



*“An Excellent Authority”*

Service Instruction <<POD.>>  
 << Redeployment Service Instruction

## Document Control

### Description and Purpose

This document is intended to give guidance to Managers and employees regarding the support provided to employees who may be placed at risk due to redundancy or the ending of a fixed term contract.

Active date	Review date	Author	Editor	Publisher
Nov 2010	Nov 2011	A Cross	Nick Mernock	Magda Jordan
Permanent	X	Temporary	If temporary, review date must be 3 months or less.	

### Amendment History

Version	Date	Reasons for Change	Amended by
New			

### Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Document location
X		Nov 10	N Mernock	POD system

### Civil Contingencies Impact Assessment (if applicable)

Date	Assessed by	Document location

### Related Documents

Doc. Type	Ref. No.	Title	Document location
Redundancy SI	A Cross	POD	Committee Services
Relocation SI	A Cross	POD	Committee Services

### Contact

Department	Email	Telephone ext.
POD	amandacross@merseygov.uk	4358

### Target audience

All MFS	X	Ops Crews	Fire safety	Community FS
Principal officers		Senior officers	Non uniformed	

### Relevant legislation (if any)

The Employee Relations Act 1996  
 Trade Union and Labour Relations ( consolidation ) Act 2004  
 Information and Consultation of Employees Regulations 2004  
 The Employment Equality (age ) Regulations 2006  
 The Collective Redundancies ( amendment ) Regulations 2006

## Redeployment Service Instruction

### Introduction

The Authority is committed to attracting and retaining employees with commitment to our values and who enable us to provide high quality service provision. However, the Authority is subject to changes internally and externally and thus from time to time the Authority may need to consider redeploying either individuals or groups as a result of such changes. In these circumstances it is recognised that those employees concerned may have a wealth of experience and expertise that will enable them to continue to contribute effectively to the Authority if suitable opportunities exist for them to do so.

The procedure is designed for use where:

- The need for employees to carry out work for a particular kind has or is expected to cease and/or diminish
- The need for work of a particular kind to be carried out at a location has ceased and /or diminished.

The effective operation of a redeployment process relies on the full co-operation of managers and employees and the provision for all necessary and relevant information in a timely manner in order to facilitate effective decision making.

### Scope

The procedure applies to employees who are at risk of redundancy or where a fixed term contract is due to expire or after a restructure where an employee has not secured a role within the revised structure.

It does not apply to employees who have been posted because of action related to disciplinary or grievance issues or where redeployment is a reasonable intervention in the management of a long term absence case.

### Principles

The Authority is committed to:

- Offering suitable substantive employment opportunities where they exist within the establishment to enable employees to secure an alternative role on the same or suitable alternative grade and thus maintain continuity of employment, wherever reasonably possible.
- Provide support, training and access to counselling to employees who have redeployed where appropriate,
- To consider re-skilling redeployees when appropriate opportunities exist.

Employees are required to

- Be reasonable and flexible in their consideration of alternative vacancies,
- Participate fully with the redeployment procedure,

- To undertake training or multi-skilling as appropriate to support their employability,
- To view vacancies on a regular basis to identify those they may be interested in applying for.

Managers are required to:

- Meet their employees on a regular basis to keep them updated on the redeployment process especially those employees at risk of redundancy/ termination of contract,
- To consider redeployed candidates for any suitable vacancy
- To be flexible within recruitment timescales to enable redeployees to apply for suitable roles
- To provide the necessary training and support to employees who are redeployed into their department
- To communicate effectively with their wider team in an open and honest manner to enable discussion regarding their particular issues and concerns regarding redeployment.

### **Formal Meeting**

Wherever possible a formal meeting should be held by the Line Manager and a nominated POD officer at the earliest opportunity prior to the end of an individual's employment. It is however recognised that where an individual is on a fixed term contract which is reliant on the confirmation of external funding that there may be a limited time frame in which to consider redeployment options.

The employee will be invited to the formal meeting in writing and may exercise their right to be accompanied by a Trade Union Representative or a work colleague.

Where multiple redeployment employees exist as a result of organisational change the Authority will comply with statutory consultation periods.

The purpose of this meeting is to confirm to the employee:

- The proposed establishment changes taking place
- The reasons why this is necessary
- The options available in relation to their employment
- What to expect throughout the redeployment process
- The main point of contact ( usually the employee's line manager)
- The supportive measures that are available
- The confirmation of the date of termination should attempts at redeployment be unsuccessful

In a redundancy situation the employee will have been advised of the severance pay, however it is advisable for this amount to be confirmed at this meeting if appropriate.

It should be made clear to the employee that they are not obliged to go onto a redeployment register and can have their contract terminated at the end of the notice period.

This meeting content will be confirmed in writing to the employee.

## **Redeployment Register**

If at the above meeting the employee indicates their preference to seek redeployment, the nominated POD officer will arrange an informal meeting with the employee to review their skills and to discuss their aspirations and categories of job they would be suitable for in relation to grade and skill set.

It is recognised that there may have been a long period of time since an employee applied for a new role. Additional assistance and support will be offered by a nominated POD officer taking the form of, for example, interview skills, presentation skills, career counselling or self marketing skills.

Employees will be requested to update their skills profile, an application form and to provide a supporting statement in the form of an expression of interest. This information will be placed on the Redeployment Register. When a vacancy is signed off the Recruitment Manager will refer to the Redeployment Register to identify whether or not there are any redeployees who could potentially be considered suitable to fill the post.

The employee will be contacted with any suitable vacancy before it is advertised and the outcome will be recorded on the register. Further information on the process is detailed below.

Whilst on the redeployment register the employee will continue to be managed by their Line Manager and included in their team's activities.

## **Suitable Alternative roles**

Wherever possible the Authority will seek to maintain individuals in work of a broadly comparative nature. The following criteria will be used to determine the suitability of alternative employment:

- The nature of the work
- The qualifications, skills and experience required to carry out the work
- The aptitude or capability of the individual to undertake the work
- Working arrangements e.g. hours of work
- Level of responsibility relative to the previous role
- Grade and pay
- location

Grades at a lower level may be considered to be suitable and where appropriate will be presented to the employee if requested. Grades of a higher level are considered to be promotional opportunities and will not be offered as redeployment options except in those cases where someone has a disability (recognised under the Equality Act 2010) and there may be a need to offer a higher grade role as part of a reasonable adjustment.

## **Redeployment Process**

When a vacancy is identified the hiring Manager will complete the RF1 form and produce a job description and person specification with the associated skills and experience required to fulfil the role.

At post approval stage, but before the vacancy is advertised, the Recruitment Manager will check the Redeployment Register identifying any potentially suitable employees. The employee can decide whether to apply for the role. The register will be updated to reflect whether the employee has applied for the role or not.

The Recruitment Manager will undertake a matching process to compare the essential criteria on the person specification and the information supplied by the employee. Consideration must be given to the similarity in the roles, responsibilities and tasks involved.

If the individual does not meet the screening criteria they will be advised of this redeployment outcome and the register updated. A competitive process will take place if more than one candidate is being considered for the role (please see below)

### **One Candidate**

There may be occasions where the employee's former substantive post contains a close match of skills and competencies. In this situation a formal interview may not be necessary. The hiring Manager should meet with the employee to outline the responsibilities of the job, to identify specific training needs, to explore expectations and to answer any questions the employee may have. If both parties are in agreement the employee can be transferred into the new post for a trial period. (Please see the section on trial periods below) If there is no agreement the employee may be returned to the register.

### **Multiple candidates**

Employees who meet the essential criteria on the person specification and job description should be offered an interview prior to the position being advertised. In order to avoid unnecessary delays to the overall process the recruitment window maybe significantly shortened.

The interview questions will be competency based consistent with our current procedures in order to allow employees to demonstrate that they have the essential and desirable skills and a commitment to the Authority values.

Where competitive interviews are held and candidates demonstrate that they meet the selection criteria or would be able to do so with a reasonable amount of training the candidate with the highest score on the selection matrix may be provided with a conditional trial offer.

A manager is not obliged to appoint a person from the Redeployment Register if they do not meet the requirement of the job description and person specification. If an employee on the register meets less than 70% of the requirement of the role the Manager reserves the right to open the vacancy and continue with the recruitment process in the normal way.

After the selection process the Manager will provide feedback to the employees to help identify training requirements and help them clarify roles that are suitable for them for the remainder of their time on the Redeployment Register.

### **Trial Period and probation**

Employees who accept a suitable alternative role have the right to a 4 week trial period in the new job to decide if the alternative post is suitable without prejudicing their eligibility to redundancy pay where appropriate.

The trial period begins when the previous contract has ended. The trial period can be longer if the employee needs retraining. However if there is to be an extended trial period certain agreed conditions must be strictly observed for the employee to remain entitled to statutory redundancy pay.

After the trial period the employee can either:

- Decide the new job is suitable and be confirmed in the position beyond the end of the trial date. If there is no written agreement to extend that trial then the employee will lose the right to a redundancy payment after the end of the trial period.
- Decide the new job is not suitable and give notice of such during the trial period. This will preserve the employee's right to a statutory redundancy payment.

At the end of the trial period, the Manager and employee will advise the nominated POD officer whether the trial has been successful.

Where either the individual or the line manager has found the trial period in the new post to be unsatisfactory a further meeting will be arranged with the line manager and the employee. The outcome of this meeting will define whether:

- It is appropriate to extend the trial period for an agreed period to be no longer than 6 months in total
- To issue notice for dismissal by reason of redundancy
- To place the individual back on the redeployment register for the period of time remaining from their original notice period

If the Authority offers a suitable alternative job and the employee unreasonably refuses it, the employee may lose the right to statutory redundancy pay. Unreasonable refusal may arise where the differences between the new and old jobs are negligible or where the employee assumes rather than investigates the changes that the new job may involve.

### **Successful Redeployment**

Where the trial period has been found to be satisfactory the employee will be confirmed in their new role and a new contract will be issued at the grade and conditions of employment.

The contract of employment and offer letter will be backdated to the start date of their trial period.

**Further support available**

**Assistance with Job Seeking**

Employees under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work, to attend scheduled interviews with external employers, to look for work or to undergo training.

Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager.

**Support with Interviews, CV writing and completing application forms**

Should an employee request support in compiling their work history and writing a cv or covering letter a member of the Organisational Development team will offer support.

Advice and guidance can be provided regarding interview techniques and where appropriate an employee can be interviewed in a mock interview situation where they will be provided will feedback and coaching,

**Counselling**

The Authority provides an employee well being programme through AXA ICAS and employees requiring support may contact them on 0800 072 7 072 24 or via [www.wellbeingworks.com](http://www.wellbeingworks.com) 24 hours a day for a confidential discussion. Alternatively, they can make an appointment with the specialist nurse service through the Occupational Health Department.

