



REDEPLOYMENT POLICY

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Grampian Area
Partnership Forum

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Grampian Area
Partnership
Forum.

Signature**Signature****Signature****Identifier:**

NHS/POL/05/HR

Review :

This policy will be
reviewed biennially
by Grampian Area
Partnership
Forum.

**Implementation
Date:**

September, 2009

UNCONTROLLED WHEN PRINTED

VERSION 3

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH OTHER RELEVANT NHS GRAMPIAN STAFF MANAGEMENT POLICIES, FOR EXAMPLE THE ORGANISATIONAL CHANGE POLICY, THE EMPLOYEE CAPABILITY POLICY, THE WORKPLACE ADJUSTMENT POLICY ETC.

The provisions of this policy, which was developed by a partnership group on behalf of Grampian Area Partnership Forum, apply equally to all employees of NHS Grampian except where specific exclusions have been identified.

**NHS GRAMPIAN
REDEPLOYMENT POLICY**

If you have difficulty understanding the English language, this policy can be made available to you in a language of your choice.

This policy can also be made available, on request, in other formats e.g. in large print or on a computer disk.

For all requests for copies of this policy in another language, or in an alternative format, please call the Corporate Communications Team on 01224 554400.

NHS GRAMPIAN REDEPLOYMENT POLICY

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NHS GRAMPIAN REDEPLOYMENT POLICY

1 INTRODUCTION AND BACKGROUND

NHS Grampian is committed to the redeployment of staff to sustain job security, while ensuring successful matching of skills and financial viability.

Consequently, this policy helps employees to identify a suitable alternative post within NHS Grampian, when they are unable to continue in their previous post, by providing a commitment and process which allows them preferential consideration for vacant posts within NHS Grampian.

2 SERVICE AND DEVELOPMENT PLANNING FOR REDEPLOYMENT

NHS Grampian recognises that effective Service and Workforce Planning processes are a key pre-requisite to successful redeployment. This process should include assessing workforce demand in related areas and actively developing and managing employees to take up posts in these areas as early in advance as possible.

Managers and employees should use the personal development planning process to identify alternative opportunities and retraining requirements to facilitate a displaced employee's redeployment to other service areas. Redeployment requirements will be shared with other relevant service areas and included in their service, workforce and learning and development plans.

3 SCOPE OF THE POLICY

This policy applies equally to all staff employed by NHS Grampian who hold substantive contracts, or who have held one, or more, fixed term contract which aggregates to one year, or more, of continuous employment. Redeployment in specific circumstances may also be agreed between NHS Grampian and other public and voluntary sector employers e.g. in line with existing Joint Future and Shared Services Arrangements, following appropriate consultation.

This policy covers all instances where redeployment is appropriate e.g. organisational change, ill health, matters of capability, resolution of grievances or employee conduct matters - this is not an exhaustive list.

This Policy does not apply where the basis of employment is a developmental precursor to subsequent training e.g. Psychology Assistant or to training posts e.g. Apprenticeships. In situations where the post is subject to fixed term funding an exit strategy should be built in to the appointment.

The policy may also be applied as an alternative to a transfer under the provisions of the Transfer of Undertakings (Protection of Employment) Regulations, commonly known as TUPE, although it is recognised that, depending on the size and scale of such transfers, this may not always be possible. Where it is possible, staff in this category will not normally be afforded the same level of 'priority' as others because their right is to transfer to the new employer i.e. they have a greater number of options than others.

Employees have the right to state their own case and to be represented by a Trade Union or Staff-Side Organisation representative (including full-time Trade Union Officers), or be accompanied by a colleague, friend, or relative not acting in a legal capacity at all stages of the procedure.

Special attention should be paid to communications with employees who have limited experience of working life, employees with learning difficulties, employees with physical disabilities or mental health issues which may impact on their ability to understand or express themselves and employees whose first language is not English.

Non adherence to this policy will be dealt with under the Employee Conduct Policy, or Framework for Support – Suite of Policies and Procedures for Medical and Dental Staff, whichever is appropriate.

4 ROLES AND RESPONSIBILITIES

(a) 'Displaced' Employee is required to:

- Participate fully in the process
- Complete an Employee Profile Form in order to be entered on the Redeployment Register
- Check the Vacancy Bulletin each week (if unable to access the Vacancy Bulletin on-line, a paper version can be provided on request from the Redeployment Co-ordinator or the Employee's Line Manager).
- Express an interest in those vacant posts for which they may potentially, be suitable for by completing an Application Form
- Mark clearly '**DISPLACED**' on the front page of the Application Form and send to the Redeployment Co-ordinator.
- Advise the Redeployment Co-ordinator when they will not be contactable in the usual way/of different contact arrangements where appropriate.
- Identify any training requirements with their line manager

(b) Manager of Displaced Employee is required to:

- For employees who are on fixed term contracts, keep a note of the date that the FTC is due to end and ensure that the employee is displaced if eligible – see Appendix 2 either for 3 or 6 months in advance of their fixed term end date.
- Arrange a meeting with the individual affected to discuss and confirm their 'displacement' and the reasons for this. They should also provide the employee with written confirm of this.
- Identify any training requirements with the employee.
- Provide the employee with an Employee Profile Form, which should be completed jointly and must be signed by all parties and forwarded to appropriate HR Team.
- Manage the overall situation, including providing the employee with every assistance in securing an alternative post e.g. time off for attending interviews, time off to attend agreed identified training. Performance appraisal and Personal Development Planning for individuals affected should be treated as a high priority.
- Liaise with Occupational Health Service where appropriate.

(c) Appropriate Human Resource Team is responsible for:

- Working with the Redeployment Co-ordinator and Line Managers in their Service Area to support in the identification of suitable alternative employment for the displaced employee.
- Keeping a track on potential vacancies/planned vacancies which may be suitable.
- Liaising with Occupational Health Services where appropriate.
- Attending recruitment interviews for displaced candidates.
- Asking the Appointing Manager to review their original decision not to interview, where the HR Team believes that the displaced applicant does meet or has the potential to meet, the essential requirements of the person specification.

(d) Trade Union/Professional Organisation Representatives at the request of the employee is responsible for:

- Supporting the employee
- Working with Manager/OHS/HR to identify an appropriate solution.

This will not include attendance at recruitment interviews.

(e) The Occupational Health Service (OHS)

Where an employee is unable to carry out the full range of duties associated with their substantive post an assessment will be made by OHS as to whether this is due to underlying health problems. OHS will be responsible for making a competent assessment of fitness for substantive role and adjustments and this may involve communication with GPs, Specialists and any other relevant clinicians.

Consideration of adjustments to the post will be made and advice given to management on what may be required. Should the adjustments not be possible following management and human resources assessment then redeployment on health ground will be discussed at a joint meeting. OHS will also provide advice on what tasks it will be possible for the employee to undertake, which posts the employee may be considered for and any adjustments required to be made to the post, or the work place, to assist the employee to take on that role - also see Section 6. OHS will conduct an assessment of the proposed new/redeployed role and the employee's fitness to undertake the role following interview but prior to an offer of appointment being confirmed.

(f) Redeployment Co-ordinator is responsible for administering the Redeployment process which will include:

- Keeping the NHS Grampian Redeployment Register regularly updated with information provided by the appropriate Human Resources Teams
- Scrutinising all vacancies received and contacting an employee on the Redeployment Register when a suitable vacancy is identified and logging all such activity
- Providing anonymised information on employees on the Redeployment Register to the NHSG Vacancy Management Panel
- Liaising with the appropriate HR Team as and when required.

(g) Appointing Manager is responsible for:

- Ensuring that displaced employees who complete an application form will be guaranteed an interview prior to any other candidates, provided they meet, or have the potential to meet, the essential elements of the person specification.
- Seeking advice of appropriate HR Team, where there is/are displaced applicant (s), this is essential when they consider that a displaced applicant does not meet, or does not have the potential to meet, the essential elements of the person specification.

- Reviewing their decision, having been asked to do so by HR. If they are still of the opinion that the displaced applicant does not meet, or does not have the potential to meet, the essential elements of the person specification, they must provide the Redeployment Co-ordinator with written reasons for their decision.
- Notifying the appropriate HR Team of displaced applicants

Where the displaced candidate is considered to be potentially suitable for the post an interview will be arranged as soon as possible, normally within 2 weeks. The interview:

- Must be attended by a representative from HR and
- Will only be competitive when more than one, eligible, 'displaced' candidate applies for a vacancy
- If the displaced candidate is found after interview to be unsuitable, the Appointing Manager should, with input from their appropriate Human Resources Team, advise the candidate in writing, with a copy to the Redeployment Co-ordinator, of the reason(s) why they have not been successful

(h) Recruitment Team is responsible for:

- Notifying the Appointing Manager of displaced applicant in the first instance
- Withholding all other application forms until displaced applications are considered by the Appointing Manager.
- Inviting displaced candidate for interview, giving appropriate notice.
- Arranging for an offer of appointment letter to be sent once a candidate is deemed to be suitable, after interview.
- Undertaking all necessary checks and taking up references

(i) NHSG Vacancy Management Panel is responsible for:

- maximising the redeployment of 'displaced' staff by restricting recruitment to this 'pool' where a vacancy has the potential to provide suitable alternative employment.

5 TRIAL PERIODS

A trial period of up to 12 weeks can be agreed if required, bearing in mind that there is a legal requirement to have a minimum 4 week trial period where redundancy is a possible outcome.

The purpose of a trial period is to allow both the employee and the organisation to ascertain the suitability of the post. In such circumstances, a joint review meeting, attended by the line manager concerned, the employee and their representative and an appropriate member of the Human Resources Team, will be convened towards the end of the trial period, or sooner if requested by either party, at which the suitability of the post will be considered.

Where either NHS Grampian or the employee can substantiate the view that the post is unsuitable, the employee will revert to the Redeployment Register for a period appropriate to their length of service (see Appendix 2), less the period that they were on the Register prior to taking up the redeployed post.

Where the parties concerned agree that the post is suitable, the employee will be confirmed in post.

In either event, the outcome of the trial period will be confirmed by the Appointing Manager to the employee, in writing, following the meeting and copied to the appropriate HR Team.

6 SECONDMENTS AND FIXED TERM POSTS

A displaced employee can be on the Redeployment Register for up to 6 months depending upon their length of service (See Appendix 2), unless they secure a substantive post in the interim.

A displaced employee who takes up a secondment/fixed term post during this period will have their 'displaced' status suspended for the duration of the secondment/fixed term post. If the period of secondment/fixed term post is less than 12 months, the balance of their 6 month displaced status would be reinstated. However if the Secondment/Fixed Term Post is for more than 12 months, a further displacement process would commence either 3 or 6 months prior to end of Secondment/Fixed Term Post.

Suspension of displaced status means that the individual's name will be temporarily removed from the redeployment register and that preferential consideration will also be temporarily withdrawn.

7 ENFORCED REDEPLOYMENT

Employees who have been 'displaced' but who have been unsuccessful in obtaining alternative employment may, following a face-to-face discussion, be allocated a post. This will only take place where NHS Grampian considers the post to be suitable alternative employment which the individual is capable of undertaking, or is potentially capable of undertaking with appropriate training and support.

Such posts will be offered for a trial period and the provisions recorded in **Section 5, TRIAL PERIODS** above will apply.

An employee's unreasonable refusal to accept an allocated post may result in termination of employment and jeopardise their entitlement to any redundancy compensation. It may also result in the loss of earnings protection (only payable in cases of redeployment on the grounds of organisational change) if they are subsequently employed in a post that falls below the remuneration of their previous substantive post.

In either circumstance, the employee will have the right to challenge the decision through the relevant grievance procedure.

8 REDUNDANCY

a) Organisational Change

In the event that an employee who has been 'displaced' as a result of organisational change has not secured suitable alternative employment by the time that their period on the Redeployment Registers expires, termination of employment by reason of redundancy is likely.

b) Ending a Fixed Term Contract after 2 years service

In the event that a Fixed Term Contract of more than 2 years is coming to an end, the person needs to be displaced and placed on the Redeployment Register. Notice period should run concurrently with their period on the Redeployment Register. If they are unsuccessful in obtaining a suitable alternative post, they would be eligible for a redundancy payment.

No redundancy payment will be made where a suitable alternative post has been identified but the displaced employee has unreasonably refused the post.

9 NON DISCIPLINARY DISMISSAL PROCESS

There is a legal requirement to bring to a close an Employee's Contract of Employment and due process needs to be followed. This applies to all terminations which are not Employee Conduct issues e.g. Redundancy due to Organisational Change, Ill-health, termination of Fixed-term Contracts. Please refer to NHS Grampian's Employee Conduct Policy, Appendix 6 Non Disciplinary Dismissal Procedure.

Notice of termination of Contract of Employment will, as a matter of course, run concurrently with the final period of 'displaced' status.

10 PROTECTION ARRANGEMENTS

Applicable only in situations where employees have been redeployed because of Organisational Change. Refer to NHS Grampian's Organisational Change Policy.

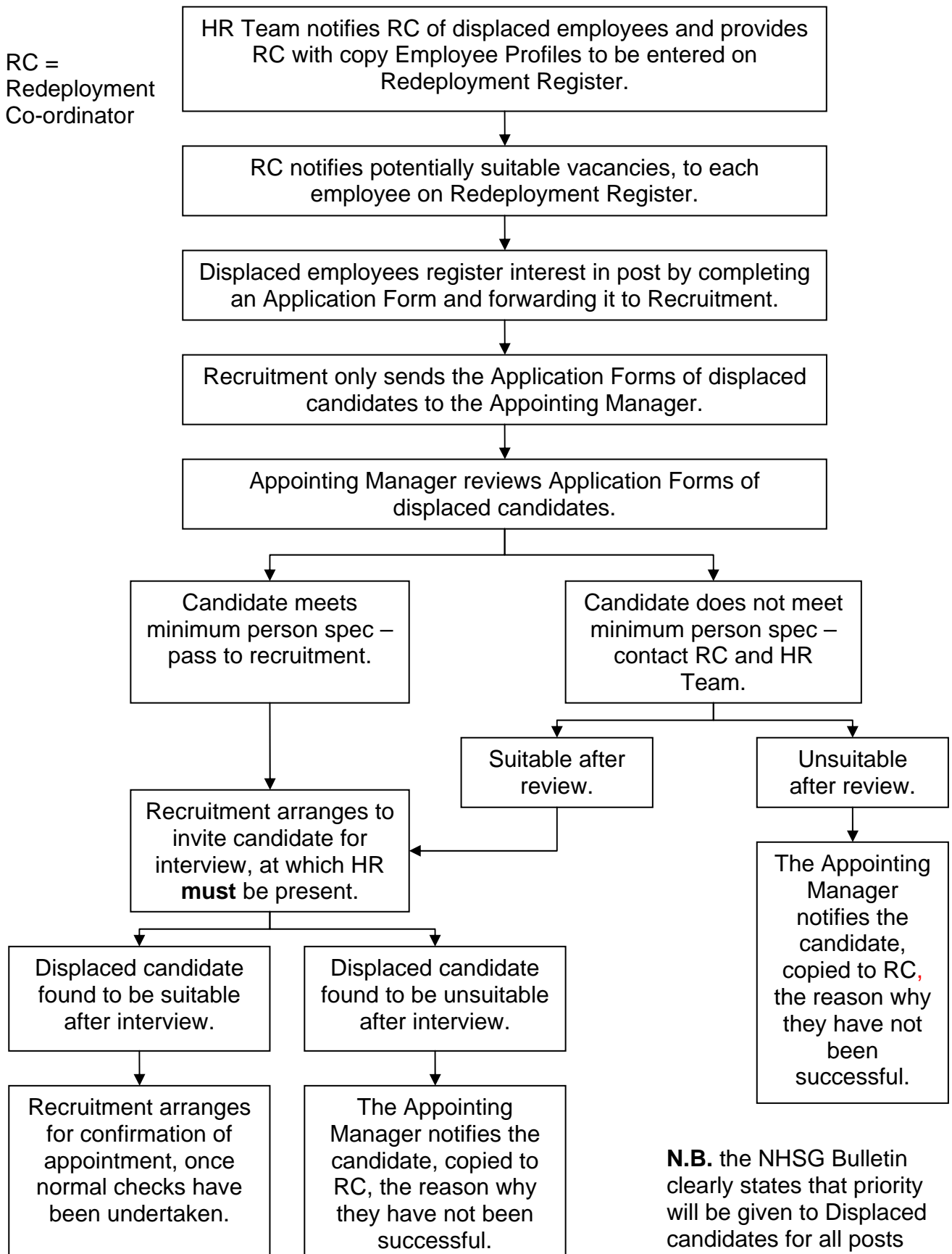
While protection arrangements do not normally apply to redeployment on grounds of ill-health there may be exceptional circumstances where protection may be agreed on an individual basis for a specific period of time. The decision would rest at a senior management level e.g. General Manager or equivalent.

11 SUPPORT AND TRAINING

NHS Grampian's commitment to assisting 'displaced' employees to secure other jobs will include the provision of support and assistance to prepare an individual for alternative employment, both within and out with the NHS. This may, for example, include training to update an employee's skills and/or help in preparing for interview. Where it is considered of benefit and with agreement of the employee arrangements could be made for them, through the appropriate HR Team, to access appropriate modules of Job Jump Start Programme.

**FLOW CHART
REDEPLOYMENT PROCESS**

RC =
Redeployment
Co-ordinator



N.B. the NHSG Bulletin clearly states that priority will be given to Displaced candidates for all posts

INDIVIDUAL ENTITLEMENT TO REMAIN ON THE REDEPLOYMENT REGISTER

Individual entitlement to remain on the Redeployment Register will be determined in accordance with the following service table:

Reckonable Service	Time Period
1 Year or More Continuous Service but Less than 2 Years Service in Total	3 Months
2 Years or More Service in Total	6 Months

Reckonable Service - is calculated on the basis of service accrued by an individual as at the date of the 'displacement' meeting (See Section 4 (a/b)). In all cases, at the time of this meeting, the individual must hold at least one year's continuous full-time or part-time service with NHSG to have any eligibility.

**NHS GRAMPIAN
EMPLOYEE PROFILE FORM**

(This form should be completed jointly by manager and displaced employee)

PERSONAL DETAILS

Name: _____ **Pay Number** _____

Home Address: _____

Home Tel No: _____ **Work Tel No:** _____

Email Address: _____

Date of Birth: _____ **Date Commenced with NHS:** _____

CURRENT EMPLOYMENT CIRCUMSTANCES

Job Title: _____

Ward/Department: _____ **Base:** _____

Substantive Grade/Band: _____ **Contracted hours of work:** _____

Typical work pattern: _____

Date Displaced: _____

Main Duties of Current Post (attach up-to-date job description or summarise duties below continue on separate sheet if necessary):

ADDITIONAL INFORMATION

Qualifications:

Other Work Experience:

Significant Training/Development undertaken:

Other Relevant Information e.g. Driving Licence, SVQ Assessor:

EMPLOYEE PREFERENCES

1. **What work locations are you prepared to consider** (Indicate which locations you are prepared to consider see attached list of locations Page 16)

2. **What type of posts are you prepared to consider** (see attached list of example posts see page 17)

3. **What training would you require to undertake for the posts identified in 2 above?**

4. **What type of posts are you unwilling or unable to consider?**

5. **What is the minimum and maximum number of hours you would be prepared to work?**

From (hours) _____ To (hours) _____

6. **Are there any restrictions to the work patterns that you are prepared to work e.g. changing to/from shift working?**

7. Are you interested in opportunities with other related Employers?

Yes []

No []

8. Any other relevant information?

Employee's signature: _____

Date: _____ []

Manager's Signature: _____

Date: _____

Manager to send the completed form to appropriate HR Team

TO BE COMPLETED BY HR TEAM

HR CONTACT:

NAME: _____ **EXTENSION:** _____

DESIGNATION: _____

ADDRESS: _____

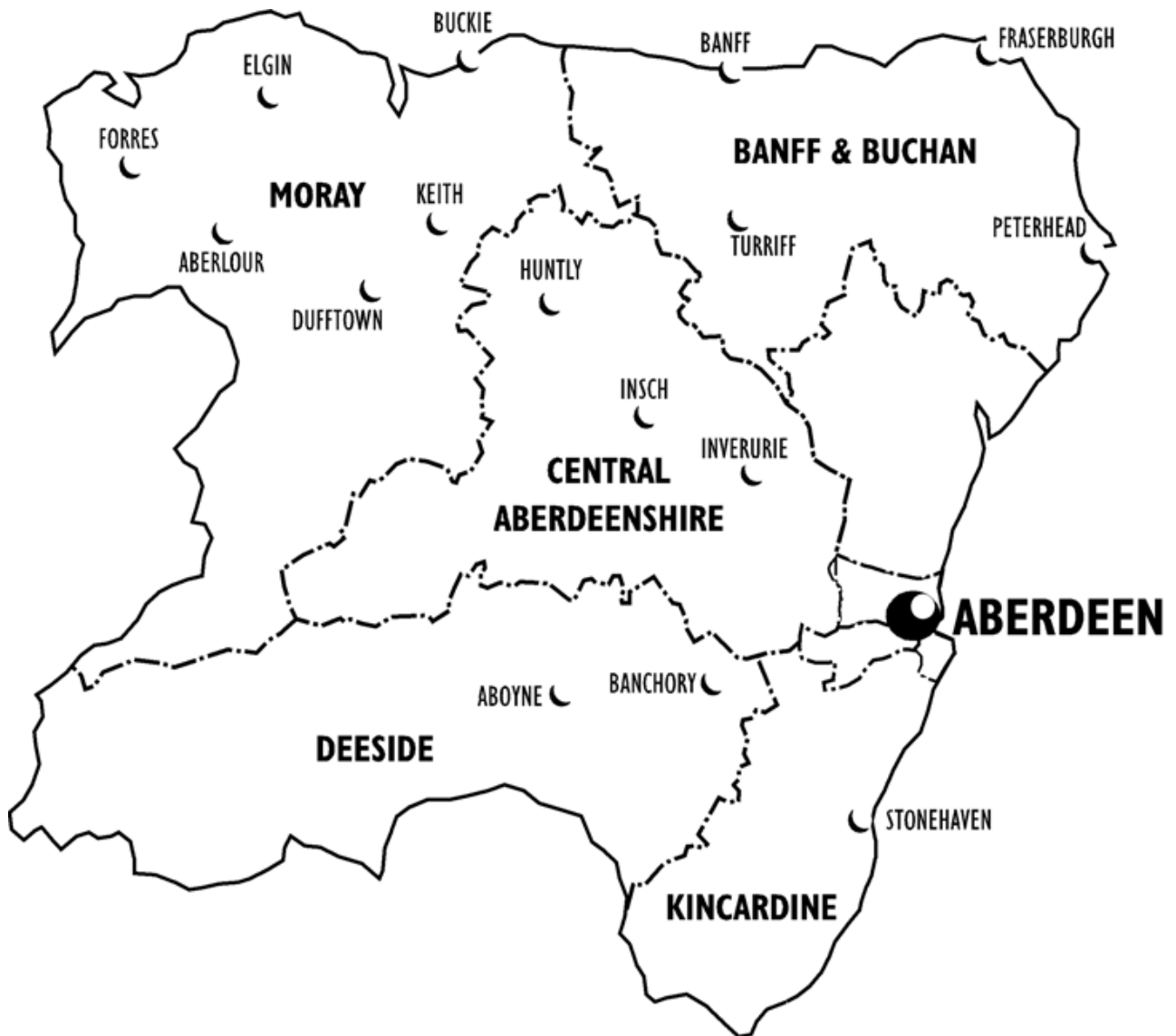
DATE DISPLACED: _____

LENGTH OF DISPLACEMENT: _____

DATE DISPLACEMENT ENDS: _____

REASON FOR DISPLACEMENT (E.G. ORGANISATIONAL CHANGE):

ADDITIONAL INFORMATION RELEVANT TO REDEPLOYMENT:



LOCATION

- | | | |
|--------------|-------------|----------------|
| 1 Aberdeen | 8 Keith | 15 Banff |
| 2 Stonehaven | 9 Dufftown | 16 Fraserburgh |
| 3 Banchory | 10 Aberlour | 17 Peterhead |
| 4 Aboyne | 11 Forres | |
| 5 Inverurie | 12 Elgin | |
| 6 Inch | 13 Buckie | |
| 7 Huntly | 14 Turriff | |

Please indicate the locations you are interested in seeking employment by ticking the appropriate boxes.

EXAMPLES OF POSTS

ADMINISTRATIVE AND CLERICAL

Secretarial Support
Administrative/Clerical Support
Receptionist
Data Input/Processor
I.T.

SUPPORT SERVICES

Domestic
Catering
Linen Services
Sterile Services
Pharmacy Assistant
Driver/Porter/Handyperson
Stores Person

ESTATES

Estates Officer
Maintenance Craftsperson
Groundsperson

NURSING

Acute – Medical / Surgical
Paediatrics
Care of the Elderly
Midwifery
Mental Health
Learning Disabilities
Community
Public Health

ALLIED HEALTH PROFESSIONS

Dietetics
Physiotherapy
Occupational Therapy
Podiatry
Drama/Art & Music
Radiography
Radiography Assistant
Speech & Language
Play Assistant
Therapy Assistant

SCIENTIFIC AND PROFESSIONAL

Psychology
Pharmacy
Laboratories
Cardiac Physiologist
ATO posts – ITU/Cardiac
Physical Sciences

Recruitment Team
HR Service Centre
Westholme
Woodend Hospital
Aberdeen

Dear Appointing Manager

DISPLACED CANDIDATE(S)

I enclose application(s) from displaced candidate(s). In accordance with NHSG Redeployment Policy, these employees should be given preferential consideration for any posts for which they express an interest and where they meet, or have the potential to meet, the basic job requirements.

You should ensure that:-

- 1 The displaced candidate(s) is/are guaranteed an interview provided they meet, or have the potential to meet, the essential elements of the person specification.
- 2 A member of the HR Team participates in the interview process
- 3 The candidate receives written specific and constructive feedback if not appointed.

Please be aware that non adherence to this policy may result in disciplinary action.

Kindest Regards

Redeployment Co-ordinator