

Human Resources

DRAFT REDEPLOYMENT POLICY

Policy History	
Version History	<p>Approved by General Purposes Committee on 29 March 2010, amended by the General Purposes Committee on the 28 October 2010.</p> <p>This version was amended on 26 June 2012.</p>
Summary of Change	<ul style="list-style-type: none"> - Removed from scope: re-instatements from Member Appeals and relegations following a disciplinary, capability or for any other reason under Council procedures. - Placement at one grade up / one grade down has become voluntary. - The Assessment Period has been renamed Trial Period and is now in line with statutory obligations, where it is the employee's right to try out the job and not risk losing a redundancy payment. - The issue surrounding preferential placement due to Family Leave has been updated following recent developments in Case Law.
Contact (job title)	Head of Workforce Development
Implementation date	1 July 2015
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EqlA Date	June 2015
Decision making body & date of approval	Staffing and Remuneration Committee 29 June 2015
Classification	Official
Links and Dependencies to other policies	
Redeployment Policy, Secondment Policy	
Recruitment Policy, DBS Policy	
Related Forms	

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1. Purpose

This policy sets out responsibilities that the council has in seeking suitable alternative employment for an employee whose post is made redundant through a reduction in posts or an organisation restructure. It will also be used to seek suitable alternative roles when an employee is unable to perform their duties due to ill health or disability.

2. Scope

This procedure applies to all Council employees, except all staff appointed by schools operating under the Local Management of Schools, who have their own procedure.

The procedure will be varied for certain senior staff to ensure compliance with local government law and JNC conditions of service for Chief Executives and Chief Officers.

The procedure is designed to cover redeployment arising from:

- reductions in posts
- re-organisations of the establishment or structure
- an employees' inability to perform their substantive post due to ill health or disability
- supernumerary employees roles ceasing
- cessation of fixed term or temporary contract, including Graduates and Apprentices
- re-engagement following an Employment Tribunal order

3. Policy Statement and Principles

3.1 Redeployees will have priority to be appointed to suitable vacancies, if they meet the essential criteria in the person specification. A suitable vacancy may be either temporary or permanent. Redeployees may be considered for suitable secondment opportunities or for temporary project work to develop their work experience, which may assist them to secure a permanent position inside or outside the Council.

3.2 The period of redeployment will run concurrently with the Redeployee's contractual period of notice. The Redeployee will be notified, in writing by the My Career team, of the start and end date of their notice period. Details of the redundancy payment to be received will be included in the letter. Apprentices



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and Graduates will enter the Redeployment Pool two months before the end date of their contract.

3.3 Employees who are involved in a re-organisation process will be referred to the Redeployment Pool only when they have been unsuccessful in being placed into a role.

3.4 Redeployees who are selected for a suitable alternative job will have an eight week Trial Period in the new role before they make a final decision regarding their suitability for the role. The Trial Period can be extended by up to a further eight weeks, if necessary, in order to complete training or to enable the Redeployee to experience the full range of duties. The Redeployee must put in writing, to the Assistant Director of the Service that they would like to extend their Trial Period, before the initial Trial Period has come to an end. A discussion with the employee, line manager and the My Career Manager must be had before an extension can be agreed.

3.5 The Council does not protect earnings if an employee is displaced. A redeployed employee will take up the terms and conditions applying to a new post and is not protected from any reduction in previous earnings or benefits.

4. Procedure

4.1 Appointing Redeployees to Vacancies

4.1.1 Redeployees are required to regularly check the My Career portal and the Haringey Council Website to identify appropriate vacancies. The Council will provide Redeployees with the details of all vacancies, which includes posts covered by agency staff, consultants and interims and vacancies advertised either internally or externally. It is the responsibility of the Redeployee to identify suitable vacancies which they feel are suited to their existing skills, experience or knowledge before the closing date specified. Where an individual does not have access to a computer, hard copies of job adverts will be provided on a weekly basis.

4.1.2 The My Career team will also seek redeployment opportunities for Redeployees and notify individuals if a suitable alternative post becomes available.



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4.1.3 A vacancy will only be considered to be a suitable alternative post if it is either the same grade, one grade up or one grade down from the Redeployee's substantive grade. The Redeployee must consider all posts at their substantive grade and it will be a voluntary decision to be considered for posts one grade up or down. If the Redeployee identifies a suitable vacancy outside of this parameter, s/he should notify the My Career team of their interest before the closing date to discuss if an application is appropriate.

4.1.4 An individual may jeopardise their redundancy payment by unreasonably rejecting a suitable position which has been identified as part of this process.

4.1.5 If individuals do not co-operate with the appointments process, a management assessment will be used to assess their suitability for the role. The employee will be given the chance to raise concerns if they feel that the offer of suitable alternative employment made to them is not a suitable offer. Management must respond to their concerns. The Management Assessment consists of two parts - a manager's reference and an assessment against the criteria in the person specification.

The factual manager's reference should be completed by the individual's current manager, using the form at Appendix A, part A. The Role Assessment, at Appendix A part B, should be completed by the manager of the post being recruited to and one other manager who is unconnected with the restructure or a member of HR. The individual's current manager may or may not be the same as the manager conducting the recruitment.

When completing the Role Assessment the manager should use the essential criteria in the person specification as means of assessing an individual's suitability for the post by assessing how each person meets the specification based on their knowledge of the individual.

4.1.6 If the employee fails to accept the offer of employment by not signing a new contract, the contract may nevertheless be deemed to have been accepted by the employee working to the terms of their contract.

4.1.7 To be considered for a vacancy, the Redeployee must complete a Statement in Support of their application, Appendix B, and submit this to the My Career Team by the relevant closing date. The Statement should address the essential selection criteria from the Person Specification, which were identified by the recruiting manager when the vacancy was submitted for advertising.



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4.1.8 The statements will be assessed by the My Career Manager. If there is no evidence that the Redeployee's current or previous skills, knowledge or experience would enable them to carry out the job role, s/he will not be put forward for consideration and will be given feedback. The Redeployee can request a review of this decision by a more senior manager than who made the initial decision. The request for review must be made within five working days of being notified that they will not be put forward for consideration. The more senior manager will carry out the review within ten working days.

4.1.9 Those Redeployees who are considered to be suitable candidates will be either:

- allocated to the post if there is only 1 suitable candidate and a start date for their Trial Period agreed.
- asked to attend a competitive interview where there are 2 or more suitable candidates.

The line manager must accept one of the Redeployees as they have demonstrated they meet the essential criteria required in the person specification.

A Managers assessment, see Appendix A, will be prepared by the Redeployee's substantive line manager and this will be given to the new manager when the Trial Period begins. The Statement will contain information about current work pattern, sickness information and "unspent" disciplinary information. The manager is required to submit the completed statement to the My Career team before the Redeployee begins the Trial Period.

Details of sickness absence may be used to consider past history and to be used by the manager who will monitor absence as per the normal procedure.

4.1.10 If a Redeployee is notified of a post which has already been released for internal advert, and the Redeployee considers it to be a suitable match, he/she can complete an application form and submit this in the normal way, it is the individual's responsibility to make it clear that they are applying as a current Redeployee. Their application will be considered before any other applicants. The Redeployee is also responsible for notifying the My Career team of their application. The decision whether or not to shortlist remains with the recruiting manager.

4.1.11 If a Redeployee applies for or is matched to a secondment opportunity, she/he will be given a temporary variation to contract for the duration of the post. Following the temporary appointment she/he will return to the



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Redeployment Pool. They will then be issued with their period of notice, which will be from the date of re-entry to the Redeployment Pool.

4.1.12 A Redeployee's substantive Service will remain liable for redundancy costs unless the Redeployee is appointed to a permanent job or a temporary job lasting 12 months or more.

4.2 Redeploying to a Temporary Post

4.2.1 If a Redeployee is appointed to a temporary position for one period of 12 months or less, the Redeployee's substantive Service will be responsible for meeting any redundancy costs. However, if one temporary contract lasts for more than 12 months the employing Service will assume responsibility for meeting potential redundancy costs.

4.2.2 If a Redeployee takes on two or more temporary contracts, each individually lasting 12 months or less but where the total time away from their substantive post totals more than 12 months, their substantive Service will remain responsible for meeting potential redundancy costs.

4.2.3 The Redeployee will be withdrawn from the Redeployment Pool for the duration of their temporary appointment and their period of notice will be withdrawn. At the end of the contract the employee will return to the Redeployment Pool. A new letter of notice confirming redundancy will be re-issued, based on the date of re-entry to the Redeployment Pool. Further redeployment opportunities will be sought.

4.3 Bumping Process

4.3.1 A Redeployee can search the Bump Register as an opportunity to be placed into a suitable post, subject to the VR being approved. The Bump Register is a list of jobs taken from where an individual has declared that they would be willing to take voluntary redundancy and be 'bumped' by an otherwise redundant employee. In this case a 'Supporting Statement' must be submitted by the Redeployee, using the form at Appendix B. It will be for the Redeployee to complete the form to highlight how they meet the essential criteria in the person specification. If the Line Manager of the 'bump' volunteer considers that the Redeployee meets the criteria they will be called for interview. If successful at interview arrangements will be made to secure the release of the 'bump' volunteer.



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4.3.2 Redundancy is not guaranteed for the 'bump' volunteer. The criteria in the Voluntary Redundancy Procedure will be applied.

4.4 Fixed Term / Temporary Contract Employees

4.4.1 Employees on fixed term or temporary contracts, with over 12 months service, may enter the Redeployment Pool for the final 4 weeks of their contract or their notice period, whichever is the greater.

Employees on fixed term or temporary contracts dismissed on grounds of redundancy will be eligible for redundancy pay if they have more than two years continuous service, not just service in this post or with Haringey Council.

4.5 Trial Period

4.5.1 The Redeployee has the right to decide if they would like to try out the post being offered before they decide to accept it or continue working under notice of redundancy. The trial period will last for 8 weeks. Depending on the nature and complexity of the job role and the amount of support and training which has been possible to provide during the initial period, managers or the employee can request an extension for up to eight weeks. The request must be put in writing and submitted to the Assistant Director of the Service.

4.5.2 The trial period should be used by the employee to consider their suitability for the post, see Appendix C. The line manager must ensure that the trial is used to identify any training needs and to set targets as necessary. During the trial period the Redeployee will be suspended from the Redeployment Pool. If they subsequently return to the pool, they will be reinstated for the time remaining of their notice period (if any) and their amended last day of service will be notified to them in writing.

4.5.3 Assessment forms must be completed at fortnightly intervals throughout the period, see Appendix C.

4.5.4 The Redeployee must make a final decision regarding their suitability for the role by the end of the agreed trial period. If the decision is that the Redeployee will continue in the role, a variation to contract will be issued.

4.5.5 If the Redeployee considers during the trial that the post is not suitable, he or she must raise this as early as possible during the trial period and must be able to provide evidence to support their claim. Support and development



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opportunities should be given to enable the issue(s) to be resolved but if ultimately this is not successful, a discussion must take place with the My Career Manager to agree a date for the Redeployee to return to the Redeployment Pool for the remainder of their notice period.

4.6 Redeployees who have a Disability

4.6.1 The Council is required to consider making reasonable adjustments to working arrangements for employees who have a disability. In the cases of redeployment due to medical grounds or disability the Occupational Health Service must confirm that any adjustments identified are reasonable and can be implemented in the new role before the placement begins. If there are considerable adjustments which need to be put in place before it begins, a decision must be taken about whether or not it is reasonable to do so.

4.6.2 For Redeployees who have a medical condition or who are considered to have a disability, the Occupational Health Service must confirm that the placement is suitable before the Redeployee begins work.

4.7 Employees on Family Leave

4.7.1 Within the Redeployment Pool employees who are on Family Leave have the right to be offered any suitable alternative post, where their skills and experience are matched to a suitable vacancy. However, only these employees who have already commenced a period of ordinary maternity leave, adoption leave, extended paternity or shared parental leave must be offered suitable alternative employment in preference to any other employee who is similarly affected by redundancy. A failure to do so will make any dismissal as a result of the redundancy programme automatically unfair.

4.7.2 Suitable alternative employment means the work to be done is suitable in relation to the employee and appropriate for him or her to do in the circumstances, and the provisions of the contract as to the capacity and place in which he or she is to be employed and the other terms and conditions are not substantially less favourable than they would have been if the employee had continued to be employed under the previous contract.

In a redundancy situation where an employee is still on any part of their maternity or family leave, he/ she must still be issued with contractual notice and his/her last day of service will be the date on which the notice period ends, not the end date of the family or maternity leave if this is longer than the employee's contractual notice.

4.7.3 The line manager retains responsibility for employees who have been referred to the Redeployment Pool but are away from work during their period



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of notice / redeployment. This includes maintaining regular contact with the employee and ensuring they have access to viewing vacancies.

4.8 Safeguarding Initiatives

4.8.1 A suitable placement may be identified which requires either a Disclosure and Barring Service (DBS) check and / or clearance by any other safeguarding authority. If a DBS is required, this must be completed before the Trial Period begins. A DBS check will be applied for when the Redeployee is identified as a suitable match for the post, following the DBS Policy.

4.8.2 Following the DBS check if it is decided not to proceed with the appointment the Redeployee will be returned to the redeployment register for the remainder of their period of notice.

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MANAGEMENT ASSESSMENT FORM – PART A

To be completed by the employee's line manager.

Name of employee	
Current job title and grade	
Substantive job title and grade	
Service	
Name of manager	

Reference	
How would you rate your employee's performance over the last 12 months? Provide commentary to support your rating.	
Score Exceeded one or more objectives - 5 Met all objectives – 4 Met 50-99% of objectives - 3 Met less than 50% objectives - 2 Did not meet any objectives - 1	1 / 2 / 3 / 4 / 5
Sick Absence	
Number of days absence in last 24 months / number of occasions: <i>Exclude absence relating to maternity. Speak to HR regarding long term spells of absence and disability related absence as each case will be considered individually.</i>	
Details of formal sick absence monitoring:	
Score	



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12 days or under – 3 Over 12 days and under 30 days – 2 30 days or over – 1	1 / 2 / 3
Disciplinary	
Give details of any formal disciplinary action undertaken in the last 12 months	
Score Clear record – 4 Verbal warning - 3 Written warning – 2 Final written warning – 1	1 / 2 / 3 / 4
Total Score:	

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ROLE ASSESSMENT – PART B

Name of manager of the post being interviewed:	
Name of manager unconnected with the process:	
Rating: Meets criteria = 3, Partly meets criteria = 2, Does not meet criteria = 1	

Person Specification Criterion	Evidence of meeting the person specification criterion	Rating	Weighted criterion <i>Multiply essential characteristics by 2 if they are weighted in the original specification</i>	Total Score
OVERALL TOTAL:				



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Application Supporting Statement

Post applying for:	
Grade:	

Name	
Current job	
Grade	
Are there any changes to your working arrangements you would like to be considered?	
Contact telephone number	
Do you consider yourself to have a disability?	Yes / No

CURRENT / MOST RECENT JOB

Provide 5 bullet points to highlight your main activities	1.
	2.
	3.
	4.
	5.

EMPLOYMENT HISTORY of the last 5 years

(only complete if this is relevant to your current application)

Employers name and nature of business + Dates from/to:	Brief description of the job:



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QUALIFICATIONS & TRAINING

Awarding body or Training organisation	Qualification or certificate	Grade or level or achievement	Date
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PERSONAL STATEMENT

Please write a statement explaining how your knowledge, experience and skills, whether gained in or outside work, match those needed for the job you are applying for.

Use the essential characteristics on the Person Specification as the points that you need to address in this personal statement. Please note there is a maximum limit of 600 words.

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SIGNATURE	
DATE	



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Trial Period – Assessment Form

Employee name:	
Job title:	
Line manager:	
Date of appointment:	
Date of review meeting:	
Number of weeks of trial:	
Extended weeks:	

REVIEW RECORD

	Standard met or exceeded ✓	Improve ment required ✓	Action planned:
Knowledge and understanding of duties of the post			
Quality/accuracy of work			
Communication skills			
Organisation skills			
Ability to meet targets/deadlines			
Ability to work as part of a team			
Management/supervisory skills (if			



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applicable)			
Other aspects of work			
Training/support/development provided			
Further comments from line manager			
Employee's comments			

Signed by line manager:

Date:

Signed by Employee:

Date:

***A COPY OF THE FORM, SIGNED BY BOTH MANAGER AND EMPLOYEE
MUST BE RETAINED BY THE LINE MANAGER***