



Haringey Council

Agenda item:

[No.]

General Purposes Committee

On 11 September 2007

Report Title: **Redeployment Policy Improvement Report**

Forward Plan reference number (if applicable): **[add reference]**

Report of: **Acting Head of Human Resources, People & Organisational Development**

Wards(s) affected: All

Report for:

1. Purpose

1.1 Since December 2005 we have been operating a new redeployment process. This report outlines the improvements that have been made and seeks agreement to changes to the redeployment policy.

2. Introduction by Cabinet Member (if necessary)

2.1 The proposals in the report represent good practice providing they are implemented as outlined in paragraph 5 of the report. I commend this report to the committee.

3. Recommendations

3.1 That committee approve incorporation of the changes outlined in paragraph 9 into the Redeployment Policy.

Report Authorised by:

Stuart Young, Asst Chief Executive - People Organisational Development

Contact Officer: **Steve Davies, Acting Head of Human Resources**
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4. Director of Finance Comments

4.1 The Director of Finance has been consulted in the production of this report and has no additional comments to make.

5. Head of Legal Services Comments

The Head of Legal Services has been consulted on the content of this report. The changes made to the Council's redeployment procedures that are identified in the report are ones which reflect good employment practice generally or are those which fall within the statutory duties of an employer. A trial period of four weeks (or longer if used for the purpose of retraining) will not extinguish the statutory right to a redundancy payment if the trial period is unsuccessful. However, any general extension of the duration of a trial period requires the application of a clear statement of the contractual rights and remedies of the employee in relation to redundancy entitlement, if the extended period is unsuccessful.

6. Local Government (Access to Information) Act 1985

6.1 No documents that require to be listed were used in this report.

7. Background

7.1 As part of our Smart Working Programme; supporting more efficient and customer focused services, we reviewed our redeployment practice in order to maximise employment opportunities for staff and minimise redundancies across the Council including Homes for Haringey.

7.2 The new Redeployment Process took effect from December 2005 and since July 2006 non teaching redeployees from Schools have been included in this process.

7.3 Outlined in Appendix A is a summary of the new redeployment process. The main difference from the old procedure is we employed a dedicated redeployment officer to progress redeployment. The main benefit of having a dedicated officer is they are more proactive in undertaking job searches, making skills assessments, matching people to jobs and undertaking training.

8. Redeployment Policy Changes

8.1 The changes in process and operation have been consulted and agreed with the unions and have been working well since their introduction however the policy has

not been formally amended to reflect these. Therefore approval is sought to incorporate the following in the policy.

9. Changes to the Redeployment Policy

- Trial period extended to 8 weeks from 4 weeks with the option of extending by mutual agreement to a maximum of 12 weeks. If the trial period is unsuccessful the employee will continue any outstanding notice period and then be dismissed for redundancy with the consequent redundancy payments they would be entitled to.
- Employees on Maternity Leave must be notified of suitable posts and have a right to be offered any suitable alternative post, where their skills and experience match the candidate specification.
- Only pregnant employees who have already commenced a period of maternity leave must be offered suitable alternative employment in preference to any other employee who is similarly affected by redundancy.
- The Disability Discrimination Act 1995 (as amended) requires the employer to consider making reasonable adjustments to working arrangements in cases where an employee's disability put him or her at a disadvantage to non-disabled employees. This includes offering a position in preference to other staff where an employee is being redeployed for a reason related to their disability.
- Redeployment Appeals: The appeal must be made in writing to the Head of Human Resources. The Head of Human Resources will determine whether the appeal will be considered by a review of the process and factual information or whether a meeting also needs to be convened.

10. Benefits of the New Process -Financial Savings

10.1 Since the start of the revised redeployment process in December 2005 to date, 162 redeployees have been referred for redeployment of which 55 (34%) have successfully been redeployed. The total redundancy payments and advertising costs saved during this £258,152.

10.2 There are also indirect costs involved in management's time to go through the recruitment and selection process which would include short listing a significant number of applications and interviewing candidates.

11. Support and Assistance

11.1 Since December 2005, 155 support sessions have been held, covering guidance on completion of application forms, interview skills/techniques, presentation skills, role plays and shared feedback and experiences of the redeployment process.

11.2 Since July 2006 a redeployment brief is now included in the Recruitment & Selection Training programme to promote the service and make managers familiar with the Council's Redeployment Policy and process.

12. Financial Implications

12.1 There are no financial implications arising from the changes in procedure.

13. Legal Implications

13.1 None

14. Equalities Implications

14.1 The recommendations are compliant with the Councils Equal Opportunities Policy. Suggestions for improvement will support the Policy.

15. Use of Appendices

15.1 An Outline of the Process Actions is attached as Appendix A

Outline Process Actions

No.	Stage	Action
1	Employee Referred for Redeployment by Advice & Consultancy	Redeployment Officer (RO) meets with employee to explain procedure
2	Skills Profile Assessment completed by redeployee	RO discusses with employee to enable RO to accurately carry out skills matching against potentially suitable vacancies
3	Redeployee invited to attend Support Sessions	Held twice weekly by RO covering completion of applications, interview skills, presentation skills and role play exercises
4	Active Jobsearching	Redeployee searches internally/externally. RO reviews weekly vacancies and interrogates SAP for open vacancies not yet advertised.
5	Redeployment Applications/Interviews	Applications reviewed by RO and submitted. RO liaises with management/redeployee to co-ordinate interviews
6	Redeployment Appeals	Documents and meeting co-ordinated by RO liaises with panel members
7	Unsuccessful Redeployment	RO informs Advice & Consultancy (A & C) who consult with management to discuss if redeployment is extended or notice of redundancy issued.
8	Redundancy	A & C meet with employee. Documentation raised by A & C to initiate redundancy sign off and payment