



REDEPLOYMENT POLICY

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Policy Author	Human Resources Officer
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‘During the COVID19 crisis, please read the policies in conjunction with any updates provided by National Guidance, which we are actively seeking to incorporate into policies through the Clinical Ethics Advisory Group and where necessary other relevant Oversight Groups’

DOCUMENT HISTORY

(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)

Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
13 Sep 10	1.0	13 Sep 10	Director of HR and OD	Approved at	Corporate Services Board
			Director of HR and OD	Logo and wording updated for new organisation	
30 Sep 13	2.0		Executive Director of Nursing & Workforce	Trust template.	
22 Oct 13	2.1		Executive Director of Nursing & Workforce	Ratified at 22 October - 26 November 2013	Partnership Forum including LNC members
7 Jan 14	3	7 Jan 14	Executive Director of Nursing & Workforce	Approved at	Policy Management Group
October 2016	3.1		Executive Director of Financial and Human Resources	Reviewed and updated	
6 Nov 2016	3.1		Executive Director of Financial and Human Resources	For ratification	Partnership Forum
13 Dec 2016	4.0	13 Dec 16	Executive Director of Financial and Human Resources	Approved at	Corporate Governance & Risk Sub-Committee
Nov 2019	4.1		Director of HROD	For review	
07 Jan 2020	4.1		Director of HROD	Endorsed at	Partnership Forum
21 Feb 2020	5.0	21 Feb 2020	Director of HROD	Approved via voting buttons at	Policy Management Sub-Committee
29 Jan 2021	5.0	21 Feb 2020	Director of People and Organisational Development	12 month blanket policy extension due to covid 19 applied with author review date set 6 months prior to Valid to Date.	Quality & Performance Committee
20 May 2021	5.0	21 Feb 2020	Director of People and Organisational Development	Extended policy uploaded and linked back with new cover sheet	Corporate Governance

NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust

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1 Executive Summary

Isle of Wight NHS Trust is, and will continue to be, a changing organisation as services change, the requirements and the skills needed to deliver these services will also change.

The Trust strives to be an exemplar employer and as such recognises that throughout the Trust individuals may, from time to time, be identified who, for specific reasons, have a right to be considered for redeployment within the organisation.

Redeployment gives us the opportunity to be innovative, making full use of the skills and experience of all staff to respond to these challenges.

2 Introduction

The redeployment process is intended to support the successful implementation of change introduced to develop services, improve efficiencies, reduce costs, provide savings and supports the retention of staff in other circumstances e.g. ill health.

Redeployment has a very specific meaning in relation to the Trusts people management policies and procedures. For the purposes of this document, the meaning is: the process of placing or attempting to place employees into suitable alternative posts when they can no longer, for very specific reasons, continue to work in their own.

Redeployment should be utilised to retain and develop experienced and skilled staff.

3 Definitions

Redeployment gives employees whose jobs are at risk the chance to find a new job within the Isle of Wight NHS Trust.

There are a number of reasons why an employee's job can be at risk, including organisational change or ill health.

4 Scope

This policy applies to all employees of the Isle of Wight NHS Trust.

For the avoidance of doubt, employees are individuals who have a contract of employment with the Trust. It does not apply to bank workers, agency staff, contractors or any other workers who fall outside the legal definition of an employee.

Employees who are eligible for redeployment are:

- Individuals who are at risk of redundancy;
- Individuals who by reason of a disability can no longer work in their original job (on the advice of Occupational Health)
- Individuals who by reason of ill health can no longer work in their original job (on the advice of Occupational Health);
- Individuals who, following a formal procedure of any kind, are found to be in a situation where redeployment is deemed a reasonable solution.

The following staff are **not** eligible for redeployment:

- Staff who would like a change of job but are not successful in applying for alternatives;
- Staff who would like to move locations (other than for health related reasons);
- Staff who do not get on with their manager or colleagues and there is no evidence of inappropriate behaviour on either side.

5 Purpose

The Trust aims to provide all staff with the highest possible level of employment security, however should it be necessary to redeploy an employee as a consequence of formal process as outlined in section 3 this policy provides the framework to facilitate this process.

6 Roles and Responsibilities

It is important to emphasise that, while the Trust will make every effort to assist employees who are entitled to be considered for redeployment, all participants in the process are expected to participate proactively:

Employees are required to:

- Submit an updated CV to the relevant HR Officer
- Attend meetings with line manager and/or HR to discuss the parameters of the redeployment search
- Make efforts to identify suitable posts, for example by registering with NHS Jobs
- Attend appointments with Occupational Health advisers or other medical practitioners if required
- Keep in touch with their manager, particularly if they are absent on sick leave
- Undertake appropriate training, where this is considered necessary
- To attend selection interviews for post identified as suitable alternative employment

Managers are required:

- To maintain regular contact and provide support to employees within their areas of responsibility who are seeking redeployment.
- To work in partnership with HR to ensure effective redeployment of 'at risk' staff
- To liaise with colleagues to identify redeployment opportunities for 'at risk staff'
- To monitor employees who are redeployed to their work area and make a judgement as to the suitability of the individual for the post.
- To agree to interview and consider any employee put forward by HR as a potential match for any vacancy.

HR are required to:

- Provide advice and guidance to line managers and staff who are 'at risk' ensuring process is being followed appropriately.
- Make efforts to identify and inform line manager/staff member of suitable alternative posts.

7 Policy detail/Course of Action

7.1 General Principles

The redeployment period will normally last for the notice period applicable to the employee.

The employee will be given written notice at the commencement of the redeployment process that if they are not successfully redeployed within the notice period their employment will be terminated.

At any meetings in relation to redeployment the employee may be accompanied by a work colleague or trade union representative.

In all cases where an employee requires redeployment, the line manager, employee and HR Officer will discuss the parameters of the redeployment search, discuss the knowledge, skills and experience of the employee and identify any limitations that apply. This will be documented and confirmed in writing by the manager to the employee.

Managers will work proactively together and in conjunction with the employee in determining whether a redeployment opportunity is suitable.

The employee will be advised by their line manager of the possible outcomes of the redeployment search including whether employment is 'at risk'.

The right to redeployment only relates to posts at the same salary band or lower. There is no right of redeployment to a higher grade; employees who wish to be considered for such posts must apply through the normal process of competitive selection. In most cases the redeployment involves a move to a post at the same salary band as the employee's current post and that is the objective of all redeployment efforts.

7.2 Redeployment Procedure

HR will make every effort to identify suitable vacancies, which have been approved through the Trust vacancy process before they are advertised. Recruiting managers will be informed immediately their post has been approved if it has been identified as a potential redeployment opportunity for an at risk employee. The post will not be advertised until the following process has been completed. There may be occasions when an advertised post is identified as a potential redeployment opportunity. The line manager will be contacted at the point this is identified.

Where a potentially suitable vacancy is identified by HR, the line manager or the employee, the Line manager and the employee will discuss the post, supported by HR if necessary. For the avoidance of doubt, suitable means employment:

- which the individual is physically able to carry out;
- for which s/he has the appropriate skills, experience and/or qualifications (or can obtain them with the minimum amount of training); and whose pay level is appropriate.

If, after discussion, the post appears potentially suitable, an interview will be set up with the relevant manager to discuss the detail of the job. The employee will not be required to complete a formal application, but the CV will be made available to the recruiting manager.

In line with the Agenda for Change terms and conditions handbook, redeployment to another NHS Employer may also be explored on a case by case basis. The employee must be

aware that there is no automatic right to be redeployed to another NHS employer however where possible a redeployment search may include opportunities in other NHS organisations.

If the interview proves unsuccessful the manager is required to provide feedback to the employee and the relevant HR Officer stating justifiable reasons why the redeployment cannot go ahead. Advertising of posts will not commence until this process has been completed.

If it is agreed that the work is potentially suitable the employee will take up a formal trial period in to that role. The length of the trial period will be discussed with all parties but will always be a minimum of 4 weeks. The purpose of this trial period will be to establish whether the individual is able to perform in the role. The employee's salary will continue to be paid by the original department during and trial period.

Whatever arrangements are agreed, regular review meetings between manager and employee are essential. Any concerns raised should be immediately discussed with the HR Officer.

Where all goes well during the trial period, the manager, in consultation with the employee and HR officer, will confirm in writing that the employee formally transfers to the new post. The manager must complete the appropriate documents to formally transfer the employee on the relevant systems.

If the trial period is not successful and the individual has been given sufficient time, support and training to enable them to do the job, then the employee will be placed back on the redeployment register for the remainder of their notice period.

7.3 Pay arrangements

7.3.1 Redeployment as a Consequence of Redundancy

If no suitable alternative post becomes available, it is open to the employee to accept redeployment into a post, which, while suitable in terms of duties and responsibilities, is of a lower salary band than the post s/he currently holds.

In cases of redeployment relating to redundancy only, if the employee is successfully redeployed to a post that is one salary band lower than their current post, they will have their salary and grading protected in accordance with the Trust's Protection of Earnings and Conditions of Service Policy. In these circumstances, the redeployees originating department will be required to reimburse the new department for the difference between the salary for the post and the protected salary.

There is no salary protection for posts more than one salary band lower than the employee's original post.

The employee's salary will continue to be paid by the original department during the trial period.

7.3.2 Redeployment as a Consequence of another circumstance

Where employees are being redeployed on grounds other than redundancy, they may be offered a post on a lower salary band than the one they currently hold, if this is part of a 'reasonable adjustment' to their working arrangements: for example, if an employee, by

reason of a ill health, is unable to carry out all of the duties of a post, consideration may be given to removing some of the duties of the post and downgrading it to make it possible for the employee to continue working. Pay will not be protected.

In situations where the hours and/or pay differ to that of the substantive post the employee will undertake the trial period on the terms and conditions of that role e.g. pay band and hours of the post being trialled.

8 Consultation

Consultation has been undertaken via the following mechanisms:

- Partnership Forum including a representative from LNC
- Draft Policy Site on the Intranet
- E-bulletin.
- CBU Management Meetings

9 Training

The Redeployment Policy does not have a mandatory training requirement but the following non-mandatory training is recommended:-

Managers will receive training on the implementation of this policy as part of the New Managers - Management Development Programme.

Any identified training needs for those involved in a redeployment situation will be addressed on a case by case basis. In particular the Trust will take account of the training/retraining needs of displaced staff.

10 Monitoring Compliance and Effectiveness

The overall responsibility for the monitoring of effectiveness of this policy is with the Executive Director of Human Resources and Organisational Development. Any issues with the application of this policy will be raised via the Human Resources and Organisational Development Management Group.

11 Links to other Organisational Documents

- Organisational Change Policy
- Protections Of Earning Policy

Financial and Resourcing Impact Assessment on Policy Implementation

NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.

Document title	REDEPLOYMENT POLICY
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Totals	WTE	Recurring £	Non-Recurring £
Manpower Costs	0	0	0
Training Staff	0	0	0
Equipment & Provision of resources	0	0	0

Summary of Impact:

Risk Management Issues:

Benefits / Savings to the organisation:

Equality Impact Assessment

- Has this been appropriately carried out? YES/NO
- Are there any reported equality issues? YES/NO

If "YES" please specify:

Use additional sheets if necessary.

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

Manpower	WTE	Recurring £	Non-Recurring £
Operational running costs	0	0	0
Totals:	0	0	0

Staff Training Impact	Recurring £	Non-Recurring £

Totals:	0	0
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Equipment and Provision of Resources	Recurring £ *	Non-Recurring £ *
Accommodation / facilities needed	0	0
Building alterations (extensions/new)	0	0
IT Hardware / software / licences	0	0
Medical equipment	0	0
Stationery / publicity	0	0
Travel costs	0	0
Utilities e.g. telephones	0	0
Process change	0	0
Rolling replacement of equipment	0	0
Equipment maintenance	0	0
Marketing – booklets/posters/handouts, etc.		
Totals:	0	0

- Capital implications £5,000 with life expectancy of more than one year.

Funding /costs checked & agreed by finance:	N/A
Signature & date of financial accountant:	N/A
Funding / costs have been agreed and are in place:	N/A
Signature of appropriate Executive or Associate Director:	N/A



Equality Impact Assessment (EIA) Screening Tool

Document Title:	Redeployment Policy
Purpose of document	This policy outlines the procedure to follow when an employee is subject to the redeployment policy and process
Target Audience	Employees
Person or Committee undertaken the Equality Impact Assessment	Human Resources Officer

1. To be completed and attached to all procedural/policy documents created within individual services.
2. Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?

If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

		Positive Impact	Negative Impact	Reasons
Gender	Men	√		<i>This policy applies to all staff and provides a consistent and fair procedure to follow when an employee is subject to the redeployment policy and process</i>
	Women	√		<i>As above</i>
Race	Asian or Asian British People	√		<i>As above</i>
	Black or Black British People	√		<i>As above</i>
	Chinese people	√		<i>As above</i>
	People of Mixed Race	√		<i>As above</i>

	White people (including Irish people)	√		As above
	People with Physical Disabilities, Learning Disabilities or Mental Health Issues	√		As above
Sexual Orientation	Transgender	√		As above
	Lesbian, Gay men and bisexual	√		As above
Age	Children	√		As above
	Older People (60+)	√		As above
	Younger People (17 to 25 yrs.)	√		As above
Faith Group		√		As above
Pregnancy & Maternity		√		As above
Equal Opportunities and/or improved relations		√		As above

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

3. Level of Impact

If you have indicated that there is a negative impact, is that impact:			
		YES	NO
Legal (it is not discriminatory under anti-discriminatory law)			
Intended			

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:

3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?	
Scheduled for Full Impact Assessment	Date:
Name of persons/group completing the full assessment.	
Date Initial Screening completed	

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