



## Redeployment Policy

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**Printed copies must not be considered the definitive version**

<b>DOCUMENT CONTROL</b>		<b>POLICY NO.</b>	30
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## **1 Policy Statement**

From time to time, whether as a result of displacement due to organisational change, or following application of formal processes relating to capability (whether due to ill-health or performance), or in advance of the non-renewal of a fixed term contract upon expiry, consideration will have to be given to exploration of suitable alternative employment.

The purpose of this policy is to ensure a fair and consistent approach to the process of exploring suitable alternative employment (i.e. 'redeployment') for all employees who are identified as being 'displaced'.

NHS Dumfries & Galloway is committed to preserving security of employment for its employees and recognises that, beyond compliance with legislation and national policy, there are clear organisational benefits to adopting such a process. Where individuals are able to be successfully redeployed, this serves to retain the valuable knowledge, skills and experience of affected staff within NHS Dumfries & Galloway, which would otherwise have been lost if employment ended. It also serves to further a positive staff experience, which in turn will assist NHS Dumfries & Galloway in achieving and maintaining exemplar employer status.

This policy has been developed in partnership with local trade union/professional organisation representatives. It meets the standards set out within the Redeployment within NHSScotland Partnership Information Network (PIN) Policy, and reflects relevant current employment legislation.

## **2 Definition**

'Redeployment' is the process of securing suitable alternative employment for an employee who it is identified will be displaced, at a stated future date, from their post as a result of organisational change, or, following application of formal processes relating to capability (whether due to ill-health or performance), or, in advance of the non-renewal of a fixed term contract upon expiry. It is, however, recognised that there may be other circumstances where NHS Dumfries & Galloway determines that redeployment may be appropriate.

'Displaced' means that there is no longer a need for a post, or, that the particular skills or experience of a post-holder are no longer required, or, that the employee is unable to undertake the duties of the post.

### **3 Scope**

This policy applies to all affected employees of NHS Dumfries & Galloway from the point at which it is identified that they will be 'displaced', although the process by which employees access redeployment may vary, and individual employee entitlements within this may differ, depending on the grounds upon which they have been displaced. For ease of reference, however, this policy will refer to 'redeployees'.

### **4 Aims of the Policy**

This policy will ensure that redeployees are dealt with in a non-discriminatory, fair and consistent manner, with regard to exploration of suitable alternative employment opportunities.

In order to achieve this aim, the following principles and values apply:

- This policy will be appropriately communicated to all employees and will be made readily accessible to them;
- Suitable alternative employment opportunities will be sought for all redeployees;
- There will be no unreasonable delay in commencing this process. No vacancy will be opened to applications externally or from within the wider internal workforce until it is established that it does not present a suitable alternative role for a displaced employee. However, it should be noted that the purpose of redeployment is to preserve employment. As such, exploration of suitable alternative employment opportunities will ordinarily only involve posts at the same or lower pay band/grade as the post from which the affected employee was displaced. Consideration should also be given to the Organisational Change policy and procedures including protection;
- Decisions in relation to suitable alternative employment opportunities will be made objectively and without prejudice. A decision not to appoint must be based on evidence, which will withstand objective scrutiny, that the individual does not meet identified essential criteria required for the role and would be unlikely to be able to do so following reasonable training and support. While there may be instances requiring prioritisation and/or competitive selection process where more than one employee is identified as

a potential match, suitable alternative employment opportunities will not otherwise be unreasonably refused or withheld;

- Redeployees will be made aware of their rights and responsibilities in relation to the process, including their right to recourse should they consider that a suitable alternative employment opportunity has been unreasonably withheld or refused. (This would be utilising NHS Dumfries & Galloway's Grievance policy. In these cases suitable alternative employment would continue to be sought during the grievance process);
- Redeployees will receive appropriate organisational support during the period in which suitable alternative employment is being explored (including access to reasonable learning and development opportunities) in order that they are more fully equipped to exploit all potential suitable alternative employment opportunities.
- Training on the policy will be provided for managers and trade union/professional organisation representatives using a partnership model, in order that all relevant staff are sufficiently skilled and competent in implementing the procedure;
- Appropriate HR advice will be available to managers responsible for implementing the process; and
- The redeployment process will be centrally coordinated by the Workforce Directorate in order to ensure that it is efficiently, effectively and fairly applied;
- This policy will be subject to ongoing monitoring to ensure that it is being fairly and consistently applied and that the stated principles and values are being met. The policy will be subject to regular review, in partnership, to ensure that any new standards and or structures are incorporated when necessary and that it remains fit for purpose.

## 5 Roles and Responsibilities

	<b>Responsibilities</b>
Redeployees	<p>Ensure that they are aware of both their rights and responsibilities under this policy, and that they seek further guidance if unclear;</p> <p>Ensure that they are proactive and fully engaged with the redeployment process, particularly with regard to any potentially suitable alternative roles to which they are matched;</p> <p>Ensure that they fully engage with any relevant training and development programmes that are integral to any role that they subsequently accept; and,</p> <p>Ensure that any concerns/issues are raised as soon as possible during any trial period, through the use of the Progress Review Form (Annex C). In order to enable early discussion and with a view to potential resolution.</p>
Manager of Redeployee	<p>Ensure that, in discussion with the redeployee, the redeployee receives, where possible, appropriate training and development opportunities in order to widen the scope of potential suitable alternative vacancies;</p> <p>Ensure that redeployees are made aware of their rights and responsibilities under this policy, and that they comply with those responsibilities;</p> <p>Ensure that they are fully aware of and comply with their own responsibilities under this policy, including ensuring that there is no unreasonable delay in enabling redeployees access to the provisions of the policy, and that they provide regular contact and support to them whilst suitable alternative employment is being explored; and,</p> <p>Ensure that they seek advice from the Workforce Directorate where necessary and appropriate when dealing with redeployment issues.</p> <p>Ensure that any outstanding issues in relation to pay, performance management, support at work, annual leave entitlement, or finance related issues, are concluded prior to the member of staff being placed on redeployment. Thus not imposing service pressures on the receiving department.</p>
Recruiting Manager	<p>Ensure that they are fully aware of and comply with their responsibilities under this policy, including ensuring that redeployees matched to such a vacancy are considered objectively and without prejudice and not unreasonably refused appointment,</p>

	<p>and that any concerns/issues arising during any subsequent trial period are raised as soon as possible, using the Progress Review Form (Annex C). In order to enable early discussion and with a view to potential resolution; and,</p> <p>Ensure that they seek advice from the Workforce Directorate where necessary and appropriate when dealing with redeployment issues.</p>
<p>Trade Union/Prof Organisation Representative</p>	<p>In partnership with NHS Dumfries &amp; Galloway, agree a redeployment policy which meets the minimum standards set out within the Redeployment within NHSScotland Partnership Information Network (PIN) Policy, and reflects relevant current employment legislation.</p> <p>Work in partnership with NHS Dumfries &amp; Galloway to develop training as part of the implementation of the policy, and participate in such training;</p> <p>Support their members, including ensuring that their members are aware of their rights and responsibilities under this and other relevant policies and, in particular, ensuring that any concerns/issues are raised as soon as possible in order to enable early discussion and, where possible, facilitate early resolution; and,</p> <p>Participate in partnership monitoring, evaluation and review of this policy.</p>
<p>HR/Workforce Representative</p>	<p>Develop and deliver training on this policy for managers and trade unions/professional organisation representatives;</p> <p>Advise managers on the correct implementation of this policy;</p> <p>Support redeployees by providing advice on this policy;</p> <p>Facilitate training and development opportunities for redeployees, where possible, in order to widen the scope of potential suitable alternative vacancies (although it should be noted that both the redeployee and their line manager have a clear role in this regard);</p> <p>Ensure that no vacancy is opened to applications externally or from within the wider internal workforce until it is established that it does not present a suitable alternative employment opportunity for a redeployee;</p>

	<p>Ensure that manager's and redeployees have fully completed the Redeployment Questionnaire;</p> <p>Liaise with managers recruiting to a vacancy in order to ensure that redeployees are appropriately matched;</p> <p>Ensure that redeployees matched to vacancies are appropriately prioritised based on the reason for their displacement;</p> <p>Ensure that refusal by a manager to appoint a redeployee to an identified potential match is reasonable and stands up to objective scrutiny;</p> <p>Liaise with key stakeholders on any required employment decisions where redeployment has not proven successful; and,</p> <p>Collate appropriate information to inform the monitoring and evaluation of this policy.</p>
Occ Health	<p>Provide timely and comprehensive guidance, where sought as necessary and appropriate, to support the process of identifying suitable alternative employment</p>
Boards	<p>In partnership with local trade unions/professional organisations, agree a redeployment policy which meets or exceeds the minimum standards set out within the NHSScotland Redeployment PIN policy.</p> <p>Ensure that the local policy is appropriately communicated to all employees and made readily accessible to them.</p> <p>Ensure that all relevant staff are sufficiently skilled and competent in implementing the local policy. Training on the local policy must be provided for managers and trade union/professional organisation representatives</p> <p>Identify a designated redeployment coordinator to centrally coordinate the redeployment process, in order to ensure that it is efficiently and fairly managed</p> <p>Ensure that appropriate HR advice is available to managers involved in implementing the local policy; and</p> <p>Subject the local policy to ongoing monitoring to ensure that it is being fairly and consistently applied and that the stated principles and values are being met. The local policy must also be subject to regular review, in partnership, to ensure that any new standards and/or structures are incorporated when necessary and this it remains fit for purpose.</p>

## **6 Specific Conditions**

As outlined above, whilst this policy applies to all affected employees of NHS Dumfries & Galloway from the point at which it is identified that they will be 'displaced', the process by which employees access redeployment may vary, and individual employee entitlements within this may differ, depending on the grounds upon which they have been displaced. As such the following procedure should be read alongside the subsequent section of the relevant policy that applies.

### **6.1 Organisational Change**

Please refer to NHS Dumfries & Galloway's Organisational Change policy.

### **6.2 Capability**

The process to be followed in reaching a decision to displace an employee due to issues of capability (whether related to attendance or performance), as well as the process to be followed where redeployment proves unsuccessful, is set out within NHS Dumfries & Galloway's Capability and Attendance Management policies.

In these circumstances, specific consideration requires to be given when matching as to whether a role is likely to be performed to the required standard and not present a continuing capability concern. If the employee is disabled, consideration will also be given to any reasonable adjustments that could be made to roles to assist in matching them to the redeployee.

Depending on the nature of the capability issues, Occupational Health advice will be required to be sought, both as part of the initial assessment stage of the procedure outlined above. As well as during the subsequent access period where consideration is being given to the suitability of particular posts.

Redeployment must only be considered where there is a genuine belief that a change of workplace would mean a successful outcome regarding an employee's capability (either attendance or performance). Staff should not be placed on redeployment if this poses a continued risk to their health and wellbeing at work, or does not support underlying conditions.

Protection of earnings does not apply to redeployment in the case of capability.

### **6.3 Non renewal of fixed term contract upon expiry**

In this case, in line with NHS Dumfries & Galloway's Fixed Term Contract policy, there is a requirement for a meeting with the employee, advising of the non-renewal of their contract and issuing notice in line with their contract of employment. If the employee has not secured an alternative post prior to the end of their notice period, their employment will be terminated as per that earlier meeting.

- Individuals on fixed term contracts with less than **two years** service will be given access to the redeployment register for a period at least **four weeks** running concurrently with the employee's notice period.
- Individuals on fixed term contracts with **over two years service**, but less than four years service, will be given access to the redeployment register for a maximum period of **3 months** prior to the expiry date, running concurrently with the employee's notice period.
- Individuals with a succession of fixed-term contracts of **over four years** will be entitled to permanent contractual status under employment law, unless this can be objectively justified. In circumstances in which permanency of employment cannot be offered within a particular role, but where continuation of the fixed-term contract cannot be objectively justified, the employee will be deemed to have a permanent contract with NHS Dumfries & Galloway, being subject to redeployment in the same way as any other displaced permanent employee when the fixed-term post comes to an end.

### **6.4 Other Circumstances**

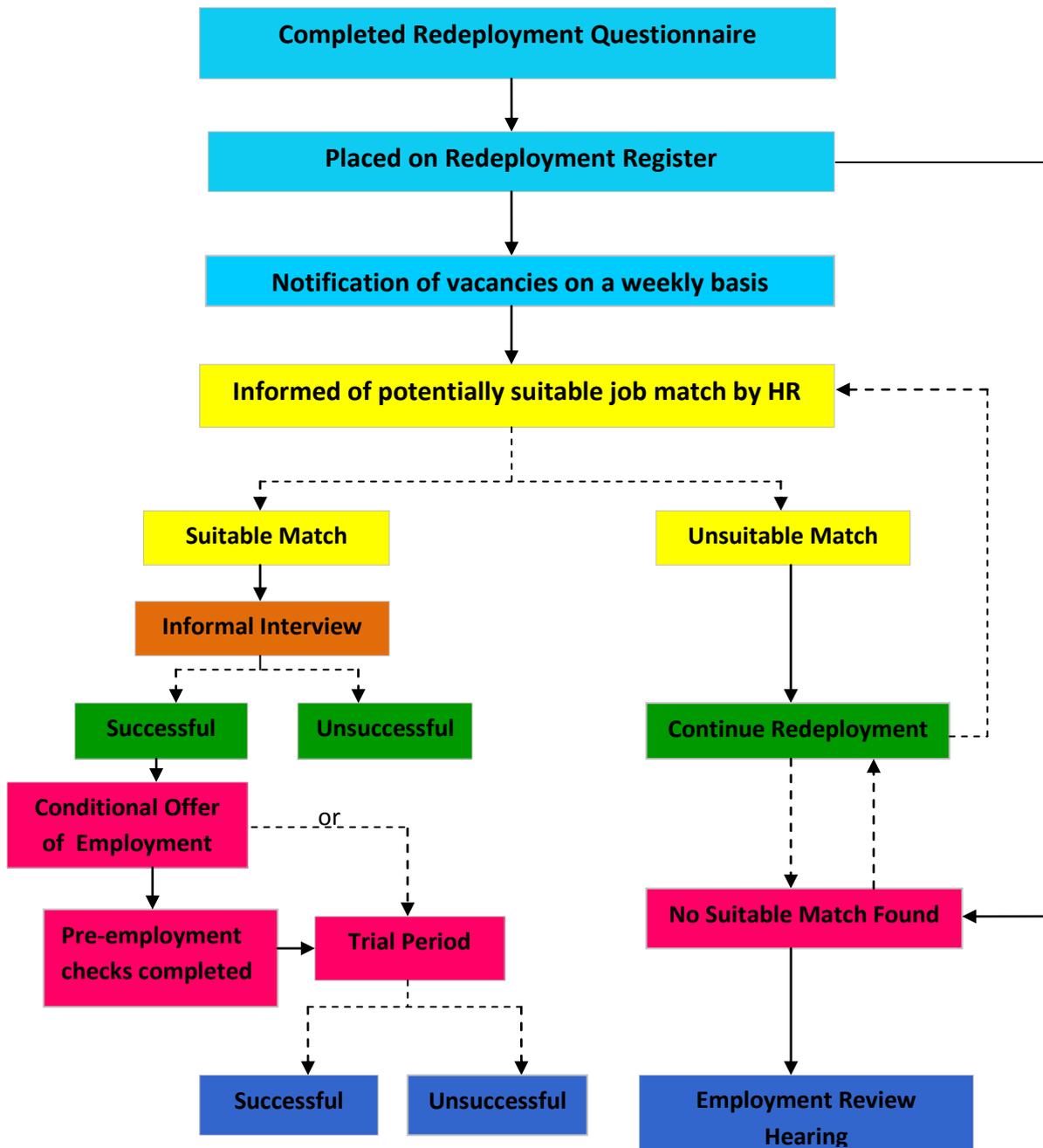
Redeployment in other specific circumstances will be by exception (all other alternatives having been exhausted) and will be determined on an individual case by case basis, ensuring that the principles of fairness and consistency of approach are applied.

## **7 Right to be Accompanied**

Redeployees have a right to be accompanied by a trade union/professional organisation representative or a work colleague at all meetings being held under the procedure outlined overleaf.

# 8. Standard Operating Procedure

## 8.1 Redeployment Flow Chart



## 8.2 Assessment

Before accessing redeployment, consideration requires to be given to the likelihood of a suitable alternative role arising within a reasonable period of time. If it can be clearly demonstrated that this will not be the case, a decision may need to be taken to convene an employment review meeting to consider termination of employment in line with NHS Dumfries and Galloway's relevant policy.

When considering whether suitable alternative employment is likely to be identified, management must consider factors such as;

- Similar earnings
- Status – the extent to which the post reasonably fits with the individual's career history and aspirations
- Job content – whether this is within the employee's capability, taking into account of the need for reasonable training
- Whether the new post will provide unreasonable additional inconvenience (i.e. location, working hours).

## 8.3 Access Period

Access to redeployment will be three months, with the exception of individuals on fixed term contracts with less than two years service, or those placed on redeployment due to organisational change, or permanency of employment status (see section 6 for further guidance).

For those placed on the redeployment register for 3 months the position should be formally reviewed (Employment Review Meeting) with the option of extending the access period, depending on whether suitable employment opportunities have arisen or are likely to arise within the immediate period thereafter.

The access period will commence from the date that the redeployment questionnaire is agreed and signed by the redeployee and their line manager. If there is any undue delay by either party to sign and agree the questionnaire, the commencement date on the register will be five days from the initial discussion or meeting as appropriate.

Line managers must ensure that the Human Resources department are made aware of the requirement to place a redeployee on the register and that the completed Redeployment Questionnaire is forwarded timeously for matching purposes.

On commencement of and during the access period, meetings will take place, as necessary, involving the redeployee, their trade union/professional organisation representative or work colleague (if they wish to be accompanied), the employee's line manager, and HR.

These meetings would involve advising the redeployee of their rights and responsibilities under the policy; discussion and review of the Redeployment Questionnaire; help to understand and consider the transferability of their existing knowledge and skills and exploration of potential training and development opportunities, in order that they are more fully equipped to exploit all potential suitable alternative employment opportunities; and, subsequently, a review of progress in obtaining a suitable alternative role, with a view to reaching a decision at the end of the access period (if no such role had been secured) as to whether it should reasonably be extended. The redeployee will be provided with the Redeployment Questionnaire, in advance of the initial Redeployment meeting and may ask for assistance to complete it, if required. The content of the completed questionnaire will then be discussed at the initial meeting to consider preferred locations, hours of work, training requirements, as well as skills and experience.

The decision as to whether to extend the access period will be dependent on whether suitable alternative employment opportunities have arisen or are likely to arise within the immediate period thereafter. In addition, an extension to the access period may amount to a reasonable adjustment for an employee with a disability.

Should a redeployee consider that a post to which they have been matched is not suitable, they will be required to provide an explanation.

### **8.3.1 Unreasonable Refusal**

A redeployee may determine that a post is not suitable upon initial matching, following discussion with the manager recruiting to the vacancy, during any subsequent selection process (if applicable), and during any subsequent trial period. If it is considered that the redeployee has unreasonably refused suitable alternative employment opportunities to which they have been matched, a decision may need to be taken to convene a meeting to consider termination of employment in line with NHS Dumfries & Galloway's relevant policy.

## 8.4 Identifying Suitable Alternative Posts

The process of matching should be undertaken in the case of all redeployees, with the completed Redeployment Questionnaire providing the basis for comparison.

Matching involves:

- A comparison of the essential criteria for the posts which arise within the organisation (as identified with the person specification/job description) with the knowledge, skills and experience of redeployees (consideration may also be given to examining Knowledge and Skills Framework (KSF) post outlines and factor levels assigned to posts to aid the matching process). Matching will only involve comparison of applicable vacant posts (i.e. ordinarily only those at the same or lower pay band/grade to the post from which an employee has been displaced. However, if the employee is disabled for the purposes of the Equality Act 2010 consideration may require to be given to vacant posts at a higher pay band/grade).
- Consideration of whether a post is a match in terms of organisational change protection of terms and conditions, where applicable.
- Consideration of the employee's circumstances, particularly in which protection of terms and conditions does **not** apply e.g redeployment on health grounds. In such circumstances, the terms and conditions of the new post will apply. It is therefore important that consideration during the matching process is given, for example, to the minimum pay band/grade, hours of work, and travelling distance which the redeployee would be willing to consider.

In the cases of those redeployees who would be entitled to no detriment protection of terms and conditions of employment, and who, prior to being displaced, possessed special class status in relation to their membership of the NHSScotland pension scheme, such employees should have the option not to be matched against vacant posts which do not attract special class status. This option allows the redeployee to be clear that they may suffer a detriment in this regard.

## 8.5 Prioritisation (see Annex E)

The Redeployment Co-ordinator will establish, from amongst those matched, whether any displaced redeployees take priority over others due to the reasons for which they were displaced or because of any characteristics protected under the Equality Act 2010.

They will then advise those with the highest priority that they have been matched and pass their details to the manager recruiting to the vacancy (as well as alerting the managers of those employees).

Should an appointment not be made from amongst those with the highest priority, the same process will apply in the case of those with the next level of priority, until either an appointment is made or the process is exhausted.

Managers recruiting to a vacancy will be expected to appoint from amongst matched employees unless they can provide a robust case to the Redeployment Co-ordinator for agreement with a Workforce Business Partner demonstrating that none met the essential criteria of the post, nor were likely to be able to do so following a short period of training and development. It is essential fair selection processes are undertaken, with individuals being assessed against an agreed person specification/job description.

Subject to agreement with HR, a formal selection process may be required in the following circumstances:

- Where a post does not present an exact match and the individual's suitability for the role is unclear; or,
- Where more than one displaced employee is matched to a vacancy at a particular level of priority

Any subsequent offer made will be conditional upon all relevant pre-employment checks, as set out in NHSScotland's Safer Pre and Post Employment Checks PIN Policy, having been undertaken satisfactorily.

The checks required will be the same as those which would otherwise be required in the case of an existing employee of NHS Dumfries & Galloway changing roles within the organisation as a result of having applied via the normal recruitment

process, with the exception that references will not normally be required in the case of redeployment.

Unsuccessful candidates will be given written reasons for non-appointment, in line with good employment practice. Managers recruiting to a vacancy must ensure that displaced employees are made aware of this right.

Where there are no matches from amongst displaced employees, or where managers recruiting to a vacancy have been able to provide a justifiable explanation for non-appointment from amongst those matched, vacancies may be advertised through the normal recruitment process.

## **8.6 Trial Period**

Where redeployees are appointed to posts via redeployment, a trial period of 4 weeks will apply in all cases. Such trial periods may be extended by agreement at the outset of the appointment, depending upon the nature of the post and whether additional training and development is required, or, thereafter, by mutual consent. An extension of any trial period may amount to a reasonable adjustment if the employee is disabled for the purposes of the Equality Act 2010. These provisions incorporate the statutory trial period of four weeks, but also allow for a further period of four weeks, this giving a total of eight weeks during which the employee and the manager recruiting to the vacancy can determine whether the alternative post is suitable. In exceptional circumstances this may be extended.

Employees will retain the pay band/grade of their earlier post during the four week trial period (where the pay band/grade of the new post is lower), reverting to the pay band/grade for the new post (where appropriate) upon satisfactory completion of the trial. Should the trial be extended beyond the four weeks the employee will be paid at the rate of the new post.

During the trial period, either the new line manager or the employee may determine that the post is not suitable. In either case, this unsuitability must be clearly demonstrated, through the use of the Progress Review Form (Annex C).

If either the new line manager or the employee indicates, for good reasons, that the new post is unsuitable, responsibility for pursuing further redeployment, if appropriate, will pass to the former manager of the displaced employee.

## **8.7 Work Placements**

Redeployees may be appointed temporarily for developmental purposes or in a holding position, retaining their employment status, where appropriate, until a suitable alternative employment opportunity becomes available.

## **8.8 Protection of Terms and Conditions of Employment**

Protection of terms and conditions of employment (as well as reimbursement of excess travel and relocation expenses), will apply as per national policy, and as detailed within the Redeployment within NHSScotland PIN Policy. Where a redeployee is redeployed to a post where protection does apply, it should be made clear that they will continue to be matched to subsequent vacancies which arise, with ongoing protection being conditional upon acceptance of any future suitable alternative employment offered which presents a more exact match in relation to their protected terms and conditions of employment.

In those circumstances in which pay protection does not apply, and where, as a result, a redeployee takes up suitable alternative employment but with earnings lower than those prior to being displaced, members of the NHSScotland pension scheme may be able to preserve their pension benefits at the time of this change, subject to meeting the relevant eligibility criteria (see <http://www.sppa.gov.uk>).

In circumstances in which a permanent employee is matched by the organisation to a temporary or fixed term contract, they will retain their permanent employment status (see section 6.3 above).

## **9 Grievances**

Should a displaced employee consider that a suitable alternative employment opportunity has been unreasonably withheld or refused, or should they have any other concerns in relation to the application of this policy, the matter should be pursued in line with NHS Dumfries & Galloway's Grievance policy. During the grievance process, the Board will continue to seek suitable alternative employment as per the timescales outlined above.

## **10 Review**

This policy will be subject to ongoing monitoring to ensure that it is being fairly and consistently applied and that the stated principles and values are being met. The policy will be subject to regular review, in partnership, to ensure that any new standards and/or structures are incorporated when necessary and that it remains fit for purpose.

## DOCUMENT CONTROL SHEET

### 1. Document Status

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<b>Approver</b>	Area Partnership Forum
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1.0		To update as per the PIN policy updated Dec 2014

### 3. Distribution

<b>Name</b>	<b>Responsibility</b>	<b>Version number</b>

### 4. Associated documents

- Equality Act 2010

### 5. Action Plan for Implementation

<b>Action</b>	<b>Lead Officer</b>	<b>Timeframe</b>

# REDEPLOYMENT QUESTIONNAIRE



## PART A PERSONAL DETAILS

<b>Title:</b>		<b>Forename:</b>		<b>Surname:</b>	
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<b>Home Address (incl. postcode):</b>	
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<b>Telephone Numbers:</b>	<b>Work:</b>		<b>Home:</b>	
	<b>Mobile:</b>			

<b>Email Address:</b>	<b>Work:</b>		<b>Home:</b>	
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## CURRENT POST

<b>Pay Band:</b>		<b>Current Salary:</b>	
<b>Length of Service:</b>		<b>Reason for Redeployment:</b>	<b>Capability/Org Change/FTC Ending/Other (please circle)</b>

<b>Department/Ward:</b>		<b>Location/Site:</b>	
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<b>Contracted Hours of Work:</b>		<b>Payroll No:</b>	
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**PART B**

**CURRENT WORK PATTERN**

Days worked	<i>(describe number of days worked over a standard rota period - e.g. 5/7)</i>		Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday  <i>(*delete those which do not apply)</i>
Shift Length	<i>(state normal shift length or, where this varies, describe shift durations over a standard rota period)</i>		
Start/Finish times	<i>(state normal start/finish times or, where this varies, describe start/finish times over a standard rota period)</i>		
Regular unsocial hours working	<i>(state regular unsocial hours worked (i.e. weekday nights, Saturdays or Sundays) or, where this varies, describe the average number of such hours worked over a standard rota period)</i>		
Contractual On-Call working	<i>(state on-call frequency over a standard rota period &amp; associated payments)</i>		

**CURRENT TRAVEL ARRANGEMENTS**

Current mode of transport to and from work:		
Distance to and from work:		
Current travel costs per week/month:		
Do you have a current full driving licence?	Do you have access to a vehicle?	Do you have a Lease Car?
Yes / No	Yes / No	Yes / No

**PART C**

**CURRENT POST:**

<b>Job Title:</b>	
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**Role Purpose/Summary of Responsibilities:**

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**EMPLOYMENT HISTORY**

Post	Department/Organisation	Brief Description of Duties/Responsibilities

Please add in additional sheet, if required

**PART C**

**QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE**

**Please provide a brief list of qualifications**

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**Please provide a brief list of key knowledge, skills and experience**

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**Please provide a personal statement**

Telling us about your personal qualities, attributes and any major achievements.

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**PART D**

**EMPLOYMENT OPTIONS**

(Please list type of posts you may be interested in, in order of preference)

1.	
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2.	
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3.	
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4.	
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**PREFERRED HOURS / SHIFT PATTERN / BANDING**

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**PREFERRED LOCATIONS**

1.	
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2.	
----	--

3.	
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**Preferences will be considered, but cannot be guaranteed, when undertaking an analysis of a post.**

**PART D - DO YOU HAVE ANY OTHER CIRCUMSTANCES THAT SHOULD BE TAKEN INTO CONSIDERATION? (i.e. health, disability, caring responsibilities)**

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**Signature (Employee)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature (Manager)** \_\_\_\_\_ **Date** \_\_\_\_\_

The above information is required for inclusion in the NHS Dumfries and Galloway Redeployment Register. The purpose of this is to enable you to receive preferential consideration of relevant posts in accordance with the NHS D&G Redeployment policy.

NHS D&G will hold this information securely in the HR department. The information will not be used for any other purposes without your consent.

**By signing this agreement you confirm that the above information is accurate and you agree to abide by the Board's Redeployment policy.**

**OFFICE USE**

Commencement Date on Register:		Reason for Redeployment:	
Period of Time on Register: (if applicable)		Employment Review Date:	

## Annex B: Redeployment Process Evaluation Form

We would be grateful if you could complete this short questionnaire. The information collected is used to monitor and develop the redeployment process

	Strongly Agree	Agree	Not really	Disagree	Strongly Disagree	Not applicable	Comments
<b>The Process</b>							
I was given sufficient notice of the changes to my job	1	2	3	4	5	6	
The redeployment process was explained clearly to me	1	2	3	4	5	6	
I was given adequate time to deal with the issues relating to redeployment	1	2	3	4	5	6	
I understood the options that were available to me	1	2	3	4	5	6	

I found the one to one interview about my preferences helpful	1	2	3	4	5	6	
I was asked to identify preferred options	1	2	3	4	5	6	
All appropriate posts were brought to my attention	1	2	3	4	5	6	
I understood how to apply for a post during redeployment	1	2	3	4	5	6	
I understood how redeployment would affect my terms and conditions	1	2	3	4	5	6	
The protection arrangements were explained clearly to me	1	2	3	4	5	6	
The effect of redeployment on my pension was clearly explained to me	1	2	3	4	5	6	
I was successful in obtaining my preferred option	1	2	3	4	5	6	

I felt that all employees were treated equally during the process	1	2	3	4	5	6	
I received suitable induction into my new post	1	2	3	4	5	6	
Training/retraining was offered to me	1	2	3	4	5	6	
I am satisfied with my new post	1	2	3	4	5	6	
<b>Support</b>							
I was satisfied with the level of support offered by:	1	2	3	4	5	6	
<i>HR</i>	1	2	3	4	5	6	
<i>Trade Unions/Professional Organisations</i>	1	2	3	4	5	6	
<i>Managers before change</i>	1	2	3	4	5	6	

<i>Managers after change</i>	1	2	3	4	5	6	
<i>Redeployment Co-ordinator</i>	1	2	3	4	5	6	
<i>Occupational Health</i>	1	2	3	4	5	6	
<b>Other</b>							
Are there any other comments you would like to make about the redeployment process?							

Please return the completed form to the Redeployment Co-ordinator, Human Resources Department, High East, Crichton Hall.

**NHS Dumfries and Galloway  
Redeployment Trial Period  
Progress Review Form**

**Ward/Dept:**

<b>Redeployee's name:</b>	
<b>Shift Pattern:</b>	
<b>Period of Review:</b> 4 weeks from [date]	<b>Date of next review:</b> <i>[recommend weekly]</i>

<b><u>Week 1</u> : Activities / Tasks / Training to be undertaken during this week</b>
<b><u>Actions/Outcomes/Achievements from Week 1 review:</u></b>
<b><u>Week 2</u>: Activities / Tasks / Training to be undertaken during this week</b>
<b><u>Actions/Outcomes/Achievements from Week 2 review:</u></b>

**Week 3 : Activities / Tasks / Training to be undertaken during this week**

**Actions/Outcomes/Achievements from Week 3 review:**

**Week 4 : Activities / Tasks / Training to be undertaken during this week**

**Actions/Outcomes/Achievements from Week 4 review:**

**Employee's comments:**

**Manager's/mentor's comments:**

**Employee's Signature** ..... **Date**.....

**Manager/Mentor Signature** ..... **Date**.....

**Position** .....

This form should be used during the trial period, to action plan each week, until the review meeting has taken place to consider whether the redeployee can move to the terms and conditions of the new post.

Please bring this completed form with you to the formal review meeting.

## **Annex D: Guidance on Matching**

### **Posts which are an exact match**

Where there is a vacancy that is deemed to be an exact match for the displaced employee, they will be automatically matched into the same post. An exact match is a post which is:

- At the same pay band/grade and has the same skills set; and
- At the same location or within reasonable travelling time (e.g. within 1 hour), subject to the availability of public transport; and
- With comparable terms and conditions of employment (hours, shifts, etc.)

In these circumstances the displaced employee will be allocated to the post and the redeployment co-ordinator (or locally determined alternative) will make the necessary arrangements for integration and induction into the work area. The trial period in this situation will normally be four weeks. The redeployment co-ordinator (or locally determined alternative) will seek advice from the manager of the displaced employee and the manager recruiting to the vacancy, as appropriate, if they require clarification on transferable skills and relevant experience.

### **Posts which are not an exact match**

For an alternative vacancy to be deemed suitable there must be at a minimum, a basic skills match between the requirements of the vacancy, based on the essential criteria in the person specification, and the skills and experience of the individual. If no specific skills or qualifications are required, experience in a similar role/environment will be deemed desirable.

If a full skills match does not exist, the vacancy would be deemed suitable if it were agreed at the outset that, after a reasonable period of training, one would exist. This should ensure that there is no excessive delay in the candidate being able to undertake the core duties of the post.

Staff redeployed into an alternative post which is not an exact skills match will be entitled to a trial period in the new post. These provisions incorporate the statutory trial period of four weeks, but also allow for a further period of four weeks, thus giving a total of eight weeks during which the employee and the manager recruiting to the vacancy can determine whether the alternative post is suitable. In exceptional circumstances this may be extended.

### **Disabled employees**

In circumstances where a displaced employee is also disabled for the purposes of the Equality Act 2013 and that employee's disability puts them in a particular disadvantage in relation to the requirements of the duties, physical location or nature of the vacancy, consideration must be given to what reasonable adjustments can be made to the role to overcome this disadvantage and allow the employee to be matched to the vacancy.

## Annex E: Guidance on Prioritisation

It is recognised that circumstances may arise whereby a vacancy presents a potential suitable alternative employment opportunity for more than one redeployee. Where the reasons for displacement of such redeployees differ, it will be necessary to prioritise in terms of the order in which such individuals are considered for the vacancy, with managers only being asked to consider further matched staff where appointment from amongst those with a higher priority has been reasonably refused.

In general terms, the order of prioritisation (from highest to lowest) will be as follows:

- Employees displaced on the grounds of organisational change **(including those with over 4 years service whose fixed term contract (or succession of contracts) has expired)**
- Employees displaced on the grounds of capability
- Fixed term employees displaced on grounds of non-renewal of their contract upon expiry (where termination of employment meets the definition of redundancy)
- Other fixed term employees displaced on grounds of non-renewal of their contract upon expiry

While the above will be correct in general terms, it will not apply in every case. Boards should take particular care, for example, where an employee displaced is disabled for the purposes of the Equality Act 2010 or in circumstances where a local decision is taken to explore suitable alternative employment for an employee displaced for reasons other than those set out above.