

## RETENTION & REDEPLOYMENT POLICY AND PROCEDURE

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Author:	Human Resources
Equality and Diversity Impact Assessment dates:	
Assessed by:	Iain Davidson – Employee Relations Manager
Contact	Scottish Borders Council Head Quarters Old School Building Newton St Boswells Melrose TD6 0SA ☎ Tel 01835 825052/3 (HR reception) ✉ askhr@scotborders.gov.uk
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## RETENTION & REDEPLOYMENT POLICY AND PROCEDURE

### 1 Equal opportunities statement

- 1.1 Scottish Borders Council (the Council) recognises the skills and commitment of its employees which it considers vital to the provision of quality services.
- 1.2 The Council is committed to treating all employees fairly. Managers and staff will not discriminate, directly or indirectly, on grounds of race, colour, ethnic or national origin, religion or belief, sex, , gender reassignment/ transgender identity, sexual orientation, marital status, disability, age, or trade union membership and activity.
- 1.3 This policy and procedure sets out to ensure that all staff subject to redeployment are treated in a fair, consistent and transparent manner, consistent with the Council's obligations under the Equality Act 2010. Reasonable adjustments will be considered in respect of employees with disabilities or ill health.
- 1.4 The Council will make all reasonable efforts to support employees in any redeployment situation, however it arises and as such redeployment opportunities will be sought on a Council-wide basis i.e. there will be no departmental boundaries applied. The effectiveness of this policy and its procedures therefore is dependent on the full co-operation of employees and managers in providing all necessary and relevant information to support assessment and decision making and in their commitment to the process.
- 1.5 For redeployment to be successfully achieved employees are expected to undertake appropriate training and to exercise flexibility in considering available opportunities.
- 1.6 On request this policy and any associated paperwork can be made available in a different format or language. When required please contact the HR Case Management Team for further advice.

### 2 Scope

- 2.1 This policy and procedure applies to all categories of employee, except the Chief Executive. It includes teachers except in circumstances of compulsory transfer for which a separate procedure exists. The policy and procedure is relevant whether the employee is permanent or temporary, full time or part time.
- 2.2 The policy and procedure deals with redeployment situations arising from:
  - disability
  - discipline (in some cases, usually as an alternative to dismissal)
  - grievance
  - ill health
  - health and safety
  - redundancy

Consequently this policy should be read in conjunction with the following SBC Human Resources Policies:

- Attendance Management Policy and Procedure
- Disciplinary Procedures for Misconduct
- Disturbance Allowance Policy
- Family Friendly Policy
- Flexible Working Policy
- Grievance Policy & Procedure
- Managing Work Performance
- Reasonable Adjustments Policy
- Redundancy Policy & Procedure

2.3 Employees wishing to request a transfer to another post for personal reasons must follow the normal recruitment procedures.

2.4 The Council also operates a Deployment Process, which allows employees who may be at risk of losing their post because of an impending review/ restructure to look for alternative opportunities. The Deployment Process allows employees who will potentially be subject to formal redeployment in terms of this procedure to take the initiative in identifying new roles.

The Deployment Process is only available to employees who have specifically been told that they are eligible for the process.

While employees using the Deployment Process will receive notification of potential opportunities available as vacancies, priority will be given to employees subject to redeployment under this procedure.

2.5 Temporary redeployment during investigations or whilst securing permanent redeployment is not covered by this procedure. This is a matter for line managers to consider in conjunction with support from the HR Case Management Team. Special leave with pay may be an alternative and is not regarded as disciplinary action. This must be approved by the Director People Performance & Change . Please refer to the Disciplinary Procedures for Misconduct.

### **3 Aim**

3.1 The aim of this procedure is to avoid termination of employment in certain circumstances where an employee is not able to continue in their existing post.

3.2 Whilst all reasonable efforts will be made to secure alternative employment the Council cannot guarantee this and no legal obligation exists to create posts where none are available.

### **4 Purpose**

4.1 The purpose of this Policy and its Procedures is to:-

- provide mechanisms where suitable alternative employment can be sought for an employee who is displaced from their current post in order, wherever possible, to retain the employee's experience and expertise within the Council

- ensure that a fair and consistent approach is adopted in the management of redeployment in similar circumstances
- maintain efficiency in the working environment
- ensure that all employees remain valued and recognise their contribution to the Council
- provide effective support to employees in a redeployment situation
- ensure that all relevant legal obligations are met.

## **5 Reasons for redeployment**

### **5.1 Redundancy**

5.1.1 The changing needs of the Council may require organisational change which may affect the numbers and types of posts required and thus impact on employees either on an individual or group basis.

5.1.2 Organisational change may include, for example: the closure, transfer or restructuring of a specific service or facility; a response to statutory requirements; or process improvement and modernisation. Where a change leads to posts being made redundant, there is a statutory requirement for the Council to consider redeployment of affected employees to suitable alternative posts.

5.1.3 For further information, please refer to the Redundancy Policy and Procedure which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

### **5.2 Health**

5.2.1 There may be occasions when it is identified that an employee is no longer able to carry out their existing duties due to health issues or disability.

5.2.2 In such cases Occupational Health will be asked to provide medical guidance in respect of the employee's ability to work in their existing post and any alternative post which is identified as being potentially suitable.

5.2.3 For further information, please refer to the Attendance Management Policy which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

### **5.3 Disability**

5.3.1. The provisions of the Equality Act 2010 relating to disability will be considered where applicable and an assessment undertaken to determine if reasonable adjustments can be made, to either the working environment or any specific duties of an employee's existing role. Where this can be achieved, it may not be necessary to seek redeployment to an alternative post.

5.3.2 For further information please refer to the Reasonable Adjustments Policy which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

5.3.3 If no reasonable adjustments can be made to the existing role or any adjustments would have insufficient impact, consideration will be given to redeployment. Redeployment of employees with disabilities can include consideration for posts at a more senior level, as long as they have the skills to do the job and meet the essential criteria.

- 5.3.4 In some instances, staff with disabilities may be given priority access to redeployment opportunities, even where other employees are seeking redeployment.
- 5.3.5 For further information please refer to the Attendance Management Policy which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

#### 5.4 Discipline/ Performance

- 5.4.1 The need to redeploy an employee may be identified as an outcome of a disciplinary hearing. This is usually restricted to circumstances where redeployment is determined as an alternative to dismissal, for example, where it is felt that keeping the employee within their existing post would affect operational effectiveness or that it could be detrimental to the individual or other employees.

- 5.4.2 Occasionally, a decision to redeploy an employee may be taken in agreement with that employee as an alternative to formal disciplinary procedures being progressed.

For example an employee identifies that they are not able to cope with the demands of their existing role but it is agreed that they could perform satisfactorily in another post.

- 5.4.3 Temporary redeployment during investigations or whilst securing permanent redeployment is not covered by this procedure. This is a matter for line managers to consider in conjunction with support from the HR Case Management Team.. Special leave with pay may be an alternative and is not regarded as disciplinary action. This must be approved by the Director People, Performance & Change.

For further information please refer to the Disciplinary Procedures for Misconduct which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

#### 5.5 Grievance

- 5.5.1 As a result of a grievance, consideration may be given to redeployment at the request of or with the agreement of the aggrieved person, if it is agreed that redeployment is a practical outcome. Employees are protected from victimisation for raising a grievance and consideration will be given to the appropriateness of redeployment (temporary or permanent) as a remedy.

- 5.5.2 For further information please refer to the Grievance Policy and Procedure which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

## 5.6 Health and safety

- 5.6.1 Employees can be redeployed to safeguard the health and safety of themselves or others. This can be requested by employees or decided by managers.
- 5.6.2 Redeployment on grounds of health and safety will normally result from a risk assessment. The assessment will include consideration of reasonable adjustments or temporary (paid) special leave from work.
- 5.6.3 In accordance with employers' legal obligations, all posts should be risk assessed. The assessment must identify any risks to employees who are pregnant or a new mother (i.e. within 6 months of childbirth or still breastfeeding). As soon as an employee has confirmed in writing that they are pregnant or a new mother a risk assessment must be undertaken if one has not already been completed. Pregnant employees and new mothers can also request alternative work where there are risks to the health of the mother and/or the baby.
- 5.6.4 If a post is identified as carrying a risk to the employee or their child, they will be notified immediately and arrangements made to minimise the risk or remove them from these risks. Consideration will be given to alternatives.
- 5.6.5 This may mean that working conditions are altered or that they are offered another suitable job. If neither of these options is possible during their pregnancy, the Council may require the employee to remain at home on full pay until they are no longer at risk or until their maternity leave starts.
- 5.6.7 For further information please refer to the General Health and Safety Risk Assessment Policy which can be found in the Health & Safety Policy, Guidance and Forms section of Lexi, the Health & Safety system which can be accessed via the [Intranet](#) or the [Employee page](#) of the Council website.

## 6 Procedure

- 6.1 The procedure to be followed is detailed below and on the flowchart ([Appendix 1](#)). All cases will be considered on their individual merits.
- ### 6.2 Identifying the need for redeployment
- 6.2.1 It will normally be the line manager who identifies the need for redeployment after appropriate consultation with the employee.
- 6.2.2 Once the line manager identifies a redeployment situation they must notify the HR Case Management Team who will ensure access to the appropriate paperwork.
- 6.2.3 The line manager will assist the employee in completing the [Redeployment Registration form \(R1\)](#). The completed form must be sent to the HR Case Management Team.
- ### 6.3 Redeployment register
- 6.3.1 The HR Case Management Team are responsible for holding a register of all employees seeking redeployment. They will retain details of the employee with dates entered on the register and when the employee's employment is due to end where applicable.

6.3.2 The HR Case Management Team, with reference to the Form R1 will review all incoming vacancies for advert and identify any potential matches with employees on the register in terms of skills and experience. Where potential matches are identified the vacancy will be held until it is ascertained whether or not an employee seeking redeployment can be matched.

6.3.3 The HR Case Management Team will contact the employee weekly to discuss any potential vacancies and any updates.

6.3.4 Only at the point that it is clear no matches exist with employees seeking redeployment will vacancies be progressed to advert.

#### **6.4 Record retention**

6.4.1 The HR Case Management Team will maintain confidential individual records within the Redeployment register. They will maintain details of all potential posts presented to the employee together with outcomes.

6.4.2 The complete records will be available to the employee and their line manager on request. Only the details pertaining to a potential match will be given to a recruiting line manager.

#### **6.5 Vacancies**

6.5.1 HR process all vacancy adverts for the Council. It is because of this that they are in a position to see all vacancies coming through and withhold any vacancies where it looks as if an employee identified as requiring redeployment meets the essential criteria of a vacancy.

6.5.2 Any initial identification of potential matches against vacancies will therefore be made by the HR Case Management Team. This will be done initially by comparison of the essential criteria of a vacancy together with details entered on the R1 form.

6.5.3 Employees may also identify potential matches if these are not identified by the HR Case Management Team prior to advertisement.

6.5.4 Any number of potential matches may be pursued within the redeployment period which will normally be in accordance with the employee's notice period up to a maximum of a 3 month period.

#### **6.6 Suitable alternative employment**

6.6.1 Suitable alternative employment is regarded as posts arising of the same or similar grade to that already held by the employee and shall include posts in alternative employee categories, of an appropriate salary and status including posts occurring in alternative Council locations where these locations are considered to be reasonable in respect of the employee.

6.6.2 All parties involved in the redeployment process are expected to exercise flexibility when considering opportunities of a different grade, or Council location.

6.6.3 Some suggestions for defining 'suitable alternative'

A 'suitable alternative' post is one which is appropriate for the employee taking into account:

- the similarity of responsibilities between the current post and the alternative post

- the employee's training, qualifications, skills, experience and capabilities and their ability to undertake the alternative post
- the grade of the current post
- the hours of work
- travel requirements of the job
- travel between home and base
- personal circumstances.

- 6.6.4 Although the aim is for a 'suitable alternative' post to be similar to the current post, there is no guarantee that an exact match will be available.
- 6.6.5 A suitable alternative will sometimes include a post at a slightly higher grade provided the employee meets the essential criteria but does include lower graded posts. In considering options, the preferences and aspirations of employees will also be taken into consideration. After consultation, the individual will be expected to accept an offer of a post that is considered to be a suitable alternative.
- 6.6.6 In some situations, for example redeployment as an alternative to dismissal, it is unlikely that redeployment priority status will be given for higher graded posts.
- 6.6.7 In redundancy situations employees must be aware that if they unreasonably refuse an offer which is a suitable alternative they will lose any entitlement to a redundancy payment. 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 a new job might involve in, for example, travelling time or working conditions. Refusal may be reasonable if the new job would cause domestic upheaval, for example if there was a considerable change in working hours or a need to move house.
- 6.6.8 In deciding whether to accept an offer of alternative employment, whatever the circumstances, it will be sensible for employees to bear in mind the availability of other employment should they refuse the offer. It may mean that the alternative to accepting a new position is dismissal if no better suited alternatives are available within the redeployment period.

## 6.7 Priority interviews

- 6.7.1 Employees identified for redeployment for any of the reasons stated in this procedure will be entitled to receive priority status interviews for suitable vacancies arising at their own or similar grade as long as they meet the essential criteria of that vacancy or reasonable adjustments can be made where appropriate. However, the law gives particular priority to women on maternity leave under threat of redundancy (if a suitable post is available a pregnant employee must be offered that post) and employees with disabilities (there is an obligation always to consider reasonable adjustments to the existing post or to any potential new post).
- 6.7.2 Recruiting managers who are given details of an employee seeking redeployment will consider whether the employee meets the essential criteria for the role and advise HR whether they agree to arrange a priority interview. (See Form R2). . Because redeployment opportunities are identified based on an employee's experience, qualifications and attributes it would be unusual for an employee not to be eligible for an interview and there would require to be cogent reasons not to interview. In any case consideration may be given

to reasonable adjustments where appropriate, in order to retain the skills and expertise of our employees.

- 6.7.3 Employees will not be in competition with other employees unless those employees themselves qualify to be dealt with under this procedure. Employees on maternity leave will not be in competition at all except with other employees on maternity leave.
- 6.7.4 Interviewing managers must complete the Interview Assessment Form (Form R3) after a priority interview. Because redeployment opportunities are identified based on an employee's experience, qualifications and attributes it would be unusual for an employee not to be suitable for appointment and there would require to be cogent reasons not to appoint.
- 6.7.5 Prior to formal appointment, where it is a requirement of the role, there must be a satisfactory PVG certificate or Disclosure check,
- Where appropriate, a medical assessment may be obtained from Occupational Health to determine if the employee is fit for the role and if adjustments need to be made.
- The HR Case Management Team will also check if there are any disciplinary or performance processes ongoing in respect of the employee and discuss these with the interviewing manager.
- 6.7.6 While it is not standard practice to require references for employees moving to a new position under this procedure, one reference is required for roles which are registered with the Scottish Social Services Council. In this case please speak to the HR Case Management Team.

## **6.8 Trial periods**

### **6.8.1 Redundancy**

An employee who is under notice of compulsory redundancy has a statutory right to a trial period of four weeks in a suitable alternative job where the provisions of the new contract differ from the original contract, whether in terms of grade or the nature or location of the role. The trial period begins when the previous contract has ended and ends four weeks after the date on which the employee starts work under the new contract. The employee will continue to receive the same pay as under the original contract during the trial period.

- 6.8.2 If the employee continues in the post after the trial period they will be paid according to the grade of the job
- 6.8.3 The purpose of the trial period is to give the employee and employer a chance to test whether the new job is suitable. The four-week trial period can be extended for short-term, essential retraining purposes by an agreement entered into before the employee starts in the new job, or in certain circumstances after they start. The agreement must be in writing, specify the date on which the trial period ends and set out the employee's terms and conditions after it ends.
- 6.8.4 If the employee works beyond the end of the four week period or the jointly agreed extended period, any redundancy entitlement will be lost because the employee will be deemed to have accepted the new employment. This will be

included in the written communication to the employee when the alternative job offer is made.

- 6.8.5 The trial period will also be used to assess the employee's suitability. Should the new line manager wish to end the new contract within the four weeks because the new job is unsuitable for the employee, the employee will preserve the right to a redundancy payment under the old contract. If the dismissal is due to a reason unconnected with redundancy, the employee may lose that entitlement.

## 6.9 Other situations

- 6.9.1 In other circumstances a trial period in the new job may be appropriate to allow each party to determine whether a match exists, for example a manual grade worker moving to an office environment or vice versa. This trial period would normally be for a duration of 4 weeks but this again may be extended by agreement, for example to allow for appropriate training.
- 6.9.2 Where a match is disputed or there is uncertainty whether the employee is a suitable match for a post, consideration of a trial period may be appropriate.

## 6.10 Trial Periods generally

- 6.10.1 At the beginning of the trial period any training needs which are essential to the role should be discussed and processed as a matter of urgency. During the trial period weekly review meetings must take place between the line manager and the employee, to review progress and identify any areas where further training or support may be required. The line manager will keep a record of any meetings during the trial period.
- 6.10.2 The trial period can end early if the employee proves suitable for the post. An appointment is made by the manager completing Form R4.
- 6.10.3 At the end of the trial period, the recruiting manager shall advise HR in writing whether or not the appointment is regarded as successful by completing Form R4. Where an appointment cannot be confirmed the manager will give a written justification which shall be reviewed by the Director People Performance & Change or delegate. Where the justification is accepted, alternative courses of action shall be discussed with the employee.
- 6.10.4 Normally, the only circumstances when an extension to an agreed trial period is granted are because the employee is absent on certificated sick leave or where additional training is identified for the post. However, an individual's circumstances will be taken into account when considering an extension.
- 6.10.5 Should the employee have legitimate reasons for deeming the post to be unsuitable they should discuss this with the manager and/or the HR Case Management Team as soon as possible.

## 6.11 What happens if the trial period is not successful?

- 6.11.1 It will depend on the remaining time for the redeployment process. This will have been identified when the employee was placed on the redeployment register. . If an employee is on notice and the notice period ends at the same time as the trial period ends then dismissal may take place. Dismissal will be

in accordance with the policy which lead to the redeployment process , for example redundancy, discipline etc.

- 6.10.2 If time remains on the redeployment period then further alternatives will be pursued.
- 6.10.3 Depending on the reason for redeployment, dismissal may not necessarily be the only option. The manager will discuss with the HR Case Management Team and alternatives will be considered, as appropriate, on a case by case basis, taking into account the relevant policy (for example General Health and Safety Risk Assessment, Grievance, Attendance Management) and in consultation with the employee.

### **6.11 Representation**

- 6.11.1 The employee has the right to representation at any redeployment meetings, from a Trade Union representative or any other colleague of their choice.

### **6.12 Protection of earnings and conditions of service**

- 6.12.1 The contractual position of the employee in regard to their grade, salary and other benefits will remain unchanged during the period that redeployment is being sought. This will include any trial period.
- 6.12.2 Upon acceptance of an alternative post the terms and conditions associated with the alternative post will be applied.

### **6.13 Timescales**

- 6.13.1 Employees who have been identified for redeployment shall be placed on the Retention and Redeployment list. This will normally be for their period of contractual notice but may be longer in cases of redeployment for health reasons. This is known as the Redeployment Period.
- 6.13.2 During this period all reasonable efforts will be made to find the employee suitable alternative employment and there will be no limit on the potential matches explored.
- 6.13.3 Any extensions to the redeployment period beyond the initial period shall be dependent upon individual circumstances, e.g. for reasons of disability and any reasonable adjustments required.
- 6.13.4 Extensions can be granted at the discretion of the Director People Performance & Change , who shall assess, where appropriate in conjunction with Occupational Health, the prospects of achieving redeployment
- 6.13.5 Any offer of redeployment must be made prior to any effective termination date being reached.

### **6.14 Disturbance Allowance**

- 6.14.1 Employees who have to change location as a result of redeployment because of potential redundancy and incur additional expenses travelling to work, may be entitled to claim excess travelling expenses for up to one year. Details are contained in the Disturbance Allowance Policy which can be found on the [HR Policies, Procedures and Guidelines](#) page of the Intranet and the [Employee page](#) of the Council website.

## 6.15 Appeals

- 6.16.1 Employees who are dissatisfied with a decision made in respect of this policy and procedure may exercise their right to raise a grievance in accordance with the Council's grievance procedure.
- 6.16.2 It is anticipated that such grievances should enter the procedure at a formal stage to ensure the matter is dealt with and recorded formally.
- 6.16.3 Raising a grievance does not prevent the termination of the contract of employment while the grievance is under consideration.
- 6.16.4 Separately the employee may have a right of appeal under a related Policy and Procedure, for example Redundancy, Attendance Management. If there is doubt as to which procedure applies please refer to the HR Case Management Team. Once the Council's Appeals Procedures have been concluded there will be no further internal right of appeal.

## 7 Responsibilities

### 7.1 Employees will

- comply with the terms of the procedure and work proactively in securing an alternative post
- fully engage in the redeployment procedure
- attend any relevant meetings/interviews with line managers, recruiting managers and HR
- be flexible regarding their working arrangements, to meet the operational needs of alternative posts identified (for example, hours of work), within the scope of their personal circumstances and commitments outside the Council
- promptly complete redeployment form R1 giving details of any skills, and preferences in respect of location, hours, shift patterns, etc.
- identify any potential matches on receipt of the weekly vacancy list and inform HR as soon as possible
- accept any reasonable suggestions of suitable alternative posts
- attend priority interviews where potential matches are identified
- accept any reasonable offers of alternative employment
- undertake trial periods where appropriate
- undertake any training that may be required for the new post.

### 7.2 Line Managers will:-

- consult appropriately with any employee facing redeployment, advising of training opportunities that may be available
- advise the employee of the possible outcome (including termination of contract, if appropriate) if a suitable alternative post is not secured within a reasonable timescale. This timescale will not normally exceed 3 months
- support the employee in promptly completing the Retention & Redeployment Form R1 and completing Section 5 of that form
- ensure the employee has access to published vacancies
- conduct and record weekly reviews with the employee
- maintain confidentiality
- treat employees with sensitivity, dignity and respect
- assist the employee with compilation of a CV, if requested.

7.3

**Recruiting managers will:-**

- consider employees on the redeployment list sent from HR against their vacant post(s) and offer priority interviews where appropriate
- positively engage in the process of ascertaining if a match exists
- Advise HR of their decision on Form R2.
- consider any reasonable adjustments including training
- inform HR of each priority interview outcome using Retention & Redeployment Form R3
- give the employee feedback
- where a match is identified follow all other recruitment procedures in respect of administration
- in the case of trial periods, inform HR using Retention & Redeployment Form R4 to confirm whether the appointment was successful / unsuccessful
- If there are performance monitoring measures, whether formal or informal, ongoing at the time of redeployment continue with these measures and conclude or escalate as appropriate
- If there are grounds for performance monitoring measures to be commenced at the time of redeployment, start the appropriate procedure.
- 

7.4

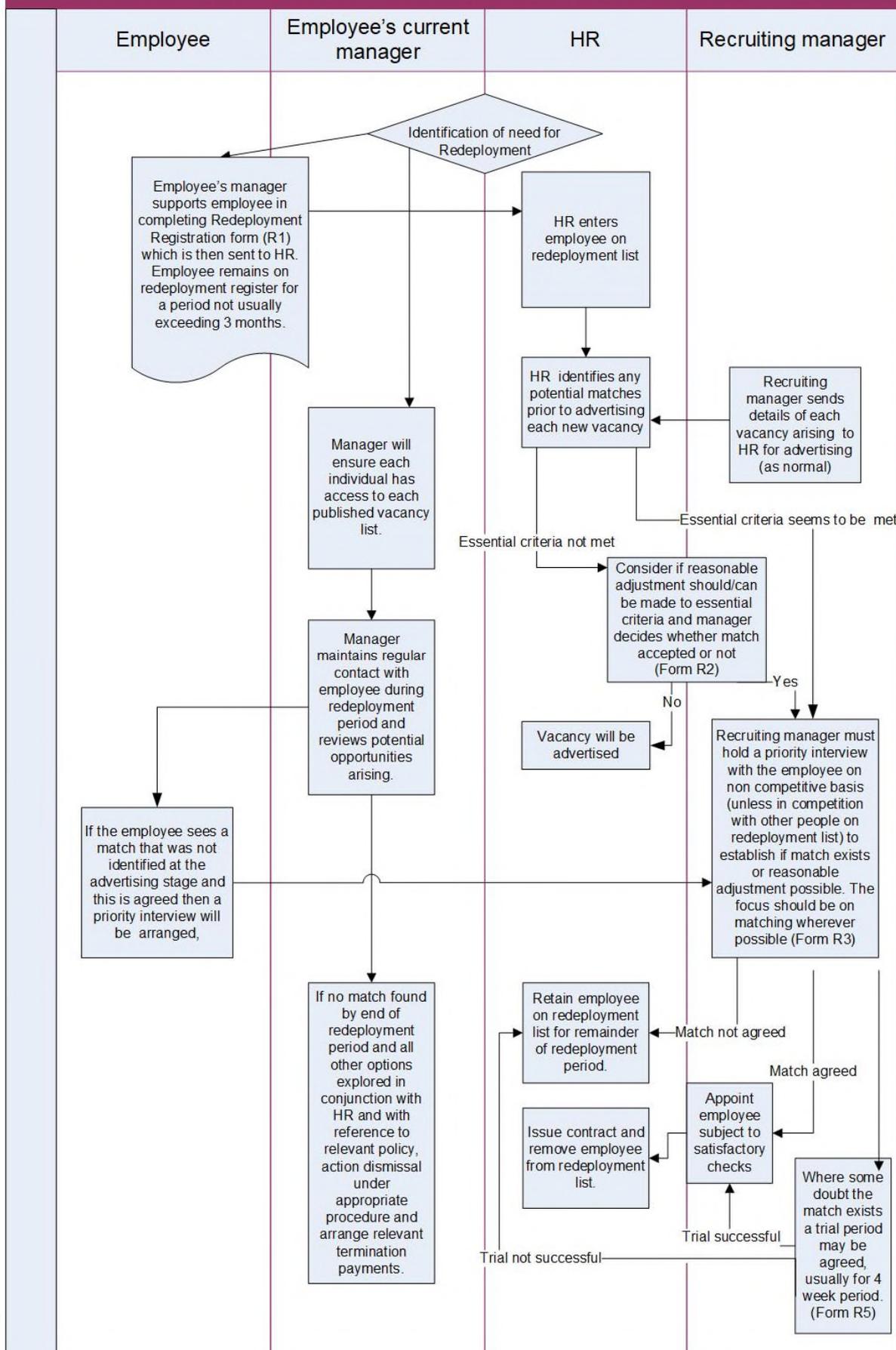
**Human Resources (HR) will:-**

- provide advice and guidance to managers and employees on all aspects of redeployment
- support line managers in dealing with any employee identified as requiring redeployment under the scope of this policy and procedure
- maintain a redeployment list together with relevant employee details
- on receipt of new vacancies sent to them for advertising, compare the skills and experience of those employees listed for redeployment against the essential criteria for the vacancies and inform the employee of any potential matches
- also send details to the employee's current line manager and to the recruiting line manager
- withhold vacancies from being advertised if potential matches are identified
- maintain a record of all potential matches and outcomes
- Contact the employee weekly during the redeployment period.
- where it is agreed potential matches exist, arrange for a priority status interview at which the recruiting manager will assess whether the employee is suitable for the position or is likely to be with reasonable training and support
- Check for any outstanding disciplinary or performance processes and discuss with the recruiting line manager
- update the records and issue a new contract of employment, if redeployment is successful
- continue to maintain the process within the identified timeframe if redeployment is unsuccessful
- advise on alternatives (including dismissal, if appropriate) where redeployment has proved unsuccessful within the identified timeframe

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**8 Policy Review**

- 8.1 The outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy. Changes to this document and related procedures are the responsibility of the Director People Performance & Change.
- 8.2 Additionally, as a minimum, an Integrated Impact Assessment of the policy will be carried out every two years in accordance with the Council's HR Policy Review programme or as required by legislative requirements in order that the Policy remains relevant and fit for purpose.

**APPENDIX 1-RETENTION & REDEPLOYMENT PROCEDURE FLOWCHART**



## RETENTION & REDEPLOYMENT EMPLOYEE REGISTRATION FORM R1

*This registration form will assist HR in identifying potential matches to vacancies arising through your period of redeployment. It is therefore important for you to put in as much information as possible. You may attach a current copy of your CV, if you have one.*

*The form will be supplied to recruiting departments, as required.*

Please use BLOCK CAPITALS and black ink for ease of photocopying.

### SECTION 1: Personal Details

Family Name: \_\_\_\_\_ Title: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Job Title: \_\_\_\_\_

Grade & Salary/wage: \_\_\_\_\_

Department / Location \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Employee Number (see Payslip): \_\_\_\_\_

Contract end date: \_\_\_\_\_

### SECTION 2\*

Pattern of working: please indicate the days and hours that you **currently** work:

Full-Time	Part-Time					Shift-work
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Please indicate if you would prefer/ be prepared to change this pattern  If so please state any restrictions you would place on working patterns

Details of any other arrangements agreed in addition to standard terms and conditions of appointment. If agreed under the Council's Flexible Working Procedure, please include necessary information:

*\*Where possible, the Council will take preferred and agreed working arrangements into account and information provided will inform the process of redeployment. It is not always possible to transfer these arrangements to the redeployment opportunities available.*

<b>SECTION 3. EDUCATION &amp; TRAINING</b>	
<b>A. Qualifications</b>	Details of each qualification
<b>SCQF Levels 4/5, National SCQF Levels 6/7 Higher/Advanced Higher or Equivalent</b>	
<b>Degree (e.g BSc, BA, MSc, MA)</b>	
<b>Professional qualification(s)</b>	
<b>Vocational qualification(s) (HND, RSA etc)</b>	
<b>Membership of Professional Body</b>	
<b>Other (including PVG registration if applicable).</b>	

<p><b>B. Skills , Knowledge and Competencies</b> Using bullet points, please address each of the areas below with regard to any experience or skills you have gained either within paid employment, the home or within the voluntary sector such as youth organisations. If necessary continue on a separate sheet.</p>
<p><b>Specialist activities (Negotiation, budget preparation, website design, time management, training, etc)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Planning &amp; organising (events, meetings, travel, conferences, project management etc)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Finance and resource management</b></p>

<ul style="list-style-type: none"><li>•</li></ul>
<b>Internal and external liaison</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>People management</b> (Supervisory, Management experience, appraisals, mentoring etc) <ul style="list-style-type: none"><li>•</li></ul>
<b>Knowledge, skills and experience</b> (PC skills/packages, shorthand, Admin, driving: HGV, PSV etc) <ul style="list-style-type: none"><li>•</li></ul>
<b>C. Any other areas of knowledge, experience or relevant information</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>D. Any other categories of post potentially suitable for and interested in, outside of existing staff category</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>E. Training that you are willing to take</b> <ul style="list-style-type: none"><li>•</li></ul>

<b>F. Additional information</b> <ul style="list-style-type: none"><li>•</li></ul>

<p><b>SECTION 4: Consent for inclusion on the Redeployment list</b></p> <p>I confirm that I wish to be considered for redeployment and am aware that the details of this form, my CV and any other relevant information I provide will be shared with recruiting departments.</p> <p>I am attaching my CV (please tick)</p> <p>Signature.....<input type="checkbox"/>.....Date.....</p>
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**FOR COMPLETION BY DIRECTOR/LINE MANAGER**

**Section 5: Reason for redeployment:**

**Ill-Health - Please give details of any restrictions at work, which have been identified**

.....

.....

.....

<b>Do Disability provisions in Equality Act apply?</b>	<b>Yes</b>	<b>No</b>
<b>Redundancy?</b>	<b>Yes</b>	<b>No</b>
<b>Discipline?</b>	<b>Yes</b>	<b>No</b>
<b>Grievance?</b>	<b>Yes</b>	<b>No</b>
<b>Health and Safety?</b>	<b>Yes</b>	<b>No</b>

**Other? Please specify** .....

I confirm I have met with the above employee.

Line Manager / Director.....

Date .....

**I confirm the following are enclosed (✓):**

- A. Copy of the redeployee's CV
- B. Details of any Performance Management processes ongoing.


**RETENTION & REDEPLOYMENT- INITIAL DEPARTMENTAL ASSESSMENT FORM R2**

Please refer to the Procedure before completing this form.

This information is essential for Equal Opportunities monitoring purposes and must be returned for every employee put forward for a post under the Retention & Redeployment policy before the post can be advertised. Please use **BLOCK CAPITALS**

Please return this form together with the Redeployment Registration Form (R1) to HR

<b>SECTION 1</b>	
Advertised Post:	
Post Reference No:	
Department/ Location	
Grade & Salary	
Name of Employee:	
Employee Number:	

<b>SECTION 2</b>	
Do you agree to interview this employee for the above post as a priority interview under the redeployment procedure?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i><b>N.B.</b> Please note that advertisement of the post will not take place until completion and return of this form and until this review has taken place.</i>	
If no, please provide details of the post criteria the candidate did not meet and any other relevant information, with reference to the essential criteria:	

<b>SECTION 3</b>	
The above information will be kept in strictest confidence by HR, but may be discussed with the employee, in order to assist him/her when being considered for future opportunities.	
I am aware that the contents of this form may be revealed to the above person.	
<b>SIGNATURE:</b>	
Recruiting Manager .....	Date.....

**RETENTION & REDEPLOYMENT- INTERVIEW ASSESSMENT FORM R3**

**Job Title:**.....

**Candidate:**.....

*(Only criteria related to the person specification must be used)*

*Essential    Desirable*

CRITERIA	EVIDENCE	E	D	SCORE
<b>Education/Qualifications/ : Training</b>				
<b>Experience:</b>				
<b>Skills.Knowledge and Competencies:</b>				
<b>Personal Attributes</b>				
<b>:Other</b>				

<b>Total Score</b>	
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Please complete all relevant sections

<p style="text-align: center;"><b>Satisfactory</b></p> <p><b>Final Decision</b> <input type="checkbox"/></p> <p><b>Disclosure check</b> <input type="checkbox"/></p> <p><b>Medical check</b> <input type="checkbox"/></p> <p><b>Offer</b> <input type="checkbox"/></p> <p><b>Unsuccessful</b> <input type="checkbox"/></p>	<p><b>Reason if unsuccessful (please explain why the candidate did not meet the essential criteria.)</b></p>     <hr/> <p style="text-align: center;"><b>Comments</b></p>
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**NOTIFICATION OF TRIAL PERIOD**

Reason for trial period.....

**Trial / Start Date:**..... **Anticipated End date** .....

**INDUCTION:**

Induction to be co-ordinated by .....

Name of Advisor / Mentor to appointee during Trial period .....

Signature of Advisor / mentor ..... **Date** .....

Signature of Recruiting Manager ..... **Date** .....

**Signed:**.....

**Date**.....  
(Appointing Officer/Panel Chair)

**If you receive a request from a candidate to view interview notes, please contact HR before responding.**

