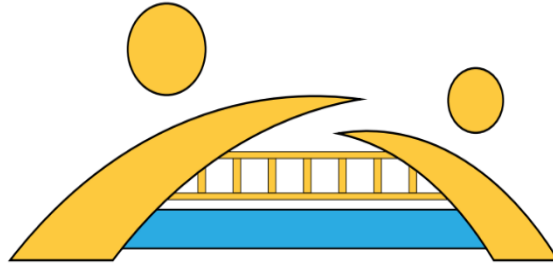


CYNGOR SIR POWYS COUNTY COUNCIL

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Redeployment Policy

	Enw / Name	Llofnod / Signature	Dyddiad / Date
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Cyngor Sir Powys County Council Redeployment Policy

1. Introduction

- 1.1 This policy sets out the arrangements and process to support staff who may meet the categories for redeployment. There will be occasions when the Council will need to redeploy staff; this 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 and moral 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 staff values:
- **Professional** – whatever role we play in the Council, we act with professionalism and integrity;
 - **Progressive** – we take a proactive and responsible approach to planning for the future;
 - **Positive** – we take a positive attitude in all that we do;
 - **Open** – we keep each other informed, share knowledge and act with honesty and integrity;
 - **Collaborative** – we work constructively and willingly on joint initiatives.
- 1.2 Generally, this process is mandatory and cannot be waived without the express written approval of the Head of Workforce and Organisational Development.

2. Scope

- 2.1 This policy is applicable to all Council employees but excludes teachers employed in educational establishments, as they have their own policy.
- 2.2 This policy does not apply to agency workers or contractors.

3. Objectives

- 3.1 The policy is designed to outline the Council's approach and process to the redeployment of staff within the Council. The policy also sets out to ensure that all staff subject to redeployment are treated in a fair and consistent manner. Importantly, item 7 of this policy outlines the responsibilities of redeployees

4. Procedure

- 4.1 To facilitate redeployment, employees will be informed that they meet a category to be considered for redeployment. Employees who do so, have a right to prior consideration for appointment to any vacancy for which they meet the majority of the essential requirements (no less than 75%, and would include any statutory qualification necessary to undertake the role) or would do with suitable training, as long as such training can be

reasonably expected to be completed within a period of no more than 6 months. Prior consideration means that the employee will be matched to a role or entitled to an interview before any other internal candidates not on the redeployment register and before all external candidates. Note that the manager considering a redeployee for a vacant post may see the redeployee's Redeployment Application Form once the redeployee has been matched. The purpose of this is to help support and train the redeployee and must not be used to refuse the employee's application. In cases where a manager has serious reservations about employing a redeployee, in the first instance, they should discuss this with their respective HR Business Partner.

- 4.2 A trial period in the role will be necessary if any employee is either matched to the role or has been interviewed. This is to ensure it is suitable for the employee, but also the recruiting department. It is important to note that generally, trial periods should be no less than four weeks and no longer than the length of the employee's notice period (up to a maximum of 12 weeks) although in some cases, this may be extended. In all cases, the redeployee's trial period will be paid for by the substantive department at the substantive post's job grade until the trial is completed. If the trial is successful, the employee will be paid at the job grade of the new role – in line with 4.4 of the Council's Terms and Conditions of Employment dealing with assimilation into a new post.
- 4.3 Where employees meet the categories for redeployment and satisfy the essential requirements of the post they are matched to, they should be appointed. If they are not appointed at the interviewing stage or following the trial period, the recruiting manager must ensure the employee receives, in writing, the reasons why they were not appointed, before the consideration and interviewing of any other non-priority candidates. Note that all activities in relation to redeployment that an employee needs to do can be undertaken during work time.
- 4.4 In situations where only one redeployee meets (or could meet within 6 months) the majority of the essential criteria (no less than 75%) of the vacant post's person specification, they will be matched to the role and the employee can be offered a job trial. However, if there is more than one redeployee who meets the criteria for the vacant post, all redeployees must be formally interviewed – a competitive interviewing process will then be required.
- 4.5 An employee on a fixed-term, temporary or relief contract will normally have no right to meet the categories for redeployment where their contract is reaching its fixed end date, unless they have accumulated at least 2 year's continuous service, as per point 4.6.
- 4.6 An employee on a fixed-term or temporary contract who has 2 years or more continuous service with the Council will be entitled to the same protection afforded to permanent employees and are therefore likely to meet the categories for redeployment.
- 4.7 Employees will be informed by their line manager and confirmation will be received from the HR department that the redeployment procedure will apply to them and the category they meet will be given under the policy. They will then need to register themselves on the Council's redeployment register, which they can complete themselves or with their manager's assistance. Support can also be provided by the Recruitment Team. Details of

employees who meet the categories for redeployment will have their details kept on the Council's Redeployment Register by the Recruitment team.

- 4.8 As well as the possibility of being matched to a role due to skills, qualifications, experience and knowledge, all employees on the Redeployment register will be informed of any other vacancies 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. 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.
- 4.9 Once in receipt of the email notifying them of the vacancy, the member of staff needs to have a discussion with their line manager to see if it is felt that the member of staff meets the essential criteria, or no less than 75% for the role. The member of staff has 2 clear working days from the date and time of the initial email being sent to reply to confirm if they are interested in the vacancy.
- 4.10 If the employee is interested, they must reply to the email they were sent. If a reply is not received, it will be assumed that the employee is not interested in the role.
- 4.11 Once confirmation has been received by email that the employee is interested in the role, a member of the Recruitment team will contact the employee to discuss the role with them and consider if they can be matched or whether an application form and interview will be required. If an expression of interest is received outside of the 48-hour timescale, the employee may still apply for the position although they may not be given prior consideration, unless otherwise agreed by the Recruitment Manager or the Professional Lead for HR and Development. Note that all Council job vacancies are advertised on its website – www.powys.gov.uk
- 4.12 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, in line with the Single Status Employee Terms and Conditions. Under normal circumstances, other candidates cannot be considered whilst redeployment selection is taking place. Managers are required to seek Human Resources advice where necessary. Note that in terms of the Council's Redundancy Policy, where an employee refuses what is deemed to be a suitable alternative role, they may lose their entitlement to redundancy pay.

5. Redeployment Categories

5.1 Medical Capability/ Disability under 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, the employee will receive confirmation that they meet the categories for redeployment and notified to complete the redeployment questionnaire. Under circumstances such as ill health, employees may remain on the redeployment register for an agreed period (usually no longer than the employee's notice period), unless there are exceptional circumstances or if there is little possibility of successfully finding a redeployment opportunity during their notice period. If, at the end of this period no suitable alternative employment has been secured, a decision will be made to terminate employment by reason of ill health.

5.2 Redundancy/ organisational change

Employees who are declared at risk of redundancy as a result of changes to the organisation/ structure of the Council, will meet the category for redeployment. 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. Note that in terms of the Redundancy Policy, employees who refuse a suitable alternative role may forfeit their right to a redundancy payment. Employees may remain on the redeployment register for a maximum of 12 weeks, for the length of their notice period or as otherwise agreed.

5.3 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 (VAWDASV Policy). Agreement with the service manager and HR and the employee will be reached regarding the feasibility for an employee to remain on the redeployment register, depending on the circumstances.

5.4 Redeployment due to relationship concerns

There may be occasions where a formal grievance outcome or grievance appeal outcome affords an employee the opportunity for redeployment due to relationship concerns or breakdown. This will have either been upheld via a formal process or has been agreed between all parties that redeployment would be the best possible option to move forward. Once confirmed by HR or a formal outcome from a grievance process, the employee may remain on the redeployment register for the agreed period.

6. General Provisions

- 6.1 Positions will be formally offered (after any pre-employment checks are completed, where necessary) to employees who are redeployed on an initial 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.

- 6.2 As a general rule, trial periods can be no less than 4 weeks but should not ordinarily exceed 12 weeks or the length of the employee's notice period, but can be extended, as per point 4.2. 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.

7. Responsibilities

Redeployees

- Completing the redeployment questionnaire in a reasonable timeframe (with line manager, where applicable);
- Actively seeking alternative employment through job applications or expressions of interest for suitable alternative employment;
- Accepting the matched role, or providing written confirmation why it is not deemed to be a suitable alternative;
- Adopt a flexible approach when considering alternative posts;
- Understand the implications of refusing suitable alternative employment (this should have been explained to the employee by the manager when they are informed about the redeployment process);
- Keep manager updated with progress and any new information they want included on the redeployment register; and
- Once notified of a suitable vacancy, submit the application or expression of interest form by the appropriate closing date.

Managers

- Assisting the redeployee with searching for redeployment opportunities;
- Assisting the redeployee with the completion of their redeployment questionnaire and application, where applicable; and
- Ensuring that the redeployee understands the implications if they refuse a suitable alternative role.
- Accepting that employees who meet the categories for redeployment will be matched to a vacant role within their team, on a trial basis to retain skills, experience and knowledge within the Council.

WOD - Human Resources

- Ensuring that this policy is maintained so that it meets the Council's needs;
- HR practitioners are expected to support the redeployment process by encouraging managers to make use of redeployees;
- HR practitioners are expected to advise both employees and managers;

- Recruitment and Selection practitioners are responsible for ensuring that the redeployment process is carried out as smoothly as possible;
- Ensuring that both managers and redeployees are made aware that a refusal on the part of the redeployee to accept a job as a suitable alternative to dismissal on the grounds of redundancy can mean that the redeployee forfeits their right to a redundancy payment.