

# Policy

## Redeployment and Skills Retention

### Policy Statement

- The Council recognises that our people are our greatest asset and that in times when it is necessary to change our organisational structures and staffing requirements it needs to take all reasonable steps to support employees displaced by restructuring proposals to find alternative employment. The Council has a legal obligation to minimise compulsory redundancies wherever possible.
- In addition, the Council also aims to deal sensitively with employees whose jobs may be at risk, or who are no longer able on medical or capability grounds, to carry out the requirements of their role, and will seek to redeploy such employees into suitable alternative posts where possible. It must be noted that redeployment under the Equalities Act 2010 needs to be carefully considered where an employee is affected by way of reasonable adjustment or considered for redeployment.
- This document describes the Council's policy for the redeployment and skills retention of employees, including how they can secure opportunities of suitable alternative employment. This policy is also supported by a Redeployment and Skills Procedure ([insert link](#)).

### Scope

This policy applies to all Council employees except:

- Those employed in schools
- Those employed under the JNC for Chief Executives and the JNC for Chief Officers Conditions of Service (Note: In the absence of corresponding provisions in those JNC Conditions of Service, the provisions within this policy may be applied in whole or in part)
- This policy does not form part of the contract of employment. However, employees are bound by the provision of this policy, which may be amended from time to time subject to consultation with the relevant Trade Unions.
- This policy also applies to those on fixed term contracts where the post has been deleted, regardless of length of service, providing that they meet the criteria within this policy. An exception to this is where a fixed term contract has been used to backfill another employees' substantive post – for example to cover maternity leave, sickness, secondment or any other absence. In these circumstances, when the substantive employee returns to their post, the fixed term contract will cease.

- This policy only applies to employees of the Council, not to agency workers, interims or consultants, or those covered by other collective agreements and / or individual terms and conditions.
- Whilst this policy does not apply to teaching staff working in schools or those directly employed by schools, governing bodies are recommended to follow the good employment practices contained within this policy.

## Principles

The principles that articulate the Council's approach to redeployment and skills retention are as follows:

- Redeployment in the workplace is the process by which an employee who has become displaced from their post is moved to another post in the organisation. Successful redeployment is a 'win/win' situation as it enables the Council to retain valuable skills and experience and for employees at risk of redundancy it also avoids the cost of those redundancies.
- This policy complies with the requirements of employment legislation and reflects best practice to ensure that the employees defined in this policy as redeployees are given priority and assistance in obtaining alternative employment with the Council. It is intended to ensure that a fair and consistent approach to redeployment is taken balancing the employee's needs and the Council's needs and obligations with an efficient, value for money process. It will not be used as an alternative to managing an employee's performance or conduct.
- Employees defined as redeployees will be given priority consideration during their redeployment period for Council vacancies provided they meet the minimum criteria detailed in the job profile for the post, or where it is considered that they would be able to satisfy these criteria following an acceptable period of learning and development undertaken during the trial period.
- All existing vacancies that are in budget for the financial year (including posts currently filled by agency workers) will be made available to redeployees first and before being advertised more widely. The hiring manager should advertise these posts using the Council's on-line Recruitment system for a minimum of 10 working days internally only. Exceptions may be agreed where it can be evidenced that a post will be subject to a later organisational change proposal that is due to commence employee consultation within 3 months, or where the vacancy has a legal requirement for a qualification to carry out the role, or needs specialist knowledge/skills and these are not likely to be found amongst those currently in the pool of redeployees.

## Resources

Access to further resources are found here (insert link)

Redeployment and Skills Retention Procedure (insert link)

<b>Effective date</b>	<b>Review date</b>	<b>Owner</b>	<b>Approved by</b>
		HR&OD	