

Isle of Wight Council
REDEPLOYMENT POLICY
January 2011

1 Document Information

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3 Introduction

Redeployment allows employees under notice of dismissal to consider, and to be considered for, alternative employment into suitable vacancies within the Council.

The Council will use its best endeavours to offer suitable alternative employment to employees displaced because of:

- changed organisational circumstances;
- ill health or disability;
- non-renewal of their fixed term contract;
- the recommended outcome of a formal procedure.

4 Responsibilities

Redeployment of staff is a joint responsibility between the employee under notice, their line manager and HR. In addition, recruiting managers are expected to make every effort to secure employment for staff under notice, taking into account how quickly and effectively the employee would be able to perform the role to the required standard given the appropriate training and management support.

5 Timeline

Once the redeployment period starts, employees will be able to access the employment support facilities and receive priority consideration for vacancies within the Council.

Eligibility for redeployment period is as follows:

Recruitment to general vacancies:

Employees who are under notice of termination by reason of redundancy will be eligible to be placed on the Redeployment List and for prior consideration for general vacancies.

Employees who have received an “at risk” letter, but are not under notice of dismissal, will not be placed on the Redeployment List and therefore will not be eligible for prior consideration.

Recruitment to a new structure:

Those staff eligible will be restricted to:

- (i) the staff in scope of the review i.e. those subject to formal consultation and who had been served their “at risk” letter as a result and
- (ii) all other staff within the Council who have been formally served notices of dismissal and are working their periods of notice.

Other employees in the Council who have received “at risk” letters but are not under notice of dismissal will not be eligible for consideration.

6 Employee Responsibilities

During the redeployment period all employees under notice, including anyone absent for any reason, will be required to:

- meet with their line manager a to discuss their employment position. They may be accompanied by their Trade Union representative or a work colleague at such meeting(s);
- submit a completed Curriculum Vitae (Appendix B) to HR at the start of the process. Guidance for completing the CV can be found on the Human Resources intranet pages at Re-Organisation Advice and Guidance, Creating your CV. The CV will be used in place of an application form for matching against potentially suitable vacancies which may arise during the redeployment period;
- make all reasonable efforts to identify suitable posts eg by studying the weekly vacancy bulletin, which will be made available by means of the Intranet or by means of hard copy for those staff not having access to ICT equipment as part of their work;
- attend appointments with Occupational Health Advisers or other medical practitioners as required;
- keep in regular contact with their line manager, particularly if they are absent on sick leave;
- undertake appropriate training should this be required.

7 Line Manager Responsibilities

During the redeployment period, the employee's line manager will:-

- meet regularly with the employee to discuss progress and offer support and guidance;
- ensure their staff receive copies of all vacancy bulletins and all relevant information;
- liaise with HR over possible redeployment opportunities;
- liaise as necessary with HR and potential recruiting managers to discuss redeployment opportunities for the employee at risk and arrange interviews.

8 HR Responsibilities

The Human Resources Advisory Team will:-

- operate the redeployment register;
- ensure that suitable vacancies are not circulated internally or externally until all employees under notice have had the opportunity to consider the vacancy;
- support line managers in assessing redeployment opportunities for staff at risk.

9 Recruitment

The Council's standards regarding recruitment and selection will apply when considering staff for redeployment.

Selection decisions will need to take into account any gaps in skills identified in comparison with the person specification and whether these gaps can be bridged by reasonable and appropriate training, coaching or guidance together with any need to make reasonable adjustments as required by the Disability Discrimination Act/Equalities Act. Consideration needs to be given as to whether such gaps can reasonably be met. Unless demonstrably unsuitable, it is expected that the employee at risk will be redeployed.

An employee facing redeployment is entitled to apply for any post and will be eligible for full consideration under this policy, whether the post is graded higher or lower than the employee's substantive grade, where their skills, qualifications and competencies match.

10 Offers of Redeployment

Where an offer of redeployment is made it will be put in writing and the following conditions will be included:

10.1 Pay

Employees redeployed to posts on the same substantive grade will retain their current salary and incremental date.

Employees redeployed by reason of redundancy to posts graded lower than their substantive grade will receive salary protection limited to a period equivalent to the period of notice to which they would have been entitled.

Appointment to a new lower graded post will normally be made at the maximum of the grade unless the new manager determines that the level of competency the employee brings to the role is insufficient to justify the maximum of the grade, in which event a lower salary point would be offered and applied. The redeployee's originating department will be required to reimburse the new department for any excess compensatory payment.

Employees who are redeployed on grounds other than redundancy to a post graded lower than their substantive grade will not receive any salary protection.

10.2 Other Allowances and / or Equipment

Allowances and/or equipment which are related solely to the post held by an individual eg Car User Allowance, mobile phone etc, are not transferable. Only allowances and/or equipment applicable to the new post will apply from the date the new post taken up.

10.3 Trial Period

Employees who are redeployed will be given a trial period of a maximum of four weeks. The purpose of the trial period is to allow individual employees and the recruiting manager to determine whether or not the post to which an individual has been placed is suitable. Formal reviews will take place between the individual and the manager during and towards the end of the trial period. Written confirmations of such reviews will be issued to the employee.

The trial period may be extended in individual cases, for training purposes or in extenuating circumstances, at the discretion of the line manager in consultation with HR. Any agreed extension will be confirmed in writing to the employee.

At the end of the trial period employees are either:

- confirmed in their new post, or
- are unsuccessful in the new post and the individual is placed back on the redeployment register for the remainder of the redeployment period.

The Council reserves the right to terminate the redeployment arrangements if it considers during or after the trial period that the employee is unsuitable in the new post. Where this right is exercised, the reasons will be explained, discussed and confirmed in writing to the employee, who will have the right to be accompanied at any such meeting by a work colleague or trade union representative.

10.4 Termination of Employment

If all attempts to redeploy an employee are unsuccessful by the end of the redeployment period, their employment will be terminated, the notice given being the balance from the originating dismissal notice.

10.5 Appeals

10.5.1 If the employee is dissatisfied with the way in which s/he has been dealt with under the terms of this policy s/he has the right of appeal.

10.5.2 The employee should write to the Head of Human Resources within ten working days of the date of the decision letter. S/he will acknowledge receipt of the appeal and appoint an HR Adviser to manage the case.

10.5.3 The employee must state clearly why s/he is making the appeal, which must be based on one or more the following grounds:

- failure to be offered a trial period in a particular post;
- failure to be included in a particular “ring fenced” group;
- failure to be appointed to a post in the new structure;
- the suitability of offers of alternative employment;
- incorrect application of the redeployment process.

10.5.4 The appeal will, wherever possible, take place within 15 working days of receipt of the employee’s written notice of appeal. This period may be extended where necessary.

10.5.5 The appeal will be heard by a senior manager (“the Appeal Manager”) who has not been involved in any part of the proceedings. In the case of a Director or Head of Service, the appeal will be heard by an Appeal Committee constituted by the Head of Human Resources.

10.5.6 The employee will be invited in writing to attend an appeal hearing and will have the right to be accompanied by a Trade Union representative or work colleague. The employee and his/her representative or companion must take all reasonable steps to attend.

10.5.7 The purpose of the appeal hearing is to consider any representations from the employee or his/her representative.

10.5.8 The employee is entitled to give a full account of his/her case and must provide any supporting evidence for the basis of his/her appeal to the HR Adviser seven working days prior to the appeal hearing date. The employee must also provide the name of any witnesses s/he wishes to call at least two working days prior to the hearing.

10.5.9 The manager who made the decision which is the subject of the employee’s appeal must provide a management case statement to the HR Adviser seven working days prior to the appeal hearing date. The manager must also provide the names of any witnesses s/he wishes to call at least two working days prior to the hearing.

10.5.10 All parties will receive a copy of the evidence provided to the Appeal Manager (or Appeal Committee) five clear working days prior to the hearing.

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- 10.5.11** The Appeal Manager (or Appeal Committee in the case of a Director or Head of Service) will:
- consider all the evidence, including any new evidence;
 - determine whether the grounds for the previous decision were valid;
 - determine whether the previous decision is upheld or not upheld; and
 - identify any actions that should be taken as a result of this decision.
- 10.5.12** As soon as possible after the conclusion of the appeal hearing, the Appeal Manager (or Chair of the Appeal Committee) will convey the decision verbally to both the employee and the manager who made the previous decision.
- 10.5.13** The decision, including rationale, will be confirmed in writing to the employee within five working days of the appeal hearing.
- 10.5.14** The decision made at the appeal is final and ends the internal procedure.

11 Action Plan

Req ID	Requirement / Recommendation	Issue	Action	Lead Officer	Outcome	Start Date	Target Date

12 Related Documents

- Sustainable Community Strategy - *Eco-Island* www.eco-island.org.uk
- Corporate Plan www.iwight.com/council/documents
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13 Appendix A – Glossary of Terms

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14 Appendix B – Curriculum Vitae

Name	
Contact number	e-mail address

Home address

Profile/Personal Statement

Current position, employment history and experience

Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	

Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	

Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	

Skills, competency scores and achievements

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Education and qualifications (include level and date achieved)

Training and vocational skills

Preferred future employment choices (identify any restrictions)

I am interested in IWC only

I am interested in public sector jobs only

I am interested in sharing this information with all potential employers

Any exceptions

Any exceptions

Any exceptions

References