

REDEPLOYMENT POLICY

Version 1.0

September 2015

Approved at JCNC 24th September 2015

Approved at Council.....

Causeway Coast and Glens Borough Council

Table of Contents

REDEPLOYMENT POLICY	3
Purpose of the Policy.....	3
Scope of the Policy.....	3
Eligibility for Redeployment.....	4
Timescales	4
Alternatives To Redundancy	4
The Redeployment Procedure	5
Priority Advertisement and Recruitment.....	6
Suitable Alternative Employment	6
Trial Periods	7
Pay Protection.....	7
Notice	7
Termination of Employment	8
Equal Opportunities.....	8
Implementation and Review.....	9

REDEPLOYMENT POLICY

Purpose of the Policy

The Council is dedicated to attracting and retaining excellent, committed employees and values the depth and breadth of experience, knowledge and skills that they hold and bring to the organisation. However it is recognised that to modernise, maintain and continuously improve service delivery, organisational change and re-structuring, particularly as part of the implementation of the Review of Public Administration (“RPA”), will impact on employee requirements. As a result of this, a post or group of posts may potentially be considered to be redundant and employees in those posts declared “at risk” of redundancy.

If it becomes necessary to make employee reductions or redeployments in any part of Council’s service this policy will be adopted. Every possible effort will be made to avoid compulsory redundancy.

The Council has a duty to consult with trade unions and employees in the event of a potential reduction in employee numbers being identified. Such consultations will take place at the earliest opportunity so as to maximise the security of employment of Council employees by avoiding redundancies wherever possible. The management of any restructuring process will be undertaken fairly and effectively, providing a redeployment process and managing redundancy processes by ensuring that: -

- Employees affected are treated fairly, sensitively and consistently;
- There is full and open communication throughout the period of reorganisation;
- There is regular consultation with employees and Trade Unions;
- The process is carried out objectively to meet business and operational needs;
- Measures are taken to avoid, mitigate or reduce the adverse effects of change.

The Council recognises in this Redeployment Policy its obligation to meet the requirements of all relevant employment legislation including amendments; notably, the Employment Rights (NI) Order 1996; the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; the Employment NI Order 2008; Employment Equality (Age) Regulations (NI) 2006; Disability Discrimination Act 1995; Sex Discrimination (NI) Order 1976; Race Relations (NI) Order 1997; Fair Employment & Treatment (NI) Order 1998; the Employment Equality (Sexual Orientation) Regulations (NI) 2003 and the Equality Act (Sexual Orientation) Regulations (NI) 2006.

Scope of the Policy

The policy applies to all employees who are identified as being “at risk” of redundancy. Redeployment due to capability issues is not covered by this policy. Please refer to the appropriate Council Policy.

Eligibility for Redeployment

The policy is aimed at redeployment in redundancy situations only. Where one or a group of employees are identified to be at risk of redundancy the provisions of this policy will be applied to all employees affected.

However, specific circumstances may arise where there is an objective justification for treating fixed-term workers differently in organisational change. The circumstances concerning a fixed term employee will be considered on a case by case basis and advice obtained from the relevant OD/HR Dept concerning the application of this policy.

Timescales

Once a post has been identified as potentially being redundant e.g. the post has disappeared, a consultation meeting will be arranged with the post holder and he/she will be placed on the Redeployment Database. The post holder will remain on the Redeployment Database until he/she is no longer at risk of redundancy, for example where suitable alternative employment has been obtained or the post holder has left the Council's employment.

The decision to remove the employee from the Redeployment Database is made by the Council.

During the Redeployment Period efforts will be made to identify opportunities for redeployment for those employees on the Redeployment Database.

Alternatives To Redundancy

When it is clear that a reduction in staff to carry out work of a particular kind or work in a particular location is necessary, the following measures will be considered to avoid compulsory redundancy.

The following list is not exhaustive, is not in any order of priority and is subject to the exigencies of the service.

- application of vacancy controls to include early restriction on external recruitment
- application of voluntary severance schemes
- application of early retirement schemes
- reduction in overtime
- redeployment and/or retraining
- reducing the hours of individual employees on a voluntary basis eg job share

The Redeployment Procedure

The Redeployment Policy and Procedure is one of the measures to avoid compulsory redundancies. Redeployment opportunities encompass both suitable alternative employment and other opportunities to retain staff.

Employees who have been placed on a redeployment register will be managed in accordance with this Procedure. At this stage, voluntary redundancy will be offered but if the employee wishes to remain with the organisation, then the following procedure will apply:

1. A meeting will be held with the employee and a representative from HR. The redeployment process will be explained including any potential outcome.
2. At this meeting the employee, the OD/HR representative will discuss the situation and undertake a skills' analysis. This will provide information on the employee's qualifications, skills, experience and areas of work in which they have expressed interest.
3. The employee is entitled to be accompanied at this meeting by a work colleague or union representative, if they so wish.
4. Employees subject to redeployment will be given access to vacancies before they are advertised more generally internally or externally.
5. An OD/HR representative will have subsequent contact with the employee and will provide them with details of all vacancies within Causeway Coast and Glens. Together they will identify which vacancies would be of interest to the employee and for which the employee is qualified based on their skills and experience.
6. Where employees express an interest in any appropriate vacancies, and they are considered to be suitable alternative employment, an OD/HR representative will arrange a meeting with the Line Manager of the post. At that meeting, all parties (line manager, OD/HR rep and employee) will review the Personnel Specification against the qualifications, knowledge, skills and experience of the employee. Any reasonable additional training (up to 12 weeks) that could be of benefit to enable the employee to meet the essential criteria on the person specification will also be discussed.

Where a vacancy is considered to be suitable, a start date for the trial period will be agreed. (See below for further details on the Trial period.) In the event that an individual does not apply for any new posts or does not accept suitable alternative employment without good reason, they will be informed that the Council reserves its right to withhold redundancy benefits.

Where the employee identifies a redeployment opportunity which does not constitute suitable alternative employment, the Council will consider whether this will meet its business needs and will inform the employee in writing of its decision

Causeway Coast and Glens Borough Council

and as appropriate advise of any applicable pay protection arrangements to enable the employee to decide whether or not to accept the redeployment opportunity.

Priority Advertisement and Recruitment

1. The Local Government Reform Joint Forum (LGRJF 03) Vacancy Control System Detailed Procedure and the Causeway Coast and Glens recruitment protocol will be followed.
2. The OD/HR dept will consider the employees on the redeployment register before proceeding to advertise any posts. They will compare the details of the employees on the redeployment register with the person specification for the vacancy.
3. If one, or more, employees on the register matches the person specification, then a selection process will be carried out. This is likely to be an interview which should take place within a reasonable timescale.
4. If an individual on the redeployment register is successful at this interview, they will be offered the post, subject to a 4 weeks' trial period (see trial periods below). Where, however, an employee, is able clearly to demonstrate at the interview that they meet fully the requirements of the post, they may be offered the post without a trial period.
5. Where an employee is unsuccessful at the interview or the redeployment is unsuccessful after the trial period, they will remain on the redeployment register. An employee will remain on the redeployment register until the end of their notice period or until they are redeployed within the Redeployment Period, whichever is the earliest.

Suitable Alternative Employment

A post is considered as "Suitable alternative employment" dependant on a number of factors including the following: -

- **Pay.** Wherever possible, earnings should be comparable with the current rate of pay.
- **Status.** Wherever possible, any loss of status will be mitigated by considering posts of a similar stature within the organisation.
- **Location.** The Council will consider the degree of disruption likely to be caused by a change of location. Any increase in travelling time will be considered.
- **Working environment.**
- **Hours of Work.** Any change in an employee's hours of work, for example, in shift patterns, may be considered unsuitable if it fails to take account of the individual's personal circumstances.

Suitable alternative employment does not encompass posts which would reasonably be regarded as a promotion for the employee. If the employee wishes to be considered for a

Causeway Coast and Glens Borough Council

promoted post he or she must submit an application in accordance with the normal recruitment procedures.

Employees are not obliged to accept an offer of alternative employment unless it is suitable.

Trial Periods

Redeployment opportunities will be available to employees on a “trial period” basis of normally 4 weeks. This period may be extended to a maximum of 12 weeks depending on the nature of the role and any retraining that is involved. When the employee is on the trial period, their notice of redundancy will be suspended. During this trial period, reviews will be held with the employee and their line manager. The purpose of the reviews will be to monitor progress and allow both parties to comment on the suitability of the redeployment. If it is evident from the outset that the role is not suitable then, with agreement, the trial period may cease early.

Once a trial period has been completed successfully, and all parties are in agreement, the employee will be confirmed in post.

Where the appointment cannot be confirmed this must be supported by written reasons from the line manager and / or the employee. Where these are accepted, alternative courses of action will be discussed with the employee including looking at other vacancies and the consideration of voluntary severance.

If the trial period is not successful, the employee will be invited to a meeting to discuss his/her redundancy. The employee is entitled to be accompanied by a work colleague or trade union representative or official. If it is decided that the employee is to be dismissed by reason of redundancy the termination date will be the date the original employment ended. The employee will have the right of appeal against the decision.

Pay Protection

Where an employee, as a result of an organisational restructure, is redeployed into a post that is graded lower than their previous post, the previous salary will be protected in accordance with Council’s pay protection policy.

In all other redeployment situations the terms and conditions, including pay, will be those of the new position.

Notice

An employee will only be put on notice of compulsory redundancy if the following steps have been completed:-

- the new structures have been agreed,
and
- the posts have been matched,
and

Causeway Coast and Glens Borough Council

- the employee's post no longer exists in the new structure
and / or
- the employee has not been successful in a competition for the new post
and / or
- the employee has not been matched against the new post
and
- the employee does not wish to avail of voluntary severance
and
- the Council has engaged in consultation with the employee in relation to compulsory redundancy
and
- the Council has complied with its obligations in relation to holding a formal redundancy meeting with the employee

At this stage, the Council will issue the employee with formal notice of redundancy. Alternatives to redundancy will continue to be sought and the Redeployment Procedure will be followed during the notice period.

Termination of Employment

If redeployment is not secured during the redundancy notice period, the employee will be notified of this and informed of the terms of the compulsory redundancy payment scheme.

Equal Opportunities

All parties involved in the operation of the Redeployment Policy have responsibility for ensuring that the application of this policy is in line with the Council's Equal Opportunities Policy – that it will be operated fairly ensuring the need to promote equality of opportunity between:-

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally
- persons with a disability and persons without
- persons with dependants and persons without

Causeway Coast and Glens Borough Council

Implementation and Review

The impact of the Redeployment Policy on all employees groups will be reviewed on a regular basis to ensure that it meets the needs of the Council and to ensure compliance with the relevant legislation.

Content last updated by [] on [].

Signed: _____

Date: _____

Policy review date: _____

DRAFT