

Redeployment Policy

September 2017

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1 Introduction

- 1.1 This policy applies to all staff employed under the purview of a school Governing Body and Academies where the policy is adopted along with the Managing Change Policy as part of the Service Level Agreement for HR Advisory Services with Unity Partnership.
- 1.2 Whilst the policy applies to teachers in terms of the process, teachers are covered by separate pay protection, or Safeguarding arrangements, as determined by their national terms and conditions.
- 1.3 The aims of the policy are:
- To support Oldham schools and Academies in retaining key skills and knowledge within Oldham.
 - To support employees at risk through either a managing change process, ill-health or capability procedures in finding alternative employment within the Local Authority and local Academies where possible.
- 1.4 The policy will apply under the following circumstances:
- Where a school is going through a managing change process and employees are displaced
 - Where an employee is unable to continue with their substantive duties due to a medical restriction
 - Where an employee has agreed they are unable to continue with their substantive role due to capability.
- 1.5 In such circumstances, the employee will be placed on Oldham Council's redeployment register. Support and guidance on the redeployment process and access to information is available from your Senior HR Adviser.

2 Definitions and Abbreviations

- References to school can be any school or academy adopting this policy/guidance.
- In the case of academies Chair of Governors means Director of the Board or equivalent, Governing Body is the Trust Board
- Trade Union Representatives means any representative of a trade union or any other staff representative.
- SHRA is the Unity Partnership Senior Human Resources Adviser
- Manager refers to the Head Teacher or other nominated member of the Senior Leadership team.
- Redeployment Officer is the member of the Unity Partnership HR Advisory Service with responsibility for redeployment

3 Benefits of Redeployment

3.1 Redeployment of staff who are at risk in their current roles can benefit both employees and schools in the following ways:

- In managing change circumstances it can save the cost of redundancy
- It reinforces the commitment to minimising compulsory redundancies in managing change.
- Skills, knowledge and experience of staff can be retained within Oldham
- It supports effective employee relations.
- To retain an existing member of staff's skills and experience if they are unable to fulfil their current role due to medical reasons/ill health.

4 Role Matching

4.1 All posts advertised by Unity Partnership under the Recruitment SLA and by schools and academies, who have adopted the Managing Change policy, will be available for redeployee matching from the point a vacancy is notified to the point of the vacancy being formally offered to and accepted by the successful candidate.

4.2 The Redeployment Officer will undertake a process of matching employees at risk with available vacancies. This will be based upon the redeployment form initially submitted by the employee (Appendix 1) and will take into account:

- The appropriateness of the role in terms of level of pay, location, status, service conditions and skills required, including the transferability of skills.
- The reasonableness of the offer taking into account the employee's own personal circumstances.

4.3 In assessing potential matches, where appropriate, flexibility will be applied to those essential criteria on the posts' person specification, allowing for re-skilling and retraining as necessary. This will better enable the employee to meet the full person specification within any trial period (outlined in section 3)

4.4 Whilst active matching will be undertaken by the Redeployment Officer once an employee becomes at risk of dismissal for one of the reasons identified in 1.4, employees are encouraged to continue to undertake their own job search. Should a job be advertised which an employee identifies as a suitable alternative employment opportunity, then the employee must contact their school's SHRA or the Redeployment Officer with a view to a possible job trial.

4.5 In managing change circumstances, redeployment will be operated at two levels, or 'tiers'. Employees who have been identified as at risk of redundancy at the consultation stage, and not yet served with notice of redundancy, will be considered at Tier 2. Tier 2 redeployees will not be actively matched to vacancies, but where the individual identifies potential suitable alternative employment they should notify their school's SHRA at which point a trial may be arranged. For those employees served with formal notice of redundancy, they shall be considered a Tier 1 employee in which case active matching will take place.

5.0 Job Trial

5.1 Where a suitable opportunity is identified, either by the employee or HR, there is a statutory right to a 4 week trial; starting at the date the redundancy notice expires or

during the notice period if operationally feasible. In some exceptional circumstances, the job trial may be extended beyond 4 weeks at the agreement of the recruiting manager and the employee. A job trial will form the basis of assessment, with the managerial view as to whether the opportunity constitutes a suitable offer of alternative employment being confirmed at the end of the trial. Prior to the commencement of the trial, the redeployee and recruiting manager will be able to meet to discuss the job and any other specific working arrangements in further detail.

- 5.2 It is good practice for the manager to set objectives for a job trial (using Appendix 2) and monitor progress against these throughout the course of the trial. Through this process the manager will seek to identify and arrange training and support for the employee to ensure they are given the opportunity to demonstrate their skills and capabilities. Depending on the objectives or training needs it may be necessary to extend the job trial period for longer than the standard 4 week period.
- 5.3 At the end of the job trial, the manager should arrange a review meeting with the employee. At the meeting, the employee will be given the opportunity to confirm whether they consider the role to be a suitable alternative. The manager will then have the opportunity to confirm whether they feel the employee is suitable for the role or not. Should the manager consider the role does not constitute 'Suitable Alternative Employment' (further guidance is available from your SHRA), a full explanation, evidenced by the progress against those objectives set, must be given. See Appendix 2 for a sample log or record of trial performance outputs.
- 5.4 Where the trial period is unsuccessful, the employee will be released on the grounds of redundancy.
- 5.5 Where the trial is a success, with both parties agreeing the post is suitable alternative employment, the employee shall be offered the position on its terms and conditions in line with the standard recruitment process and protection arrangements if applicable.
- 5.6 Where more than one redeployee is identified for the same role, the recruiting manager will need to undertake a selection process. This will involve interviewing the redeployees individually and assessing their suitability. Through this process the interviewer should identify the redeployee's training and support needs along with the duration of the trial period, should it need to be longer than four weeks. The redeployee with the highest overall score will be selected for the redeployment opportunity and four week trial.
- 5.7 Where a job trial is unsuccessful, the vacant post may be identified as a suitable match for another redeployee who will also have the right to a 4 week trial period.
- 5.8 If statutory notice of redundancy has been issued and the employee turns down an offer of suitable alternative employment during this notice period, then the employee may forfeit his/her right to receive a redundancy payment with the dismissal remaining effective.

6 III Health Redeployment

- 6.1 Medical redeployment should only be considered where Occupational Health advice indicates that the individual is unlikely to be able to return to their substantive post due to health reasons, and recommends redeployment.
- 6.2 No fixed time is applied to the period for which alternative employment should be sought but in general it will commence from the time permanent redeployment is

recommended by Occupational Health and it will continue until the expiration of notice of termination, if the employee is at risk of dismissal. Each case shall be dealt with on merit, taking account the availability of current and forthcoming vacancies, medical advice and the needs of the service.

- 6.3 If the employee has to be redeployed due to a disability the employee can apply for any post at any grade on the redeployment register. If they meet the person specification for the post they are entitled to a non-competitive interview. In certain circumstances the person specification can be 'relaxed' e.g. the employee doesn't have a qualification that could be gained after appointment within a specified period. If more than one redeployee with a disability applies for the post and is shortlisted, then a competitive interview between the redeployees is acceptable.

7 Disputes

- 7.1 Disputes are not expected but where the recruiting manager and employee's view as to the post's suitability differs, an adjudication meeting will be chaired by the Chair of Governors of the school.
- 7.2 In the event of a dispute both the employee and recruiting manager will be able to submit any evidence in support of their view for consideration.

8.0 Salary Protection Rules

- 8.1 In co-ordinating the redeployment register, the Redeployment Officer will try to redeploy employees to posts at the same grade or, at maximum, one grade lower. In any case protection will be limited to a maximum of one grade higher than the substantive grade of the post for a period of 2 years. This will not, however, prevent redeployees expressing an interest in posts of a lower grade, though protection will only be as outlined above.
- 8.2 Protection does not apply where the reduction in salary results from a reduction in working hours or where an additional payment associated with the old role e.g. unsocial hours banding has been removed or reduced.
- 8.3 Protection does not apply to employees at risk of dismissal due to performance issues.
- 8.4 Where pay protection applies it will be paid to the employee by the originating school and the normal salary for the post will be paid by the receiving school/Council department.

9 Terms and Conditions of Employment

- 9.1 Where redeployment results in a change in terms and conditions of employment e.g. Teachers to NJC, the terms and conditions of the new post will apply.

10.0 Outplacement

- 10.1 In addition to redeployment, employees at risk will be provided assistance in finding alternative employment via the Council's Outplacement service. The Outplacement service offers practical support to employees at risk of redundancy.
- 10.2 Employees at risk will be entitled to reasonable time off to attend interviews, job centres etc. Managers should observe this entitlement in connection with job search and outplacement training/activities.

APPENDIX 1

Entry on Redeployment Register

Basic Details			
Name			
School			
Extension			
Email			
Manager			
SHRA		Ext	

Present post details				
Please give details current role below.				
Date Started	Job Title	Short Description	Grade	Contracted Hours Per Week

Previous Employment		
Please give details of previous employment and voluntary experience below. Insert additional columns if necessary		
Date Started	Job Title	Short Description

Formal Qualifications		
Please list all formal qualifications below.		
Date Completed	Qualification	Further Details e.g. short description, modules completed.

Training	
Please list any training or further professional development undertaken below.	
Date Completed	Details

Additional Skills and Knowledge

Please give details of any additional skills and knowledge which should be taken into consideration e.g. IT Skills, Ability to drive.

Key Word	Short Description	How was this knowledge/skill obtained?

Please return this form to the Redeployment Officer

HR Advisory Service
Level 10, Civic Centre
West Street
Oldham
OL1 1UG

redeployment@oldham.gov.uk

APPENDIX 2

Redeployment Job Trial – Objectives and Review Form

Name:

Manager:

Post:

School:

Initial meeting date:

Review meeting date

Agreed job expectations / tasks / objectives			
DAY 1 of Trial			End of Trial Review
Objectives	Agreed Actions / Timescales	Support Required – Training, Guidance etc	Performance Comments

Trial outcome: **Successful / Unsuccessful**

Further required action:

I confirm that this is an accurate record of the meeting:

Signed (Manager)

Date:

Signed (Employee)

Date

Record of document review and amendments		
Date	Amended by	Comments
September 2017	KP	New Policy