

Document Control

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Redeployment of Staff Procedure			
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		Three years	

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1. Procedure for the Redeployment of Staff

The Trust is committed to ensuring that, wherever possible, employees are retained in employment with the Trust following management re-organisation, the management of an employee's capability issues or an employee being declared unfit for their substantive post for health reasons. There may also be occasions when the Trust offers redeployment as an alternative to dismissal under the Trust's Disciplinary Policy.

2. Introduction

This procedure outlines the steps to be taken in redeploying staff who:-

- have been declared at risk as a consequence of management of change / re-organisation
- are unable to continue in their substantive role due to capability reasons
- have been declared unfit by Occupational Health to return to their substantive post for health reasons
- are to be redeployed as a result of disciplinary proceeding

The process of looking for redeployment opportunities will be undertaken for a time limited period. The redeployment period will normally be the employee's contractual notice period or their statutory notice period, whichever is the greater and will run concurrently with the employee's notice period.

Therefore, the minimum redeployment period will be in accordance with the contractual notice period set out in the employee's terms and conditions of employment (as varied for TUPE'd staff by NHS Devon's Notice Period Policy). The maximum period will normally be no longer than **12 weeks**, that being the maximum statutory notice period.

3. Redeployment Procedure

The detailed roles and responsibilities allocated within the redeployment process are attached at Appendix 1.

The member of staff is:

1. Declared at risk in accordance with the Management of Change Policy
2. Unable to continue in their substantive role due to capability reasons (see Capability Policy)

3. Declared unfit, by Occupational Health to return to their substantive post for health reasons (See Managing Sickness Absence Policy and/or Capability Policy)
4. Required to be redeployed as a result of a disciplinary process. In this situation redeployment will normally be finalised as part of the disciplinary process and outcome.

The line manager must meet with the employee to discuss next steps. The employee may be accompanied by their trade union representative or a workplace colleague. The line manager may be accompanied by an HR representative.

As part of this meeting the employee will be advised of the duration of the redeployment period (as per the relevant Policy and the employee's terms and conditions of employment).

Management must ensure that the employee fully understands that, should it not be possible to redeploy them within the relevant timescale from placing them on the redeployment register and there is no practical alternative, then their employment may be terminated by the Trust (in accordance with the relevant policy) at the end of the redeployment period without a further notice period or payment in lieu of notice.

Skills Questionnaire

- 3.1. The member of staff must complete the Trust's Skills Questionnaire to provide relevant information for redeployment options (see Appendix 2).

Where necessary, this may be completed in conjunction with the line manager, trade union representative or workplace colleague and / or HR representative.

The completed Skills Questionnaire must be signed and provided to the HR representative.

Variation of Procedure

Where there are exceptional circumstances that mean it would be appropriate to vary this procedure then a request to extend the redeployment process should be drawn up by the line manager and submitted to the relevant DGM/Director and the appropriate Assistant Director of HR using the attached form for their approval (see Appendix 3).

4. Vacancy Matching Process

Management of Change

4.1. For staff declared at risk in accordance with the Management of Change Policy:-

The HR representative will ensure that the employee's details are provided to the Recruitment Team who will place the employee on the Redeployment Register and provide regular Vacancy Bulletins to the employee.

The employee will review the vacancy bulletins for potential redeployment opportunities; this will normally be through receiving the Trust's vacancy bulletin by email (personal or nhs.net).

Where staff do not have access to a computer then the line manager will provide them with a hard copy of the vacancy bulletins as published on the Trust's Intranet. The method of the employee accessing the vacancy bulletins will be agreed with them during the first meeting.

The line manager and the HR representative will review all vacancies available at the time of the employee being placed on the Redeployment Register and for the relevant notice period of up to 12 weeks thereafter for potential redeployment opportunities.

Where the essential requirements of any post(s) and the skills of the individual appear to match, or where gaps in the person specification can be met by training which is proportionate and reasonable, and the criteria for 'slotting in' as set out in the Trust's Management of Change Policy are met, the individual, after full consultation, will be 'slotted into' the post. Where 'slotting in' cannot apply, ring fenced recruitment will take place. This will be co-ordinated by HR.

Under these circumstances, where the grade of the post offered as suitable alternative employment, or alternative employment, is lower than the existing grade, the Trust's Protection of Earnings Policy will apply.

Where the individual is at risk of redundancy they are statutorily entitled to a trial period of 4 weeks. If the trial period is not successful the redeployment process will start again. However, there will be not normally be any extension to the original redeployment period. Any redeployment procedures implemented where staff are at risk of redundancy will be conducted under employment legislation in force at the time.

In accordance with the Trust's Management of Change Policy, any member of staff who unreasonably refuses an offer of suitable alternative employment may, by doing so, forfeit their right to a Redundancy Payment.

Capability

4.2. For staff unable to continue in their substantive post due to capability reasons:-

On being notified by the individual's line manager, the HR representative will ensure that appropriate details for the employee are provided to the Recruitment Team who will place the employee on the Redeployment Register and provide regular vacancy bulletins to the employee.

The employee will review the vacancy bulletins for potential redeployment opportunities; this will normally be through receiving the Trust's vacancy bulletin by email (personal or nhs.net).

Where staff do not have access to a computer then the line manager will provide them with a hard copy of the vacancy bulletins as published on the Trust's Intranet. The method of the employee accessing the vacancy bulletins will be agreed with them during the first meeting.

The line manager and the HR representative will review all vacancies available at the time of the employee being placed on the Redeployment Register and for the relevant notice period of up to 12 weeks thereafter for potential redeployment opportunities.

Where the essential requirements of any post(s) and the skills of the individual appear to match, or where gaps in the person specification can be met by training which is proportionate and reasonable, the HR representative will advise the manager of the post that it is being held for redeployment purposes.

If the HR representative confirms that the post is suitable from a capability perspective, the individual will be consulted and an informal interview arranged with the manager of the post.

If all parties deem the individual to be suitable, the individual will be offered redeployment. A time limited trial period, normally of **4 weeks**, will be arranged. If the trial period is not successful the redeployment process will start again. However, there will be not normally be any extension to the original redeployment period.

Under these circumstances, the individual will be offered the post at the appropriate grade. There will be NO protection of pay.

Note: If, during the capability management process, the Trust is unable to redeploy a member of staff on the grounds of capability or if the individual refuses a reasonable offer of redeployment, where the individual is unable to return to their substantive post the Trust may have no other option than to terminate the individual's contract of employment on the grounds of capability under the Trust's Capability Policy.

Health

- 4.3. For staff declared unfit by Occupational Health to return to their substantive post for health reasons:-

The HR representative will ensure that appropriate details for the employee are provided to the Recruitment Team who will place the employee on the Redeployment Register and provide regular vacancy bulletins to the employee.

The employee will review the vacancy bulletins for potential redeployment opportunities; this will normally be through receiving the Trust's vacancy bulletin by email (personal or nhs.net).

Where staff do not have access to a computer then the line manager will provide them with a hard copy of the vacancy bulletins as published on the Trust's Intranet. The method of the employee accessing the vacancy bulletins will be agreed with them during the first meeting.

The line manager and the HR representative will review all vacancies available at the time of the employee being placed on the Redeployment Register and for the relevant notice period of up to 12 weeks thereafter for potential redeployment opportunities.

Where the essential requirements of any post(s) and the skills of the individual appear to match, or where gaps in the person specification can be met by training which is proportionate and reasonable, the HR representative may, if necessary, refer the post to Occupational Health and advise the manager of the post that it is being held for redeployment purposes. ***The matching process must take into account the requirements of the Equalities Act in relation to making reasonable adjustments.***

If necessary Occupational Health will confirm that the post is suitable from a health perspective. The individual will be consulted and an informal interview arranged with the manager of the post.

If all parties deem the individual to be suitable, the individual will be offered redeployment. A time limited trial period, normally of **4 weeks**, will be arranged. If the trial period is not successful the redeployment process will start again. However, there will be not normally be any extension to the original redeployment period.

Under these circumstances, the individual will be offered the post at the appropriate grade. There will be NO protection of pay.

Note: If, during the management of sickness absence process, the Trust is unable to redeploy a member of staff on the grounds of ill health/disability or if the individual refuses a reasonable offer of redeployment, where the individual is unable to return to their substantive post the Trust may have no other option than to terminate the individual's contract of employment on the grounds of capability due to ill health and/or the employee may wish to apply for Ill Health Retirement

Disciplinary

4.4. For staff unable to continue in their substantive post due to disciplinary reasons:-

Where redeployment is being considered as an alternative to dismissal, the Chair of the Disciplinary Panel together with the HR representative providing advice to the Disciplinary Panel will review all vacancies available at the time of the Disciplinary Hearing.

Where the essential requirements of any post(s) and the skills of the individual appear to match, or where gaps in the person specification can be met by training which is proportionate and reasonable, the Chair of the Hearing Panel, the Manager with the vacant post and the HR representative advising the Panel will discuss whether or not it is appropriate to redeploy the individual into the vacancy.

The alternative to dismissal of a vacancy deemed to be suitable will only be offered after the above discussion has taken place. This means that it may be necessary to adjourn and reconvene the Disciplinary Hearing to confirm the decision/outcome of the disciplinary procedure.

Under these circumstances, the individual will be offered the post at the appropriate grade. There will be NO protection of pay.

5. Written Confirmation

All offers of suitable alternative employment, alternative employment or redeployment will be confirmed in writing.

The employee's line manager is responsible for providing the relevant change of circumstances form / termination form to the Payroll Department.

The HR representative is responsible for the removal of the employee from the Redeployment Register.

6. Monitoring Compliance with and the Effectiveness of the Policy

Standards/ Key Performance Indicators

6.1. Key performance indicators comprise:

- The number of staff redeployed/not redeployed utilizing this procedure.

Process for Implementation and Monitoring Compliance and Effectiveness

6.2. The updated procedure will be provided to all managers/staff via the Trust's Intranet, Recruitment Team, HR Team etc.

Monitoring of the number of staff redeployed/not redeployed utilizing this procedure.

7. Equality Impact Assessment

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age	X			
Disability	X			The procedure enables a fair process for all staff including those for whom reasonable adjustments may be required.
Gender			X	
Gender Reassignment			X	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment), marriage and civil partnership	X			
Pregnancy			X	
Maternity and Breastfeeding			X	
Race (ethnic origin)			X	
Religion (or belief)			X	
Sexual Orientation			X	

Appendix 1 – Redeployment Process and Responsibilities

Redeployment Process and Responsibilities

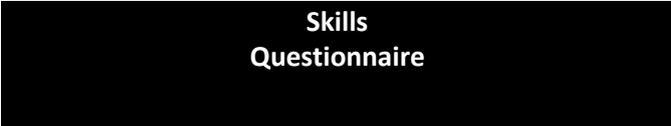
Redeployment stage	Action	Responsibility
Reason for redeployment	<p>Ascertain reason for redeployment:</p> <ul style="list-style-type: none"> Organisational change / at risk of redundancy (including the end of a fixed term contract) Capability Ill health/disability Some Other Substantial Reason <p>Once identified as in need of redeployment a meeting will be held with the employee at which the reason for redeployment and the redeployment period will be confirmed.</p> <p>The HR Representative will issue a skills questionnaire for completion.</p> <p>HR will provide a letter to the redeployee explaining their redeployment status.</p> <p>Note: A different procedure is required for employees who may be redeployed under the Trust's Disciplinary Policy as an alternative to dismissal (see Paragraph 3.1.4 above).</p>	Line Manager, Redeployee and HR
Vacancy Bulletins	<p>The Recruitment team will then:</p> <ul style="list-style-type: none"> Add the person to the Redeployment register / list Add the person to the Distribution list for weekly vacancy bulletins Send a confirmatory email to the employee, line manager and HR Representative <p>For any individuals that are 'formally at risk' i.e. have been placed formally at risk of redundancy, the HR team will advise the Recruitment team of this and the Recruitment team will:</p> <ul style="list-style-type: none"> Create an NHS restricted account on nhs.jobs Send a confirmatory email for NHS employees to the at risk person in relation to this restricted account 	Recruitment Team Line Manager

	Where the employee has no access to a computer the line manager will provide them with the vacancy bulletins as issued on the Trust's intranet.	
Advertising posts / reviewing positions	<p>The HR team will receive the vacancy panel spreadsheet, usually weekly on Thursdays and direct approval spreadsheet.</p> <p>The HR team will review the positions on the vacancy spreadsheets against the skills questionnaire to ascertain whether any posts may be suitable for any redeployee and will advise the Recruitment team whether any positions may be suitable and should be withdrawn from advert.</p>	HR and Recruitment Teams
Finding a suitable redeployment opportunity	<p>The redeployee, the line manager and HR will look for appropriate positions and for any suitable positions identified the HR representative will contact the recruiting manager to discuss.</p> <p>If the position is suitable the HR team will liaise with the recruiting manager to ensure an informal interview is arranged for the redeployee.</p>	Redeployee, Line Manger, HR and Recruiting Manager
Feedback from interview	The recruiting manager will liaise with the HR representative to provide feedback following the redeployee's interview.	Recruiting Manager and HR
Work trial	<p>If a work trial is agreed (normally 4 weeks) this will be set up with the recruiting manager and HR team.</p> <p>HR will provide a letter to the redeployee outlining the process.</p> <p>HR will liaise with the recruiting manager and redeployee (if necessary through a meeting) to discuss whether the work trial was successful.</p> <p>If the work trial was successful the recruiting manager will complete the necessary paperwork to appoint the redeployee to the post and the HR team will provide a letter to the redeployee confirming the redeployment.</p> <p>If the work trial was not successful the redeployee will remain on the redeployment register (for no longer than the original redeployment period unless application to extend has been made and is successful).</p>	HR, Recruiting Manager, Recruitment Team, Line Manager

	<p>Should an extension to the redeployment period be deemed appropriate the line manager will complete the application form (Appendix 3) and submit for approval.</p>	
<p>Keeping lists up to date</p>	<p>HR will be responsible for maintaining their own internal redeployment register and keeping this up to date.</p> <p>The HR team will be responsible for notifying the Recruitment team via the generic email inbox of any redeployee to be removed from their records for receiving the vacancy bulletins</p>	<p>HR Team, Recruitment Team</p>

Appendix 2 – Skills Questionnaire

**NORTHERN DEVON
HEALTHCARE NHS TRUST**



The Trust is committed to supporting employees who are “at risk” or declared unfit by Occupational Health, to return to their substantive post, and will make every effort to help them to find alternative work.

This form is to be used to assess the skills, knowledge, experience, abilities and wishes of employees and as a profile to match staff with possible vacancies.

The information provided will only be used in the search for alternative work and any appointment will be made on a full assessment of the employee’s capabilities. Personal circumstances not directly relevant to the vacancy being considered will not be taken into consideration. Where appropriate, Occupational Health may be asked to make an assessment of physical abilities, in relation to any vacancies deemed as potentially suitable.

PERSONAL DETAILS

Name:	
Home Address:	
Telephone No: (Home / Mobile)	Payroll Number:

CURRENT POST DETAILS

Job Title:	Directorate:
Location:	Grade:
Date started in Post:	Hours/Days Worked:
Current Line Manager:	Telephone No: (Work)
Brief Outline of Duties or attach Job Description:	

Reasons why Alternative Work is required from current position:

SKILLS, KNOWLEDGE & EXPERIENCE to be considered in the search for alternative employment

Under the following headings outline what skills, knowledge and experience you have and identify any particular areas that will be relevant to an Alternative Work search. (Please draw on examples from previous employment/voluntary work etc.) Do not be concerned if you are not able to provide information for all sections. (Continue on separate sheet if necessary)

Qualifications:

Training Attended:

Communications – Written:

Communication – Oral:

Literacy:

Numeracy:

Administration:

Customer Service:

Information Technology:

Team Working:

Problem Solving:

Management/Supervisory:

Specialist:

Other skill areas to be taken into for consideration (e.g. ability to drive):

Previous Job Titles: (include Directorate and/or Employer)

OTHER FACTORS TO BE CONSIDERED

What types of Alternative Work would you consider?

How far are you prepared to travel to work (enter distance or location)?

Please tick which of the following are you prepared to work?							
FULL-TIME	<input type="checkbox"/>	SHIFTS	<input type="checkbox"/>	DAY-TIME	<input type="checkbox"/>	EVENINGS	<input type="checkbox"/>
ANNUALISED HOURS	<input type="checkbox"/>	WEEKENDS	<input type="checkbox"/>	NIGHTS	<input type="checkbox"/>	JOB-SHARE	<input type="checkbox"/>
PART-TIME	<input type="checkbox"/>	Indicate minimum number of weekly hours					
Other General Comments:							

Employee's Signature:	
Managers Signature:	
Date Signed:	End of notice period:

TO BE COMPLETED BY OCCUPATIONAL HEALTH – Where appropriate.

Any factors that might limit the range of suitable Alternative Work? (e.g. physical abilities)
Will specialist equipment or modifications be required in line with Equality Act?

Where necessary:

Occupational Health Signature:	
Date Signed:	

Appendix 3 – Agreement for extending Redeployment Period

Employee name:	
Post Title:	
Directorate:	
Service/Department:	
Post Pay Band:	
Name of Line Manager:	
Date employee placed on Redeployment Register:	
Date redeployment period is due to end:	
<p>Reason For Application: In this section you should set out the reasons for the employee being redeployed together with action taken to date to secure suitable alternative employment. Include any posts for which the employee has undertaken a trial period that has not been successful, or whether you are seeking permission to extend a trial period together with full details as to why. You must also include all and any information available to support the application to increase the period of time during which redeployment is sought for the employee under the Trust’s policies and procedures.</p>	
Suggested date for redeployment period to be extended to:	

<p>Who else could be affected by this application? For example are there any other posts/departments/services that could be affected by proposed organisational change/redundancies?</p>	
<p>Signature of Line Manager:</p> <p>_____</p> <p>Date: ___/___/___ Position: _____</p>	
<p>Signature of Directorate Manager:</p> <p>_____</p> <p>Date: ___/___/___ Position: _____</p>	
	<p>Date Received by Assistant Director of HR:</p> <p>___/___/___</p>
<p>Extension Date Agreed? <input type="checkbox"/></p>	<p>Agreed Extension Date : ___/___/___</p>
<p>Extension Date Not Agreed? <input type="checkbox"/></p>	<p><i>Please state reasons for not agreeing request:</i></p>
<p>Name and Signature of Assistant Director of HR:</p>	<p>Name:</p> <p>Signature:</p>