

# Managers Guide to Redeployment and Frequently Asked Questions

The County Council's aim is, as far as possible, to avoid ending the employment of an employee where a suitable alternative role can be found through redeployment. Whilst there is no obligation to create a role in order to redeploy a member of staff, if a vacancy exists redeployment should be considered as a priority over the other recruitment options and requires a committed approach.

The following guide has been designed to help managers understand the redeployment process. It is important that wherever practical we should seek to redeploy those who are facing the prospect of losing their current role, for example, through either redundancy, ill health or capability.

Although the redeployment process has similarities for each situation there are important differences that you will need to be aware of in order to meet specific legal requirements that are only relevant in a redundancy situation.

The following is provided as a guide only and cannot be a definitive answer in all circumstances. It should be read in conjunction with related documentation available on managing change. A separate set of FAQ's is provided for redeployment which arises due to other reasons such as ill health ;or capability

Redeployee applications are considered as a priority before any other internal/external applications, subject to the post being one grade higher, lower or the same as the Redeployee's current grade.

This does not prevent an employee applying for any post at any time without being considered as a priority as a Redeployee.

By using redeployment as a first opportunity for vacancies you can:

- have experienced staff with transferrable skills including experience of operating our various IT packages
- have staff who already understand how the Council works
- move through the recruitment process without delay
- start your new recruit relatively quickly

1. What is the County Council's approach to redeployment brought about by organisational change?
2. What is the Redeployment Pool?
3. What are my responsibilities?
4. When are staff added to the Redeployment Pool?
5. How are staff added and removed from the Redeployment Pool?
6. What support is available to Redeployees?

7. How much time off can a Redeployee have for completing application forms / attending interviews?
8. Are Redeployees guaranteed an interview?
9. If I have a vacancy how will the redeployment process impact my recruitment campaign?
10. I have a vacancy, where can I advertise the role?
11. How will I know if a Redeployee has applied for my vacancy?
12. What happens if I receive an application from a Redeployee who is pregnant or currently on maternity, adoption or shared parental leave?
13. What happens if a Redeployee expresses an interest after the closing date of the advert?
14. What happens if a Redeployee meets the criteria for the post?
15. What happens if a Redeployee does not fully meet the criteria for the post?
16. What happens if a Redeployee applies for a role that is not the same grade?
17. What happens if a Redeployee applies for a role in a different location?
18. What happens if a Redeployee is not successful after shortlisting / assessment / interview?
19. What if there are no suitable applications from Redeployees?
20. What if the Redeployee has applied for a lower graded post?
21. How do I appoint a Redeployee?
22. What happens if I appoint a Redeployee on a Fixed Term Contract?
23. What happens when the Fixed Term Contract comes to an end?
24. What is the 4-week trial period?
25. Can I extend the 4-week trial period?
26. What happens if the 4-week trial period is successful?
27. What happens if the 4-week trial period is not successful?
28. What if there is insufficient time for 4-week trial period?
29. Can Redeployees apply for vacancies during their 4-week trial period?
30. What happens to the Redeployee's annual leave?

## **1. What is the County Council's approach to redeployment brought about by organisational change?**

The County Council aims to redeploy staff who may be displaced by organisational change.

Whilst there is no obligation to create a role in order to redeploy a member of staff, where a vacancy exists, applications from Redeployees are considered as a priority before any other internal/external applications subject to the job being one grade higher, lower or the same as their current grade.

## **2. What is the Redeployment Pool?**

In order to manage the redeployment, process the County Council has established a Redeployment Pool which is a confidential database that contains details of all Redeployees who are experiencing change, including redundancy.

The Redeployment Pool helps us monitor the effectiveness of our redeployment of staff. The data stored on the pool includes a record of Redeployees details with all posts suggested; applied for and the outcome as well as suggested courses that may be of help to Redeployees. In addition, Redeployees have additional support from the HR Change Support Officer.

## **3. What are my responsibilities?**

As a recruiting manager, you are responsible for ensuring you follow the redeployment procedure in both practice and spirit. You must consider applications from Redeployees before any other internal or external applications. Generally, Redeployees are not guaranteed an interview but are given priority over others who are not Redeployees where the post is one grade higher, lower or the same grade as the Redeployee's current grade. Further considerations are detailed throughout this document.

The County Council's aim is, as far as possible, to avoid ending the employment of an employee where a role can be found through redeployment. Whilst there is no obligation to create a role in order to redeploy a member of staff where a vacancy exists redeployment should be considered as a priority over the other recruitment options and requires a committed approach.

## **4. When are staff added to the Redeployment Pool?**

Redeployment should be considered where there is a real possibility that an employee will not have a post and details can be included in any consultation exercise.

In order to be added to the Redeployment Pool staff need to complete the Redeployee Details Form [Redeployee Details Form](#) within 5 days of receipt and forward to Redeployment, [hradvice@warwickshire.gov.uk](mailto:hradvice@warwickshire.gov.uk). On receipt of the form, they are added to the Redeployment Pool and an Advisor will contact them.

Those questions most frequently asked by Redeployees themselves on the redeployment process are available in separate documents which you can signpost your employee to and be aware of yourself [Redundancy](#); [Employees Guide to Redeployment and Frequently Asked Questions](#); [Capability](#) or [Guide to Ill Health Redeployment and Frequently Asked Questions](#).

## 5. How are staff added and removed from the Redeployment Pool?

In order to be added to the Redeployment Pool staff need to complete the [Redeployee Details Form](#) within 5 days of receipt and forward to Redeployment, [hradvice@warwickshire.gov.uk](mailto:hRADVICE@warwickshire.gov.uk). On receipt of the form, they are added to the Redeployment Pool and an Advisor will contact them.

Those employees no longer considered as Redeployees, for example, are no longer at risk, or are redeployed, or leave the Council are removed from the Redeployment Pool.

## 6. What support is available to Redeployees?

The County Council offers a range of support services to Redeployees during this period. They will have access to the HR Change Support Officer who will, as far as possible, provide tailored support which includes an initial consultation and assessment of further support including training for CVs, Application Forms and interviews as well as suggesting courses etc that would be beneficial to them.

There is an [Employees Guide to Redeployment and Frequently Asked Questions](#) document for Redeployees and a factsheet [Supporting Through Change](#) which is given to Redeployees early in the process. It is good practice for you to share these.

Workplace Wellness provides confidential help, support and counselling services to staff 24 hours a day, 365 days a year. The aim of the service is to support Redeployees when they are experiencing difficulties that make it hard for them to carry on with their normal working life. All employees can directly access this at [www.my-eap.com/login](http://www.my-eap.com/login), Organisation Code: *WorkplaceWellness*, or by telephoning 0800 111 6387 or by text 18001 followed by 0800 111 6387.

Redeployees can also access external support including the Citizens Advice Bureau; Job Centre Plus and many banks offer financial advice, although this is not impartial. In addition they can log on to the [National Careers Service](#) website which offers a wide variety of tools, advice and interactive guidance covering: Skills Health Check match to job suggestions, Job profiles; CV Builder; Interview preparation and Job Market information from a wide range of sectors.

In addition, Redeployees can also access a number of internal [Staff Networks](#).

## 7. How much time off can a Redeployee have for completing application forms / attending interviews?

When a Redeployee has been given notice that their employment will end by reason of redundancy they are entitled to reasonable paid time off from work to look for alternative work or to make arrangements for training for future employment. Usually time off will be to attend interviews or other appointments but also may include visits to job centres etc where there is no opportunity to do so outside working hours.

In determining what reasonable time off work is, managers will consider factors including:

- The effect of any absence on operational requirements
- The degree of difficulty the Redeployee is likely to face in finding alternative employment
- The number of such requests that they have made
- Where the time off includes substantial travelling time, the availability of more local suitable alternative employment or training

- The extent to which the Redeployee has already turned down offers of alternative employment.

## **8. Are Redeployees guaranteed an interview?**

Redeployees can view and apply for vacancies at the same time as internal or external applicants. Their application is given priority over the internal and external applications subject to the job being one grade higher, lower or the same as their current grade rather than be guaranteed an interview. During the selection process you will also test their ability to meet the criteria.

A redeployee with a disability as defined by the Equality Act 2010, is guaranteed an interview if they can demonstrate that they meet the criteria for the role.

You should also be aware that those Redeployees who are pregnant or are on maternity, adoption or shared parental leave have additional rights which means that they will be entitled to priority as far as suitable alternative employment is concerned. Please see questions 12 and 15.

## **9. If I have a vacancy how will the redeployment process impact my recruitment campaign?**

Applications from Redeployees must be considered before any other internal/external applications. As a result, if a Redeployee applies for a vacancy you have advertised, your recruitment campaign may take a little longer. However, you can move through the recruitment process relatively quickly if the Redeployee(s) meets the shortlist criteria. Please see questions 12 and 15.

## **10. I have a vacancy, where can I advertise the role?**

You may like to consider initially limiting your search to the Redeployment Pool. Please contact the Resourcing Team directly or view [How to create a new recruitment campaign](#).

## **11. How will I know if a Redeployee has applied for my vacancy?**

When completing an application form they will be prompted to confirm they are currently registered in the Redeployment Pool and eligible to apply for the position as a Redeployee. If they do not confirm they are currently registered in the Redeployment Pool then their application cannot be identified for priority consideration.

The applications you receive will be classed as “internal” and it’s really important you check the Applicant Status on Page 2 of the Application Form where you will see if the candidate is recorded as a Redeployee.

Redeployee applications must be considered before any other applications and you can move through the recruitment process relatively quickly. However, if you have more than one role available, and to prevent any delay, you can arrange to shortlist all applicants but you must give priority treatment to the Redeployee application(s). If a Redeployee meets the shortlist criteria they should be the first candidate interviewed. Please also see question 12.

**12. What happens if I receive an application from a Redeployee who is currently pregnant or on maternity, adoption or shared parental leave?**

Redeployees who are pregnant or on maternity, adoption or shared parental leave are actively encouraged to apply for suitable alternative roles. Employees who are pregnant or returning from maternity, adoption, or shared parental leave (within 18 months of the birth/placement) may gain priority status for redeployment opportunities in a redundancy situation. Please contact a HR Advisor to discuss this further.

**13. What happens if a Redeployee expresses an interest after the closing date of the advert?**

If a Redeployee expresses an interest after the closing date of the job advert, it is advised you consider accepting a late application, depending on the individual circumstances. If, having accepted a late application the Redeployee meets the criteria you should interview and or assess them as a priority and put on hold any internal or external applications.

Redeployees can be interviewed at relatively short notice so the process can be very efficient for you without causing significant delay.

**14. What happens if a Redeployee meets the criteria for the post?**

If a Redeployee meets the criteria you will need to carry out an assessment process. The selection method should reflect the grade and responsibility of the post and must allow them to demonstrate how they are suitable for the role. You can move through the recruitment process relatively quickly and the HR Change Support Officer can support you with this.

Where a Redeployee is disabled (as defined by the Equality Act 2010) you will need to consider if any reasonable adjustments(s) can be made that would allow the Redeployee to undertake the role to a satisfactory level. Where appropriate, guidance can be sort via a referral to Occupational Health. The HR Advisory Service will support you through this process.

Any Redeployee currently pregnant or on maternity, adoption or shared parental leave is covered by regulations, which offer additional employment rights in redundancy situations. Please see question 12.

**15. What happens if a Redeployee does not fully meet the criteria for the post?**

Redeployees are actively encouraged to try and secure employment in roles that are of the same grade; one grade higher or one grade lower than their substantive post that are suitable to their skills, abilities and circumstances. It is anticipated that when completing an application they are likely to either be able to meet the criteria or be reasonably able to undertake a role even though they do not meet all the criteria, and either way they are asked to demonstrate their suitability for the post on their application.

The recruitment and selection process should be designed to test the ability of each applicant against the criteria specified and to establish, even where all the criteria are not met, if the individual could reasonably undertake the role with either transferable skills, the attainment of the criteria through training and/or other support within a reasonable timeframe and at reasonable cost.

Where a Redeployee is disabled (as defined by the Equality Act 2010) you will need to consider if any reasonable adjustment(s) can be made that would allow the Redeployee to undertake the role to a satisfactory level. Where appropriate, guidance can be sort via a

referral to Occupational Health. The HR Advisory Service will support you through this process.

Any Redeployee currently pregnant or on maternity, adoption or shared parental leave is covered by regulations, which offer additional employment rights in redundancy situations. Whilst pregnant or on maternity, adoption or shared parental leave, the employee is entitled to priority over other Redeployees as far as suitable alternative employment is concerned. For further details please see questions 12. Please contact a HR Advisor/ HR Change Support Officer for further advice and support.

You must provide the opportunity for constructive feedback to all Redeployee applicants that have been unsuccessful at any stage of the recruitment process.

### **16. What happens if a Redeployee applies for a role that is not the same grade?**

A Redeployee can apply for a role that is one grade higher or one grade lower than their current role. However, if the grade is more than one grade higher or lower, please refer this to a HR Advisor. They will refer the details in relation to the matter to the Team Manager (Change Team), HR Advisory who will consider the matter for a decision.

If the decision is that they are unable to apply as a Redeployee, it will not prevent them from applying for the vacancy as an internal applicant. They will need to demonstrate how they meet the criteria and be considered through a competitive process with other applicants.

If a Redeployee is offered a post at a lower salary level than their current grade, consideration may be given to protecting their current pay for a period of up to one year. This would need to be agreed by the Redeployee's current manager, and you will need to refer this to a HR Advisor before an offer is made.

### **17. What happens if a Redeployee applies for a role in a different location?**

Where a Redeployee has applied for a post that is in a different location to the substantive post they currently hold they may be entitled to make a claim towards the additional costs in mileage. As there are implications for this, it is essential, in the first instance, you discuss excess mileage claims with a HR Advisor and the outgoing manager before any offer is made. This is because the cost of any excess mileage claims are met by the budget from the team the Redeployee is leaving.

### **18. What happens if a Redeployee is not successful after shortlisting / assessment / interview?**

The recruitment and selection process should be designed to test the ability of each applicant against the criteria specified. If a Redeployee could not reasonably undertake the role (and could not meet the criteria with reasonable adjustments, additional training or support within a reasonable period of time/cost) then the recruiting manager will need to contact the Redeployee and provide constructive feedback. Please see question 15.

### **19. What if there are no suitable applications from Redeployees?**

If no Redeployees are identified as suitable following the selection and interview process, or no Redeployee applications have been received you can continue and review the other applications received. However, please see question 15. You must provide the opportunity for constructive feedback to all Redeployee applicants that have been unsuccessful at any stage of the recruitment process.

## **20. What if the Redeployee has applied for a lower graded post?**

If the Redeployee has applied for a lower graded post (than the redundant post they currently hold), salary protection may be considered for a period of up to one year. As there are implications for this, it is essential, in the first instance, before you make the offer, to discuss pay protection with a HR Advisor. They will refer the details in relation to the matter to the Team Manager (Change), HR Advisory who will consider the matter for a decision. The cost of any salary protection is normally met by the budget from the team the Redeployee is leaving. Please see question 16.

## **21. How do I appoint a Redeployee?**

After completion of the interview, and a consultation with a HR Advisor if necessary, you are then responsible for making a conditional offer to the Redeployee. You will need to confirm the salary and, if applicable, advise them of the 4-week trial period. For further details see question 24.

Once you have made the verbal offer, please refer to the Your HR Guide [How to manage your successful candidate\(s\)](#) to progress to the next stage.

## **22. What happens if I appoint a Redeployee on a Fixed Term Contract?**

Please note that due to the nature of some Fixed Term Contracts, they do not necessarily end in a redundancy situation. Before you offer a Redeployee a Fixed Term Contract, please ensure you have discussed this with a HR Advisor and all details are agreed upfront. A Redeployee will not be able to undertake a role as a secondment opportunity due to the substantive role being made redundant and they will not have a substantive role to return to.

If a Redeployee secures a Fixed Term post, the default position is that the new recruiting service area will be responsible for any redundancy cost once the Fixed Term post comes to an end (unless the Redeployee secures alternative employment within the organisation). Please ensure you contact a HR Advisor before making an offer and the reason for the Fixed Term Contract is clear. In order to progress, please see Number 21, how do I appoint a Redeployee?

## **23. What happens when the Fixed Term Contract comes to an end?**

If the nature of the Fixed Term Contract means the employee is eligible for redundancy, they will be able to return to the Redeployment Pool for the length of their notice period. Please liaise with a HR Advisor, at the earliest opportunity, to make the necessary arrangements for the Redeployee to receive their redundancy payment due.

If the nature of the Fixed Term Contract means the employee is not eligible for redundancy, they should be supported, where practicable, to help find alternative roles within the organisation. If they are not able to secure alternative employment, their Fixed Term Contract will end as scheduled. You will need to update Your HR accordingly <https://i.warwickshire.gov.uk/content/your-hr-guidance/your-hr-guidance>.

## **24. What is the 4-week trial period?**

In a redundancy situation a Redeployee has a statutory right to a 4-week trial period, where applicable. During this time, both the manager and Redeployee will need to determine if the post is suitable. Managers are responsible for providing the relevant training and support to



the Redeployee as well as formally reviewing their performance against set objectives each week. The HR Advisor can support you with this. Please see question 28.

It is hoped that this trial period will be successful. If the Redeployee works beyond the end of the four week period, or the jointly agreed extended period, any redundancy entitlement will be lost because they will be deemed to have accepted the new employment.

#### **25. Can I extend the 4-week trial period?**

The 4-week trial period will not normally be extended. However, in exceptional circumstances, it may be extended by mutual agreement for reasons relating to re-training. Agreement needs to be placed in writing **prior** to the Redeployee commencing the trial and if you are considering doing this, please seek advice from a HR Advisor in the first instance.

If you think there is cause for concern during the 4-week trial you should contact a HR Advisor at the earliest opportunity, before the end of the 4-week trial.

#### **26. What happens if the 4-week trial period is successful?**

It is hoped that this trial period will be successful. After the end of a successful trial period the Redeployee will automatically become permanent in the post. The Redeployment HR Advisor will ensure the employee's HR records are updated accordingly and they are removed from the Redeployment Pool.

If the Redeployee works beyond the end of the 4-week period, or the jointly agreed extended period, any redundancy entitlement will be lost because they will be deemed to have accepted the new employment.

#### **27. What happens if the 4-week trial period is not successful?**

If the situation should arise that either you or the Redeployee feels that, despite all the support that has been put in place, the vacancy is not suitable, notice to this effect must be given during the trial period. You should contact a HR Advisor, at the earliest opportunity, if you are considering giving such notice. If the Redeployee is still under notice from their substantive role they will return to this until they leave the organisation.

#### **28. What if there is insufficient time for 4-week trial period?**

If a Redeployee is offered suitable alternative employment towards the end of their notice period, and the trial period is likely to run after the date on which their notice period is due to end, you will need to contact a HR Advisor to discuss this before offering an extension as this may have implications for a redundancy payment.

If, following a shortened trial period, the post is not deemed to be suitable alternative employment then owing to the fact that the notice period has ended, the contract of employment will terminate too and redundancy arrangements will apply. Please liaise with your HR Advisor to make the necessary arrangements for the Redeployee to receive their redundancy payment.

If there is only a limited time left for the Redeployee to undertake the trial period, ie 1 week, and no extension has been agreed, then the Redeployee will automatically transfer to the new role without having a trial period.

### **29. Can Redeployees apply for vacancies during their trial period?**

Redeployees are expected to be committed to try and secure employment which includes searching and applying for roles that are of the same grade; one grade higher or one grade lower than their substantive post. During their trial period Redeployees can apply for vacancies advertised within Warwickshire County Council

Redeployees will be removed from the Redeployment Pool if they have been successful in their trial period or have left the organisation.

### **30. What happens to the Redeployee's annual leave?**

Redeployees will be able to request their proportionate annual leave as usual up until the date of redundancy. If they have been prevented from taking their leave owing to the needs of the service then they will be paid the outstanding balance.