

Employee's 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 is provided as a guide only and cannot be a definitive answer in all circumstances. It has been designed to help employees understand the redeployment process. It is important that wherever practical the County Council should seek to redeploy those who are facing the prospect of losing their current role, for example, through either [redundancy](#); [sickness absence](#) or [capability](#).

The following questions and answers try to identify and answer some of the frequently asked questions (FAQs) about redeployment and the process involved. A separate set of FAQs is provided for redeployment which arises due to other reasons such as [ill health](#) or [capability](#) as there are specific legal requirements that are relevant only in a redundancy situation.

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.

1. What is the County Council's approach to redeployment brought about by organisational change?
2. What is the Redeployment Pool?
3. I have been notified that I need to be included on the Redeployment Pool, what do I need to do?
4. How long can I stay on the Redeployment Pool?
5. What are my responsibilities?
6. What support is available to me?
7. Can I have time off for completing application forms / attending interviews?
8. How will I get to know about vacancies?
9. Can I express an interest in a post?
10. Are vacancies in Schools advertised to Redeployees?
11. What is considered to be a suitable alternative role?
12. Am I guaranteed an interview?
13. If I am interested in a vacancy, what do I need to do?
14. How will the manager know I am a Redeployee and eligible to apply?

15. What happens if I am interested in a post but have missed the closing date?
16. I am interested in a vacancy that is not at the same grade as my current position. Can I still apply?
17. I am interested in a vacancy but I would need some training, can I still apply?
18. I have a disability and may need reasonable adjustments), what do I need to do?
19. I am currently off sick what do I need to do?
20. I am currently on Maternity Leave what do I need to do?
21. I have not yet started my maternity leave, or have returned from maternity leave what do I need to do?
22. I am on a Fixed Term Contract, am I eligible to be redeployed?
23. The role I am interested in is a Fixed Term Contract, what do I need to consider?
24. If I accept a Fixed Term Contract, at the end of this contract, what do I need to do?
25. If I accept a Fixed Term Contract which does not end for reason of redundancy, what do I need to do at the end of this Contract?
26. What happens if I meet the criteria?
27. What happens if I do not meet the criteria?
28. What happens if I am successful after interview and offered the role?
29. What happens if I am not successful after interview?
30. What is the 4 week trial period?
31. What happens if there is insufficient time for 4 week trial period?
32. What happens if the 4 week trial period is successful?
33. What happens if the 4 week trial period is not successful?
34. Can I still apply for vacancies during my trial period?
35. If I am successfully redeployed and I then see another post that I wish to apply for, can I rely on the redeployment procedure for that post?
36. What happens if there is no suitable alternative employment for me?
37. What happens if I secure a position in another public sector organisation?
38. If I am made redundant can I return to work for the organisation?
39. What happens to my 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 Redeployment Advisor.

3. I have been notified that I need to be included in the Redeployment Pool, what do I need to do?

In order to be included in the Redeployment Pool you must complete and return the Redeployee Details Form, [Redeployee Details Form](#) within 5 days of receipt and forward this to Redeployment at hradvice@warwickshire.gov.uk.

On receipt of your form, you will then be added to the Redeployment Pool and an Advisor will contact you.

4. How long can I stay in the Redeployment Pool?

You will remain in the Redeployment Pool for the duration of the consultation process and your notice period. You will be removed from the Redeployment Pool if you have found alternative employment during this period; your notice period has expired; you have been successful in your trial period or you have left the organisation.

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. However, there is no obligation to create a role.

5. What are my responsibilities?

You must complete and return the Redeployee Details Form [Redeployee Details Form](#) given to you at the start of the consultation process, within 5 days, and forward to Redeployment, hradvice@warwickshire.gov.uk. On receipt of your form, you will then be added to the Redeployment Pool and an Advisor will contact you.

As a Redeployee it is expected that you will be committed to try and secure suitable alternative employment. This involves you actively searching and applying for vacancies. You will receive priority for a vacancy that is one pay grade higher, lower or the same as your current position. You should be willing to undertake a four week trial period, where applicable and practicable, and be prepared to undertake further training if this is required.

It is important you notify the Redeployment Advisor of any vacancies you are applying for or any in-house training courses you are interested in attending. This will ensure your details on the Redeployment Pool are kept up to date.

6. What support is available to me?

Warwickshire County Council offers a range of support services to employees during this period where you might be at risk of redundancy or potentially affected by the future change. You will have access to the Redeployment Advisor who will, as far as possible, provide tailored support. The Learning and Development courses can assist to help improve your skills and offer training courses on Application Forms, CV Writing and Interview skills. Course Workbooks are available on request for staff unable to attend face to face courses. In addition there are a number of e-Learning courses. There is also the 'Package of Support for WCC Employees' and further information can be found on the intranet [Supporting Through Change](#).

The National Careers Service website provides a wide variety of tools, advice and interactive guidance covering: Skills Health Check match to job suggestions, Job profiles for up to 750 different Careers; CV Builder; Interview preparation and Job Market information from a wide range of sectors <https://nationalcareersservice.direct.gov.uk/>.

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

You may find other external support services helpful. Many banks offer customers financial advice, although this is not impartial. Citizens Advice Bureau can provide impartial advice on a wide range of topics and you can contact your local office or visit their website: www.citizensadvice.org.uk. Job Centre Plus has their own website for vacancies and can provide advice on benefits and you can contact your local office or visit their website: <https://www.gov.uk/contact-jobcentre-plus/new-benefit-claims>.

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

7. Can I have time off for completing application forms / attending interviews?

When a Redeployee has been notified 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, your manager will consider:

- The effect of any absence on operational requirements
- The degree of difficulty a Redeployee is likely to face in finding alternative employment
- The number of such requests a Redeployee has 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. How will I get to know about vacancies?

There are several ways vacancies are advertised. They can be advertised through the Council's Jobs website <https://www.warwickshire.gov.uk/jobs>; WM Jobs www.wmjobs.co.uk, or as an email to staff.

All Redeployees can view and apply for jobs at Warwickshire County Council via Employee Self Service (ESS) on Your HR and clicking on the Job Page or via www.wmjobs.co.uk. Using the WM Jobs website will also offer you access to view a significant number of public sector vacancies across the West Midlands.

It's important you sign up for the Job Alert function on both websites. A job alert will notify you by email when relevant vacancies have been published and this will help ensure you do not miss out on the opportunity to apply for a suitable vacancy. However, we also recommend you check the websites regularly to ensure you do not miss out on an opportunity to apply for a vacancy.

9. Can I express an interest in a post?

Yes, as a Redeployee we encourage you to express an interest in any suitable posts. It is expected that you will be committed to try and secure suitable alternative employment and this involves you actively searching and applying for vacancies. You will receive priority for a vacancy that is one pay grade higher, lower or the same as your current position. You should be willing to undertake a 4 week trial period, where applicable and practicable, and be prepared to undertake further training if this is required.

10. Are vacancies in Schools advertised to Redeployees?

You can express an interest in a post within a School however, Schools do not work under the same policies and procedures as the Council and therefore we cannot guarantee that your application will be ring fenced to you as a Redeployee.

Should you wish to apply for a post within a School, you will need to contact the Redeployment Advisor who will then liaise with the relevant managers and a request be made for the School to give every consideration to your application. However, there is no guarantee that the School will consider you as a Redeployee.

11. What is considered to be a suitable alternative role?

In a redundancy situation whether a position is considered a suitable alternative depends on many factors including: the terms of the job being offered; your skills, abilities and circumstances; the pay (including benefits); status; hours and location of the job.

12. Are Redeployees guaranteed an interview?

As a Redeployee you have the opportunity to view and apply for vacancies at the same time as internal or external applicants. Redeployee applications are given priority (where the post is one grade higher, one grade lower or the same as the Redeployee's current grade) over the internal and external applications rather than guaranteed an interview. During the selection process your ability to meet the criteria will be tested.

However, a Redeployee with a disability as defined by the Equality Act 2010, is guaranteed an interview if they can demonstrate they meet the criteria for the role. Please contact the Redeployment Advisor for further advice.

13. If I am interested in a vacancy, what do I need to do?

If you are interested in applying for a vacancy you will be required to complete an online application. When completing an application you must confirm you are applying as a Redeployee and eligible to apply for the position, otherwise your application cannot be identified for priority consideration. For further details see the [Your HR Self Service](#) page on the intranet and then [How to...apply for a vacancy via ESS](#).

It is important when applying for a post you clearly demonstrate in the application how you meet the criteria set out in the person specification and ensure your application is submitted before the closing date. If you think that you can reasonably undertake a role, but you do not meet all the criteria you are advised to contact the Redeployment Advisor. Please see Number 17, "I am interested in a vacancy but I would need some training, should I still apply?"

Applications from Redeployees should be considered before any other internal/external applications and where shortlisted you can expect to move through the recruitment process relatively quickly.

It is important you notify the Redeployment Advisor, hradvice@warwickshire.gov.uk that you are applying so your details can be updated on the Redeployment Pool.

14. How will the manager know I am a Redeployee and eligible to apply?

When completing your online application please ensure you tick the Redeployee Applicant box when prompted confirming you are on the Redeployment Pool and eligible to apply for the role. If you do not confirm you are currently registered in the Redeployment Pool and eligible to apply for the role as a Redeployee then your application cannot be identified for priority consideration.

It is important you notify the Redeployment Advisor, hradvice@warwickshire.gov.uk that you have applied for the role so your details can be updated on the Redeployment Pool.

15. What happens if I am interested in a post but have missed the closing date?

Depending on the length of time from the closing date to when you see the vacancy, you are advised to contact the hiring manager directly as soon as possible with the reason for missing the closing date, to see if you are able to submit a late application. In addition, please ensure you advise the Redeployment Advisor, hradvice@warwickshire.gov.uk so your details on the Redeployment Pool are up to date.

It is important when applying for a post you clearly demonstrate in the application how you meet the criteria set out in the person specification and ensure your application is submitted as soon as possible. If shortlisted you can expect to move through the recruitment process relatively quickly.

If you think that you can reasonably undertake a role, but you do not meet all the criteria you are advised to contact the Redeployment Advisor. Please see Number 17 I am interested in a vacancy but I would need some training, should I still apply?"

16. I am interested in a vacancy that is not at the same grade as my current position. Can I still apply?

You may apply as a Redeployee for positions that are one pay grade higher, lower or the same as your current position and during the selection process your ability to meet the criteria will be tested.

If the post is more than one grade higher or one grade lower and you can demonstrate you meet the criteria on the person specification, you will need to speak to the Redeployment Advisor. The matter will be then referred to the Advisory Services Team Manager and a HR Business Partner who will consider the matter for a decision.

Even if the decision is that you cannot apply as a Redeployee this will not prevent you from applying for the vacancy as an internal applicant, but there will be a competitive process with other applicants.

If you are offered a post at a lower salary level than your current grade, consideration may be given to protecting your current pay for up to one year. As there are costs to your substantive manager in relation to this, it's important you discuss this with them in the first instance before applying. However, there is no guarantee that pay protection will be granted.

You need to be aware that should you unreasonably decline an offer of suitable alternative employment that we make, you may lose any right to a redundancy payment.

17. I am interested in a vacancy but I would need some training, can I still apply?

The County Council appreciates that there may be instances where training can reasonably be provided in order to enable a Redeployee to undertake a role. If you feel that you need advice in this area you should contact the Redeployment Advisor in the first instance. If any subsequent application is successful, the recruiting manager may offer an alternative job on the condition that you obtain the necessary qualifications/successfully undergo appropriate training within a specified timescale.

Where such a conditional offer is made, but the condition is subsequently not fulfilled within the specified timescale, the receiving department will need to discuss any options with you, which may include your continued employment with the County Council.

18. I have a disability and may need reasonable adjustment(s), what do I need to do?

As a Redeployee with a disability as defined by the Equality Act 2010, you are guaranteed an interview if you can demonstrate you meet the criteria for the role. Please contact the Redeployment Advisor for further advice. If offered the role you may be referred to our Occupational Health Team who can provide advice on reasonable adjustments.

19. I am currently off sick what do I need to?

If you are on sick leave you will be included in the communications to all staff affected by the organisational change. Taking into account your individual circumstances you will be supported through any process that may take place as a result of the organisational change and where appropriate you may be asked to visit Occupational Health to determine your fitness for participation. Should you not be fit to take part in any process, eg selection, you will be consulted on any options, eg. on the reasonableness to delay any selection process.

There is a separate set of Frequently Asked Questions for staff who seek redeployment because they are unable to carry out their current role owing to [ill health](#) or [capability](#)

You must complete and return the Redeployee Details Form [Redeployee Details Form](#) given to you at the start of the consultation process within 5 days of receipt. This should then be emailed to Redeployment hradvice@warwickshire.gov.uk. On receipt of your form, you will then be added to the Redeployment Pool and an Advisor will contact you.

As a Redeployee it is expected that you will be committed to actively search and apply for vacancies. You should be willing to undertake a four week trial period, where practicable, and be prepared to undertake further training if this is required.

You must notify the Redeployment Advisor of any vacancies you are applying for or any in-house training courses you are interested in attending. This will ensure your details on the Redeployment Pool are kept up to date.

20. I am currently on Maternity Leave what do I need to do?

If you are on maternity leave you will be included in the communications to all staff affected by the organisational change. As with other staff, and taking into account your individual circumstances, you will be supported through any process that may take place as a result of the organisational change.

If you are on maternity leave you are covered by the maternity regulations, which offer additional employment rights in redundancy situations. This means you will be entitled to priority as far as “suitable alternative” employment is concerned. Therefore, where an appropriate vacancy exists, you must be offered (not just invited to apply for) the alternative employment under a new contract. Any vacancy must be both suitable and appropriate for you in the circumstances and the terms and conditions must not be substantially less favourable. However, where you unreasonably reject the suitable employment, the County Council can proceed to end your employment by reason of redundancy and you may lose any right to a redundancy payment. If there is not a suitable available vacancy your employment will be terminated by reason of redundancy.

21. I have not yet started my maternity leave, or have returned from maternity leave what do I need to do?

You must complete and return the Redeployee Details Form [Redeployee Details Form](#) given to you at the start of the consultation process within 5 days of receipt. This should then be emailed to Redeployment hradvice@warwickshire.gov.uk. On receipt of your form, you will then be added to the Redeployment Pool and an Advisor will contact you.

As a Redeployee it is expected that you will be committed to try and secure suitable alternative employment and this involves you actively searching for vacancies and applying for any suitable alternatives. You should be willing to undertake a 4 week trial period, where practicable, and be prepared to undertake further training if this is required.

As a Redeployee who is pregnant, not yet started maternity leave or has returned from maternity leave you are not covered by the maternity regulations and the strict obligation to offer any “suitable alternative” vacancy does not apply. The protection only applies to employees who are on maternity leave.

22. I am on a Fixed Term Contract, am I eligible to be redeployed?

Where you are in a potential redundancy situation you are eligible to become a Redeployee.

23. The role I am interested in is a Fixed Term Contract, what do I need to consider?

A Fixed Term Contract may not be a suitable alternative. Whether a position is suitable depends on many factors including the terms of the job being offered; your skills, abilities and circumstances, the pay (including benefits); status; hours and location of the job.

The nature of some Fixed Term Contracts means that they do not necessarily end in a redundancy situation and although you may retain your continuous service, you may not be entitled to a

redundancy payment. You will not be able to undertake a role as a secondment opportunity, due to the substantive role being made redundant and there being no substantive role to return to. It is therefore important you contact the Redeployment Advisor to discuss this before applying for a Fixed Term Contract.

24. If I accept a Fixed Term Contract, at the end of this contract, what do I need to do?

If the nature of the Fixed Term Contract means that the employment will end by reason of redundancy, the employee will be able to return to the Redeployment Pool for the length of their notice period and, where practicable, receive support from the Redeployment Advisor.

Prior to the end of the Fixed Term Contract the employee will need to complete and return the Redeployee Details Form [Redeployee Details Form](#) within 5 days of receipt. This should then be emailed to the Redeployment Advisor, hradvice@warwickshire.gov.uk. On receipt of your form, you will then be added to the Redeployment Pool an Advisor will contact you.

25. If I accept a Fixed Term Contract which does not end for reason of redundancy, what do I need to do at the end of this contract?

At the end of the contract you will be responsible for actively searching and applying for suitable vacancies alongside all other applicants. If you are unable to secure employment, your Fixed Term Contract will end as scheduled.

26. What happens if I meet the criteria for a vacancy?

If you meet the criteria you will need to undertake an assessment process that reflects the grade and responsibility of the post and gives you the opportunity to demonstrate how you are suitable for the role. Please note that you may move through the recruitment process relatively quickly.

If you have a disability, as defined by the Equality Act 2010, and require reasonable adjustment(s) for the selection process, please contact the hiring manager to discuss this.

A Redeployee given notice of redundancy whilst on maternity leave is afforded additional employment rights in redundancy situations. The Redeployee is entitled to priority over other Redeployees as far as "suitable alternative" employment is concerned. See Number 21, I am currently on Maternity Leave, and have been issued with notice, what do I need to do and Number 22, I have not yet started my maternity leave and not yet been issued notice, what do I need to do?

27. What happens if I do not meet the criteria for a vacancy?

Redeployees are expected to actively try and secure employment suitable to their skills, abilities and circumstances. It is anticipated that when completing an application you demonstrate your suitability for the post. See Number 17, I am interested in a vacancy but I would need some training, can I still apply, and contact the Redeployment Advisor.

If you are unsuccessful at any stage of the recruitment process the hiring manager will offer to provide you with constructive feedback.

28. What happens if I am successful after interview and offered the role?

If successful after interview the Redeployee will be offered the role subject to the relevant pre-employment checks. Once all the necessary pre-employment checks are successfully completed you will be confirmed in the role. In a redundancy situation you have a statutory right to a 4 week trial period, where applicable. Please see Number 30, What is the 4 week trial period?

If you are offered a suitable alternative job and you unreasonably refuse it, you may lose any right to a redundancy payment.

29. What happens if I am not successful after interview?

If you are unsuccessful at any stage of the recruitment process the hiring manager will offer to provide you with constructive feedback.

30. What is the 4 week trial period?

In a redundancy situation a Redeployee has a statutory right to a 4 week trial period for any suitable alternative employment offered. The trial period will normally be 4 weeks from the first day in post. Under exceptional circumstances, e.g. further training to be undertaken, and if mutually agreed in advance, a trial period can be extended. Any extension must be in writing before the trial period starts.

Both the manager and Redeployee will need to determine if the post is suitable. Managers are responsible for providing the relevant training and support as well as reviewing the Redeployee's performance in the role.

31. What happens if there is insufficient time for 4 week trial period?

In some instances there is insufficient time for a Redeployee to undertake a 4 week trial period. If there is only a limited time left, i.e. less than 4 weeks, the Redeployee may undertake a shortened trial period or transfer to the new role without having a trial period. 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.

32. What happens if the 4 week trial period is successful?

It is hoped that the trial period will be successful and the Redeployee will transfer to the role. Once the trial period has come to an end any redundancy entitlement will be lost because the Redeployee will be deemed to have accepted the new employment. As a result the Redeployee will be removed from the Redeployment Pool.

If offered a suitable alternative job which is unreasonably refused a Redeployee may lose any right to a redundancy payment.

33. What happens if the 4 week trial period is not successful?

If the situation should arise that, despite all the support that has been put in place, it is agreed that the role is not suitable then, if still under notice, the Redeployee will return to their substantive role.

However, as a Redeployee you are expected to continue to be committed to actively try and secure suitable alternative employment by searching and applying for any suitable vacancies. You must notify the Redeployment Advisor of any vacancies you are applying for and this will ensure your details on the Redeployment Pool are kept up to date.

If you are offered a suitable alternative job and you unreasonably refuse it, you may lose any right to a redundancy payment.

If there is insufficient time to return to the substantive role they will leave the organisation in line with their notice period.

34. Can I apply for vacancies during my trial period?

It is hoped that the trial period will be successful and you will transfer to the role. However, during your trial period you can apply for vacancies advertised for Warwickshire County Council. You must notify the Redeployment Advisor of any vacancies you are applying for and this will ensure your details on the Redeployment Pool are kept up to date.

You will be removed from the Redeployment Pool if you have been successful in your trial period or have left the organisation

35. If I am successfully redeployed and I then see another post that I wish to apply for, can I rely on the redeployment procedure for that post?

No. Once you have secured a post you are no longer a Redeployee and therefore not covered by the redeployment procedure. You may however apply for jobs through the normal recruitment process at any time.

36. What happens if there is no suitable alternative employment for me?

The County Council is committed to avoiding redundancy wherever possible and seeks to avoid this through redeployment into suitable alternative posts. If the County Council is unable to identify suitable alternative employment, you may be given notice to end your employment by reason of redundancy. In this instance, any compensation due will be paid to you according to the County Council policy.

If you are offered a suitable alternative job and you unreasonably refuse it, you may lose the right to any redundancy pay.

37. What happens if I secure a position in another public sector organisation?

If you take up employment with another Council or any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modifications) Order 1999 applies you will maintain continuous service if your break in service is up to 7 days (Sunday to Saturday). If you resign from Warwickshire County Council this will be the reason for the termination of your employment.

38. If I am made redundant can I return to work for the organisation?

It would normally be considered inappropriate for someone to be re-employed by the County Council within 6 months of receiving a redundancy payment.

39. What happens to my annual leave?

You will be able to request your proportionate annual leave as usual up until the date of redundancy. If you have been prevented from taking your leave owing to the needs of the service then you will be paid the outstanding balance and your manager will discuss this with you.