seek to match employees to suitable posts as they arise, as outlined in this document.
7. Where an employee wishes to apply for an advertised post they will need to contact their Departmental Redeployment Officer who will arrange for a copy of their profile to be passed to the selection panel.
8. Where the selection panel identifies that the employee meets the specification of the role, or can meet it subject to a short period of reasonable training and support, the employee will be interviewed and considered for redeployment before any other employees are considered. Where more than one employee on the redeployment register meets the specification of the role, the vacancy will be ring-fenced to the group and they will be invited to participate in a competitive selection process.
9. Employees will be entitled to a trial period of four weeks in the new role to evaluate the suitability of it and where required, to allow for reasonable training and development. The trial period may be extended, up to a maximum of 13 weeks where appropriate, to allow for further training and development which is considered necessary to enable the employee to meet the requirements of the role. During the trial period the line manager will formally review the performance of the employee together with their ongoing development and support needs, using the Redeployment Trial Form. The review being completed at 4 weekly intervals.
10. If following the trial period either the Council or the employee do not consider the post to be suitable, the employee will be entitled to either return to the redeployment list or attend a review meeting to consider alternatives to redeployment.
11. In the event that an employee rejects two offers of suitable alternative employment, the Council will arrange a hearing to determine whether the employee's employment should be terminated.
12. Whilst suitable redeployment is being identified the employee may be required to undertake alternative duties, including temporary or project work. Whilst an employee undertakes alternative duties on this basis it is important that the employee and Council continue to seek a permanent suitable alternative post.
13. Throughout the time that an employee is included on the Redeployment Register the Council will deliver any re-skilling and retraining interventions it considers necessary to facilitate the redeployment of individuals or groups of employees. This for instance could include; assistance with interview techniques and presentation skills, customer care skills, IT skills and effective project management techniques.
14. If, after a period of 6 months, no suitable alternative role has been found, a review meeting will be held to discuss alternative options to redeployment, including the consideration of early voluntary retirement or voluntary severance and whether the schemes could be used to create bumped opportunities.
15. The individual will be kept fully informed of all developments throughout the redeployment process, by their Departmental Redeployment Officer.
16. Where it is considered that the anticipated turnover of vacancies in the Council will not be sufficient to meet future redeployment needs, the Council will consider the use of targeted or wide-scale vacancy freezes. This need for any such freezes will be reviewed

and managed on a planned basis in line with the Council's systematic workforce planning processes.

**Redeployment as a result of ill health:**

1. Where the Council's Occupational Health Consultant declares that an employee needs to be redeployed on the grounds of ill health (in accordance with the requirements of the Disability Discrimination Act 1995), he/she will identify the types of work and tasks that the employee is able to undertake. The employee will be added to the Departmental Redeployment Register at the earliest opportunity, which will be confirmed in writing.
2. Following inclusion on the Departmental Redeployment Register, the employee will be invited to a meeting with their Departmental Redeployment Officer. The purpose of the meeting will be to identify potential re-skilling and development needs and to offer any other support which will enhance the prospect of redeployment as well as identifying any adjustments which may be necessary to support the redeployment of disabled redeployees. The Departmental Redeployment Officer will also assist the employee in completing a Redeployment Profiling Form, which will assist the Department to identify suitable alternative work.
3. Where it is identified at this meeting that the employee has transferable skills which could potentially enable them to be redeployed to another department, or where the Occupational Consultant recommends this, they will also be entered on the Corporate Redeployment Register and the Corporate Redeployment Officer will coordinate activities to match employees to vacancies around the Council. A copy of the Redeployment Profiling Form will also be forwarded to each Department the employee could potentially be redeployed to in order that the Departmental Redeployment Officer can seek to match them to vacancies.
4. Departmental Redeployment Officers will consider vacancies for the purpose of matching as soon as they arise, for both employees within their department and also employees from other departments who have been referred to them for potential redeployment. Considering vacancies at an early stage in this way will enable the Departmental Redeployment Officer to ring-fence a vacancy for redeployment before it is advertised.
5. Where appropriate the Departmental Redeployment Officer will also review with management whether the specification for a vacancy can be reasonably amended in order to enable the successful redeployment of an employee.
6. Employees on the Redeployment Register will be provided with a copy of the Council's fortnightly vacancy bulletin by their Departmental Redeployment Officer. Whilst it is the employee's responsibility to apply for all suitable alternative roles, the Council will also seek to match employees to suitable posts as they arise, as outlined in this document.
7. Where an employee wishes to apply for an advertised post they will need to contact their Departmental Redeployment Officer who will arrange for a copy of their profile to be passed to the selection panel.
8. Prior to a post being offered, the Council will clarify with the Occupational Health Consultant that the alternative role is suitable.
9. Where the selection panel identifies that the employee meets the specification of the role, or can meet it subject to a short period of reasonable training and support, the employee will be interviewed and considered for redeployment before any other employees are considered. Where more than one employee on the redeployment register meets the

specification of the role, they will be invited to participate in a competitive selection process.

10. Employees will be entitled to a trial period of four weeks in the new role to evaluate the suitability of it and where required, to allow for reasonable training and development. The trial period may be extended, up to a maximum of 13 weeks where appropriate, to allow for further training and development which is considered necessary to enable the employee to meet the requirements of the role. During the trial period the line manager will formally review the performance of the employee together with their ongoing development and support needs, using the Redeployment Trial Form. The review being completed at 4 weekly intervals.
11. If following the trial period either the Council or the employee do not consider the post to be suitable, the employee will be entitled to either return to the redeployment list or attend a review meeting to consider alternatives to redeployment.
12. In the event that the Council is unable to redeploy the employee within 12 weeks the employee's continued long term inability to undertake the duties of their substantive post will be considered under the Council's Ill Health Capability Procedure.
13. Whilst suitable redeployment is being identified the employee may be required to undertake alternative duties, including temporary or project work, subject to medical clearance from the Council's Occupational Health Consultant. Whilst an employee undertakes alternative duties on this basis it is important that the employee and Council continue to seek a permanent suitable alternative post.
14. Throughout the time that an employee is included on the Redeployment Register the Council will deliver any re-skilling and retraining interventions it considers necessary to facilitate the redeployment of individuals or groups of employees. This for instance could include; assistance with interview techniques and presentation skills, customer care skills, IT skills and effective project management techniques.
15. The individual will be kept fully informed of all developments throughout the redeployment process, by their Departmental Redeployment Officer.