

Organisational Change Redeployment Frequently Asked Questions

The following questions and answers try to identify and answer some of the frequently asked questions (FAQs) about redeployment caused through organisational change and the process involved. A separate set of frequently asked questions is provided for redeployment which arises due to other reasons such as ill health as there are specific legal requirements that are relevant only in a redundancy situation. The questions and answers are provided as a guide only and cannot be seen as a definitive answer in all circumstances.

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1. What is the County Council's policy on redeployment brought about by organisational change?

The County Council aims to redeploy staff who may be displaced by organisational change rather than effecting change through other means such as redundancy or early retirement.

2. What is the redeployment pool?

It is a confidential database which contains details of all redeployees throughout the County Council. The pool helps us to monitor the effectiveness of our redeployment of staff. The data stored on the pool includes a record of your details with all posts suggested / applied for and the outcome.

3. My manager has notified me that I need to be included on the redeployment pool, what happens next?

You need to complete the Redeployee Details Form. On completion, please email this to recruitment@warwickshire.gov.uk. On receipt of this you will be then be added to the redeployee pool and provided the link to the WM Jobs website where all Council jobs are advertised. If you are interested in a role you need to submit an online application form. When completing an application, in accordance with the Redeployment Policy, you will be prompted to confirm if you are a redeployee and eligible to apply for the position, otherwise your application will not be given priority consideration.

The Redeployment Advisor will contact you to arrange a confidential consultation and provide tailored, personal and targeted support.

4. What are my responsibilities 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 four-week trial period and be prepared to undertake further training if this is required.

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

Whether a position is suitable depends on; the terms of the job being offered, your skills, abilities and circumstances, and the pay (including benefits), status, hours and location of the job.

6. How will I get to know about vacancies?

All registered redeployees can view and apply for jobs at Warwickshire County Council by visiting www.wmjobs.co.uk. Using this website will also offer you access to view a significant number of public sector vacancies across the West Midlands.

On occasions you may receive an email directly from the Recruitment Centre informing you of a job vacancy that will not be posted on the WM Jobs Website requesting an expression of interest via email.

Redeployees are expected to set up job alerts on the WM Jobs website. A job alert will notify you by e-mail when relevant vacancies have been published, this will help ensure you do not miss out on the opportunity to apply for a vacancy suitable for you. However we recommend you check the WM Jobs website regularly to ensure you do not miss out on an opportunity to apply for a vacancy.

7. What do I do if I am interested in a vacancy?

If you are interested in a vacancy that has been advertised on the WM Jobs website you will be required to complete an online application form.

When completing an application, you must confirm you are a redeployee and eligible to apply for the position, otherwise your application will not be given priority consideration.

It is important when applying for a post you clearly demonstrate in the application how you meet the essential 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 essential criteria you are advised to contact a member of the HR Advisory Service. (Please also see question 11 below).

8. Am I 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. However you are given priority over the internal and external applications, rather than being guaranteed an interview. You may apply as a redeployee for positions that are one pay grade higher, lower or the same as your current position. During the selection process your ability to meet the criteria will be tested.

Following shortlisting by the recruiting manager any interviews will be arranged at the earliest opportunity. The interview will give you the opportunity to demonstrate your skills and experience and gain a detailed insight into the requirements of the vacancy. If you are suitable an offer will be made accordingly. If you are considered unsuitable the recruiting manager will provide you with constructive feedback. Where more than one redeployee applies for the same post then a competitive process will take place. Only when the redeployment process has been completed will internal / external applications be considered.

9. 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. 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 essential criteria on the person specification, you will need to speak to an HR Advisor. The HR Advisor will refer the details relating to the matter to the HR Advisory Service Manager who will make a decision together with a Business Partner as to whether you are able to apply as a redeployee.

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 three years.

10. What happens if I apply for a position at a different location?

You may be entitled to make a claim towards the additional costs in mileage and this should be agreed by the outgoing manager in advance of you accepting the post. Eligibility for payment of excess travelling expenses should be restricted to circumstances where the difference in daily mileage (both ways) from home to the new place of work and from home to the old place of work must be a minimum of 4 miles, i.e., 4 miles each way. Payment for excess travel is paid in accordance with the County Council's travel code of conduct. Payment will be made for a maximum period of three years.

11. I am interested in a vacancy but I would need some training, should 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 and if you feel that you need advice in this area you should contact the HR Advisory Service. If any subsequent application is successful, the recruiting manager may offer the 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, the receiving department will need to discuss any options with you, which may include your continued employment with the County Council.

12. I am currently off sick what shall I do?

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, e.g. selection, you will be consulted on any options, e.g. on the reasonableness to delay any selection process.

This set of frequently asked questions apply to staff who have become redeployees as a result of organisational change. There is a separate set of frequently asked questions for staff who seek redeployment due to the fact that they are unable to carry out their current role due to ill health.

13. I am currently on Maternity Leave, what shall I 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.

During maternity leave, you are covered by the maternity regulations, which offer additional employment rights in redundancy situations. If you are given notice of redundancy whilst on maternity leave you will be entitled to priority as far as suitable alternative employment is concerned and therefore where an appropriate vacancy exists you must be offered (not just invited to apply) the alternative employment under a new contract. An alternative 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 reject the suitable employment, or no suitable vacancy exists, the County Council can proceed to end your employment by reason of redundancy.

14. 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 be redeployed.

15. 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. In the event that 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.

16. Are vacancies in schools advertised to redeployees?

You may 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 Recruitment Service, who will then liaise with the relevant managers and a request be made for the school to give every consideration to your application.

17. Can time off be allocated during work time to complete job application forms and attend interviews?

When you have been notified your employment will end by reason of redundancy you 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 is reasonable time off work your manager will consider:

- The effect of your absence on operational requirements
- The degree of difficulty you are likely to face in finding alternative employment
- The number of such requests that you have made
- Where the time off includes substantial travelling time, the availability of more local suitable alternative employment or training; and
- The extent to which you have already turned down offers of alternative employment

18. 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 and you have completed your 4 week trial period 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.

19. What is the trial period?

In a redundancy situation you have a statutory right to a four-week trial period in a new job to decide if the alternative post offered is suitable without prejudicing your eligibility for redundancy pay. The trial period will normally be four weeks from your first day in post, but can be longer if mutually agreed in advance and under limited circumstances i.e. further training needs to be undertaken.

After the trial period you can either:

- Decide the new job is suitable and remain in the position and then you will lose your right to a redundancy payment.
- Decide the new job isn't suitable and give notice during the trial period in order to remain eligible for any redundancy payment. If you are offered a suitable alternative job and you unreasonably refuse it, you may lose the right to redundancy pay.

20. Am I waiving my right to redundancy if I express an interest in a post?

Not at all, we would encourage you to express an interest in a post, as outlined above. On the other hand, you need to be aware that should you unreasonably decline an offer of suitable alternative employment that we make, you may lose your right to a redundancy payment.

21. Do I have a right to appeal against redundancy?

Yes, you do have a right to appeal against redundancy. The details for this process and timeframe will be outlined to you at the time written notice of redundancy is given.

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

You will remain on the register until you are successful in obtaining suitable alternative employment or your employment is ended on the grounds of redundancy or you are no longer regarded at risk.

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

If during your notice of redundancy you receive an offer from another Council or any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) Order 1999 applies and you take up the offer within 4 weeks of your termination date, you will not be entitled to redundancy pay.

24. If I'm made redundant can I return to work for the organisation?

Following your redundancy, if you identify a post that you wish to apply for, you are entitled to apply for a post as an external applicant, following the application process. However, it would normally be considered inappropriate for someone to be reemployed by the County Council within 6 months of receiving a redundancy payment.

25. What happens to my annual leave?

You will be able to take your proportionate annual leave as usual up until the date of redundancy. If you have been prevented from taking your leave due to the needs of the service then you will be paid the outstanding balance.

26. What other support is available to me?

Warwickshire County Council offer 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. The Learning and Development courses can assist to help improve your skills, learning, career advice, C.V writing, Interview and ICT skills. Workbooks are also available on request. Please refer to the leaflet 'Package of Support for WCC Employees' for more information.

The Staff Care Service also provides confidential help, support and counselling services to staff. 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. If you are an employee you can self-refer if you do not want to approach your manager. All referrals must be made by using the confidential staff care email staffcareconfidential@warwickshire.gov.uk or by telephoning the confidential staff care line 01926 476606.

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. 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. Contact your local office or visit their website: <http://www.jobcentreplus.gov.uk>

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, Job Market information from a wide range of Sectors. <https://nationalcareersservice.direct.gov.uk/advice/planning/Pages/redundancy.aspx>