

Guide to Ill Health 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.

The following is provided as a guide only and cannot be seen as 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 ill health, [redundancy](#) or [capability](#).

The following questions and answers try to identify and answer some of the frequently asked questions (FAQs) about redeployment caused by ill health, ie when a member of staff is no longer able to carry out the duties of their current post due to ill health. A separate set of FAQs is provided for redeployment which arises due to other reasons such as [redundancy](#) or [capability](#) as there are specific legal requirements that are relevant only in a redundancy situation

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1. What is the County Council's approach to redeployment brought about by ill health?

The County Council aims to redeploy staff, where possible, who are unable to return to their post permanently or in the foreseeable future rather than effecting change through other means such as ill health retirement or ending employment on the grounds of ill health. However, there is no obligation to create a role.

2. What is the Redeployment Pool?

In order to manage the redeployment process the County Council has established a Redeployment Pool and Redeployee applications are, subject to certain criteria, considered as a priority before any other internal/external applications.

The Redeployment Pool is a confidential database that contains details of all Redeployees who are experiencing change, ie ill health, redundancy. It 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 will be of help to Redeployees. In addition, Redeployees have additional support from the Redeployment HR Advisor.

3. My manager has notified me 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](#) and once submitted this will then go through to hrrandpayroll@warwickshire.gov.uk then be emailed to the Redeployment HR Advisor. On receipt of your form, you will then be added to the Redeployment Pool and the Redeployment HR Advisor will make contact with you.

4. How long can a Redeployee stay in the Redeployment Pool?

You will remain on the Redeployment Pool until you are successful in obtaining alternative employment or within a reasonable period of eight weeks.

You will be removed from the Redeployment Pool if you have found suitable alternative employment during this period; your notice period has expired; you have left the organisation or your manager has advised the Redeployment HR Advisor to remove your name.

It is your manager's responsibility to remove your name from the Redeployment Pool by emailing the Redeployment HR Advisor, hrrandpayroll@warwickshire.gov.uk outlining the effective date and the reason for the removal.

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. As a Manager what are my responsibilities?

As the manager of a Redeployee you are responsible, as part of a wider process, for discussing with the member of staff the redeployment process for placing and removing them from the Redeployment Pool.

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. Redeployees are not guaranteed an interview but are given priority over others who are not Redeployees.

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 where a vacancy exists redeployment should be considered as a priority over the other recruitment options, and requires a committed approach.

6. As a Redeployee what are my responsibilities?

You must complete the Redeployee Details Form and forward to your manager for approval. This should then be emailed to the Redeployment HR Advisor, hbrandpayroll@warwickshire.gov.uk. On receipt of your form, you will then be added to the Redeployment Pool and the Redeployment HR Advisor will make contact with you.

As a Redeployee it is expected that you will be committed to try and secure alternative employment suitable to your skills, abilities and circumstances. This involves you actively searching for vacancies, applying for any suitable roles and not unreasonably refusing any opportunities.

It is important you notify your manager and the Redeployment HR 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.

7. What support is available to Redeployees?

Warwickshire County Council offers a range of support services to Redeployees during this period. You will have access to the Redeployment HR 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: www.gov.uk/contact-jobcentre-plus/new-benefit-claims.

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

8. Can a Redeployee have time off for completing application forms / attending interviews?

There is no legal entitlement to any time off (as there is for Redeployees who have received notice of redundancy) and the manager will take many factors into account such as that listed below when responding to such a request for time off:

- If notice of termination of employment due to ill health has been served
- 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.

9. How will Redeployees get to know about vacancies?

There are a number of ways vacancies are advertised. They can be advertised through the Council's Jobs website <https://www.warwickshire.gov.uk/jobs>; Employee Self Service through YourHR by clicking on the Job Page; WM Jobs www.wmjobs.co.uk or through the Redeployment Pool 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 by clicking on the Jobs Page; <https://www.warwickshire.gov.uk/jobs> 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 that Redeployees sign up for the Job Alert function on both websites. A job alert will notify when relevant vacancies have been published and this will help ensure Redeployees do not miss out on the opportunity to apply for a suitable vacancy. However it is also recommended that Redeployees check the websites regularly to ensure opportunities to apply for a vacancy are not missed.

On occasions Redeployees may receive an email directly from the Redeployment HR Advisor informing them of a job vacancy, which may not be posted on the Council's Jobs website or the WM Jobs website and advising them how to apply. Alternatively they may receive an email as part of a wider email to staff advising them of a job vacancy and how to apply.

10. Are vacancies in Schools advertised to Redeployees?

Redeployees 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 their application will be ring fenced to them as a Redeployee.

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

11. 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 application. When completing an online application you must confirm that you are a Redeployee and eligible to apply for the position, otherwise your application will not be given 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 HR Advisor. Please see number 14, "Can a Redeployee apply for a vacancy that they would need some training for?"

It is important you notify your manager and the Redeployment HR Advisor that you are applying so your details can be updated on the Redeployment Pool.

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.

12. Are Redeployees guaranteed an interview?

Redeployees are given priority over the internal and external applications rather than be guaranteed an interview.

During the selection process their ability to meet the criteria will be tested and they can expect to move through the recruitment process relatively quickly. If offered the role the Redeployee may be referred to the Occupational Health Service who can support with any reasonable adjustments needed. Please contact the Redeployment HR Advisor for further advice.

13. Can a Redeployee apply for a vacancy that is not at the same grade and salary as their current grade and salary?

Redeployees can apply for any role. During the selection process their ability to meet the criteria will be tested and therefore they should apply for those posts which they feel match their skills and ability. If a Redeployee thinks they can reasonably undertake a role but do not meet the criteria they are advised to contact the Redeployment HR Advisor.

Please note if a Redeployee is offered a post at a lower grade and salary than their current grade and salary they are not eligible for pay protection.

14. Can a Redeployee apply for a vacancy that they would need some training for?

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, as a Redeployee, you feel that you need advice in this area please contact the Redeployment HR Advisor in the first instance.

If any subsequent application is successful, the recruiting manager may offer an alternative job on the condition that the Redeployee obtains 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, the receiving department will need to discuss any options with the Redeployee, which may include their continued employment with the County Council.

15. As a Redeployee with a disability and may need reasonable adjustment(s), what do I need to do?

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. During the selection process your ability to meet the criteria will be tested. If offered the role you may be referred to our Occupational Health Team who can support with any reasonable adjustments needed. Please contact the Redeployment HR Advisor for further advice.

16. As a Redeployee who is currently off sick what do I need to do?

As a Redeployee it is expected that you will be committed to try and secure alternative employment and this involves you actively searching and applying for vacancies. Therefore you should follow the process as outlined in this document. Taking into account your individual circumstances you will be supported through this process and, where appropriate, you may be asked to visit Occupational Health to determine your fitness for any role.

You must notify your manager and the Redeployment HR 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.

17. If a vacancy is for a Fixed Term Contract, what do I need to consider as a Redeployee?

As a Redeployee it is expected that you will be committed to try and secure suitable employment. You need to be aware of the implications of applying for a Fixed Term Contract and it is therefore important you contact the Redeployment HR Advisor to discuss this before applying for such a vacancy. It will then be your decision if you wish to pursue the Fixed Term Contract. If you are currently employed on a permanent contract you will not be eligible to take this role as a secondment.

18. If I accept a Fixed Term Contract, 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 alternative employment, your Fixed Term Contract will end as scheduled.

19. What happens if a Redeployee meets the criteria for the role?

Redeployees that meet the criteria will need to undertake an assessment process that reflects the grade and responsibility of the post and provides an opportunity to demonstrate how they are suitable for the role. Redeployees may move through the recruitment process relatively quickly.

A Redeployee who has a disability, as defined by the Equality Act 2010, and requires reasonable adjustment(s) for the selection process, is advised to contact the hiring manager to discuss this.

20. What happens if a Redeployee does not meet the criteria for the role?

Redeployees are expected to actively try and secure alternative employment suitable to their skills, abilities and circumstances. It is anticipated that when completing an application that Redeployees demonstrate their suitability for the post. See number 14, Can a Redeployee apply for a vacancy that they would need some training for, and contact the Redeployment HR Advisor.

Where a Redeployee is disabled, as defined by the Equality Act 2010, the hiring manager 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 can support managers through the referral process.

If a Redeployee is unsuccessful at any stage of the recruitment process the hiring manager will provide constructive feedback.

21. What happens when a Redeployee is successful and offered the role?

If successful the Redeployee will be offered the role subject to the relevant pre-employment checks. Please refer to [How to manage your successful candidate\(s\)](#) for further details. Once all the necessary pre-employment checks are complete the Redeployee will be confirmed in the role.

21. What happens if a Redeployee is not successful after interview?

As the hiring manager if a Redeployee is unsuccessful at any stage of the recruitment process you need to offer the opportunity to provide constructive feedback.

22. If a Redeployee is successfully redeployed and then sees another post, can they rely on the redeployment procedure to apply for that post?

No. Once a Redeployee has secured a post they are no longer a Redeployee and therefore not covered by the redeployment procedure. As a member of staff they may however apply for jobs through the normal recruitment process at any time.

23. What happens if there is no suitable alternative employment for a Redeployee?

Wherever possible the County Council seeks to redeploy staff into alternative posts within a reasonable period of up to eight weeks. In the event that redeployment has been unsuccessful and the individual has not returned to undertake their substantive role on a regular and sustainable basis the manager will need to consider if it is still appropriate for their employment with the County Council to continue. The manager will keep Redeployees informed of any further procedures as and when they apply.

24. What happens if a Redeployee secures a position in another organisation?

If a Redeployee does secure another position with another employer they will need to inform their manager giving notice, in writing, according to their terms and conditions of employment.