NHS
Yorkshire
Ambulance Service
NHS Trust

Redeployment Policy and Procedure

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Staff Summary

The aim of redeployment is to help find suitable alternative employment within Yorkshire Ambulance Trust (YAS) for those who are covered by the scope of this policy and procedure and are unable to continue in their current role for one of the reasons specified within this policy and procedure.
Redeployment benefits employees as it avoids the loss of employment, allows them to continue using their skills and experience, and maintains continuity of service. Redeployment is also good for the Trust as it retains valuable employees, their skills and experience within the organisation. It reduces the financial costs of recruitment, training and redundancy and the non-monetary, but equally significant costs of service discontinuity and the unnecessary loss of organisational memory and knowledge.
Employees on the redeployment register will receive priority access to vacancies at their substantive band or one lower. The employee, their manager and the relevant HR Adviser will work together to identify suitable job matches for consideration.
If an employee meets the essential person specification criteria required for an approved vacancy at their substantive band they can be matched to a role.
Employees who have been matched to a vacancy will attend an informal interview to determine further if the post is a suitable alternative role. If it is, they will undertake a 'job trial' to enable further assessment of whether it is a good match. Further details of the job trial are provided in the policy and accompanying procedure.
At the end of a successful job trial, employees will be permanently redeployed into their new role.
For the redeployment process to work well, both the organisation and the employee are required to commit actively and positively to the process, while being open to a range of opportunities.

1.0 Values Statement and Introduction

1.1 Our mission, vision, and strategic outcomes reflect our six core values that define the Yorkshire Ambulance Trust (YAS) and all our employees; One Team, Compassion, Empowerment, Integrity, Innovation and Resilience. These core values provide a foundation and framework for all of YAS decision-making processes. We translate our values into actions, they inspire everything we do, how we operate as an ambulance service, and they are reflected in the policies, practices, and assessments we implement every day.

2.0 Purpose/Scope

2.1 The purpose of this policy and procedure is to ensure a fair and consistent approach to the process of exploring permanent suitable alternative employment (i.e. 'redeployment') for employees who are identified as no longer fit to remain in their existing role on a substantive basis and who would otherwise be 'at risk' of termination of contract.

2.2 Reasons for redeployment - There are two main reasons (as outlined in paragraphs 2.2.1 and 2.2.2) that the Trust would support an employee through redeployment.

2.2.1 Where an employee is 'at risk' of redundancy due to organisational change, there is a legal requirement to consider redeployment.

- This also applies to the expiry of a fixed term contract (where the employee has a minimum of 2 years continuous service with one or more NHS Employers).

2.2.2 Due to the benefits for both employees and the Trust, redeployment will also be considered, when an employee is unable to continue in his/her existing role because of:

- Long term ill-health condition or disability which may or may not be identified as part of the sickness procedure
- Capability or performance including failure of an existing employee to complete a Trust training course (where they had given up a permanent role in YAS to which they are unable to return)
- Other circumstances which do not fall within these categories, but where it is felt that redeployment may be beneficial to all parties concerned. In such situations, the manager should refer to the relevant HR Business Partner and discuss the possibility of redeployment and how this should be approached and managed.

- Although individuals, whose circumstances fall within the above three scenarios (see three bullet points above) do not have a legal right to redeployment, they are supported in trying to find an alternative role by the Trust.

2.2.3 For the most part, the policy and procedure to be followed for the employees affected by the reasons described in paragraphs 2.2.1 and 2.2.2 are the same. However, certain additional provisions may apply to those employees with a legal right to redundancy, to ensure their full entitlements are met.

2.3 The policy and accompanying procedure set out how, and when, employees on the redeployment register will receive priority access and consideration for any vacancies either at their substantive grade or one lower, providing that they meet the essential criteria for the role, as detailed on the person specification.

2.4 This policy does not cover or apply to:

- Temporary redeployment. Please see the separate Temporary Alternative Duties guidance document for these circumstances.
- Redeployment as (part of) a disciplinary sanction when, for this to be a feasible option, an alternative position will need to have been pre-identified.
- New employees to the Trust who fail to satisfactorily complete their probationary period.

3.0 Key Principles

3.1 The aim of redeployment is to help the employee to identify and secure suitable, and ultimately substantive, alternative employment within the organisation. The purpose of this is to ensure a fair and consistent approach to the process of exploring suitable alternative employment (i.e., 'redeployment') for employees who are identified as being 'at risk' for one or more of the reasons set out in paragraph 2.0 above.

3.2 To satisfy the above, employees on the redeployment register will receive priority access and consideration for any vacancies of positions at their substantive band or one band lower. This applies to all Trust vacancies (except where posts may initially be ring-fenced to specified employees as a result of organisational change). Fixed term positions may be included as potential suitable alternative. Should an individual successfully be redeployed and transferred to a fixed-term role, the redeployment process will be expected to be followed again by the employee and the Trust at the end of the fixed-term contract to secure alternative NHS employment.

3.3 For the redeployment process to work well, both the organisation and the employee are required to commit, actively and positively, to the process and be open to opportunities.

3.4 To be considered for redeployment, employees must meet the essential criteria for the job role, as detailed on the person specification. In cases, where an individual meets most of these criteria, but feels they may require some additional training and/or support by the Trust, arrangements should be made for this to happen.

3.5 Employees may be represented either by a recognised trade union or workplace representative not acting in a legal capacity at any meetings associated with the redeployment process with the exception of informal interviews for job trials.

3.6 The process for redeployment is outlined in the redeployment procedure which accompanies this policy.

4.0 Implementation Plan

4.1 The latest approved version of this policy will be posted on the Trust Intranet site for all managers and employees to view. Employees will also be referred to this policy specifically where it may become directly applicable to their situation.

5.0 Monitoring Compliance with this Policy

5.1 This policy and supporting procedure will be reviewed every 3 years by the HR Team, via the YAS Policy Development Group. Such reviews will take account of feedback from across the organisation, lessons learnt through use of the policy, any changes to statutory provisions, best practice, and benchmarking from other comparable organisations.

6.0 Definitions

Contractual notice	The length of time required to give an employee notice of termination of their employment, as stated in their contract of employment.
Job trial	Where an employee carries out the duties of a new post as if they employed in that role (subject to initial training required). This is a two-way process to allow both the employee and recruiting manager to determine whether the role is a suitable match.

7.0 Roles and Responsibilities

Managers – substantive managers retain responsibility for their employees whilst they are on the redeployment register and should ensure regular communication and support is maintained throughout the period to successful redeployment.

Recruiting Managers – will engage constructively with the redeployment process and actively consider redeployees.

Employees/Redeployees – for the process to be most effective, employees are asked to engage constructively and positively with the redeployment process. It is recognised that this may be a difficult time for employees and support and assistance will be provided wherever possible.

HR Advisors – provide advice and support throughout the redeployment process and liaise with the employee to identify appropriate posts to be matched to.

HR Business Partners for the substantive department – give advice where there is disagreement as to whether the post is a suitable match for the redeployee or not.

HR Business Partners not previously involved – act as independent reviewer if there are any differences about position suitability and concerns regarding the redeployment process.

It should be noted that the role of HR advice at any stage in this process is not to act as a decision maker, but to enable managers to make safe and effective decisions.

Appendix 1

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Redeployment Procedure







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1.0 Values Statement and Introduction

1.1 Our mission, vision, and strategic outcomes reflect our six core values that define the Yorkshire Ambulance Trust (YAS) and all our employees; One Team, Compassion, Empowerment, Integrity, Innovation and Resilience. These core values provide a foundation and framework for all of YAS decision-making processes. We translate our values into actions, they inspire everything we do, how we operate as an ambulance service, and they are reflected in the policies, practices, and assessments we implement every day.

1.2 YAS as an employer of choice wishes to provide job security for its employees in as far as possible. This benefits employees in helping to avoid the loss of employment and income, allows them to continue using the skills and experience they have developed, and maintains continuity of service. Redeployment is also good for the Trust in that it aims to retain valuable employees, their skills and experience. It reduces the financial costs of recruitment, training, and redundancy and the non-monetary, but equally significant costs of service discontinuity and the unnecessary loss of organisational memory and knowledge.

1.3 This procedure sets out the steps that should be taken to help employees, who have accrued statutory employment rights (see paragraph 1.4 below) to secure suitable, substantive alternative employment within the Trust where, as a result of circumstances outlined in paragraph 2.2.2 of the Redeployment Policy and Section 2.0 below, their employment could be 'at risk'. This procedure does not apply to cases where:

- Temporary alternative duties are being sought and for which there is a separate Trust procedure.
- Redeployment is specified as a disciplinary sanction when the appropriate vacancy should have been identified in advance of the sanction.

1.4 Statutory employment rights for 'at risk' employees are accrued after 2 years of continuous employment. For NHS staff, employment at different NHS employers may be considered as continuous service – see Section 12 of the NHS Terms and Conditions Handbook.

1.5 An 'at a glance' flow-chart of the redeployment procedure can be found in Appendix 1.

2.0 Eligibility for Redeployment

2.1 As summarised in the Redeployment Policy, the need for redeployment may come about through a number of different routes. This process is required by law for those at risk of redundancy, however due to the benefits for both the employee and employer outlined above, YAS policy extends to cover a range of circumstances.

2.2 Employees legally entitled to redeployment are those who:

- **Are at risk of redundancy due to organisational change** – when all posts in the area subject to change have been filled and/or are not suitable alternatives, for those employees who remain without a substantive role.
- **Expiration and non-renewal of fixed term contract** – in cases where, as above, the employee has accrued statutory employment rights, that is, an individual has more than two years continuous service.

2.3 Other employees are supported in trying to find an alternative role on a discretionary basis by the Trust. Situations leading to this include:

- **Sickness, disability, or other circumstance of a long-term health condition** – which has been diagnosed and where, in light of medical advice, an employee can no longer continue in, or return to, his/her substantive current role even with adjustments made.
- **Capability or performance** – where following due process it has been determined that it is not possible for the employee to remain in his/her current role. This may include failure of an existing YAS employee to complete a Trust training course (where they had given up a permanent role in YAS to which they are unable to return).
- **Other circumstances** which do not fall within these categories, but where it is felt that redeployment may be beneficial to all concerned. Such cases may be for any individuals covering maternity leave and secondments and any such cases should be discussed with the HR Business Partner to consider the option of Redeployment and how this should be approached.

3.0 Registering for Redeployment

3.1 Being placed on the redeployment register should not come as a surprise to an employee, as it should come about as a foreseen outcome of one of the processes indicated above and be explained to the employee before registration.

3.2 Once it is evident that the employee cannot, for whatever reason, continue substantively in their current role and is therefore 'at risk', then his/her line-manager together with the relevant HR Advisor and will, wherever possible, meet with the employee to explain and discuss redeployment with them. In cases where the employee is absent from work and a first meeting is not practicable, contact will be made as previously agreed with the employee e.g., telephone call.

3.3 At this point the HR Advisor or line-manager will also confirm the employee's preferred contact details, provide the employee with the redeployment forms and guidance on their completion, as well as outlining the benefits of their early completion (see Appendix 2 for the Redeployment registration form).

3.4 It is important that from the beginning of the process employees are encouraged to take a positive approach and be open to considering a range of redeployment opportunities. This will provide a better chance of successful redeployment within the redeployment period, since failure to engage or to accept suitable alternative roles for a job trial could put their employment and/or redundancy payments, where these apply, at risk.

3.5 A further meeting will be held within 7 calendar days of the first, to confirm registration and, where this applies, issue the employee with formal notice of redundancy, collect the forms issued at the earlier meeting (if this hasn't been done already) and to formally place them on the redeployment register. The length of time on the redeployment register will be confirmed in this meeting (see section 4.0 below).

3.6 Immediately following this meeting, the redeployee's details will be entered on to the redeployment register and s/he will start to receive weekly notification emails from the Recruitment Team (Trac Online Recruitment System), as outlined in paragraph 8.1 (see below). Each redeployee's case will be managed by the HR Advisor attending or notified to the employee at the first meeting referred to in paragraph 3.2 above.

3.7 A redeployment file will be set up including:

- A copy of letter clearly showing the relevant dates and length of time which applies to the redeployment search period (see Section 4.0 below regarding length of time on register). This will align with the employee's formal notice of redundancy in cases where this applies.

- Completed redeployment registration form including skills match (Appendix 2).
- The Redeployment log (see Appendix 3).
- Any occupational health, medical advice or other relevant background information to the redeployment as may be appropriate.
- The file will be held confidentially and kept by a designated HR Advisor, in accordance with the GDPR of 2018 and Data Protection legislation in force at the time.

3.8 It should be noted that during the period the employee is on the redeployment register, they are simultaneously still employed, even if serving their notice period, in their current, substantive role. As such, they remain the responsibility of their substantive line-manager / directorate during this period. Regular contact and support should be maintained as usual if the employee is still attending work during this time, or in whatever form contact has been previously agreed if the employee is absent.

3.9 If a job trial in another work area is in progress, day to day line management will be transferred to the line-manager in the job trial area.

4.0 Length of time on the Redeployment Register

4.1 Whilst the Trust wishes to retain and redeploy employees wherever possible, it is not practical for employees to remain on the redeployment register indefinitely.

4.2 In most circumstances employees will be placed on the redeployment register for their contractual notice period. However, this will be subject to a minimum of 8 weeks, whatever the redeployee's grade or length of service, to give them a reasonable chance of finding suitable alternative employment.

4.3 There will be a usual maximum of 12 weeks on the redeployment register. This period may be extended in certain circumstances, where this would facilitate the conclusion of a successful job trial i.e.:

- The start time of the 4-week job trial is such that its completion will go beyond the 12-week notice period and in which case the redeployee's notice period may be extended to the expiry of the 4-week trial. For those staff with a legal requirement to redeployment, a job trial may occur after the end date of their contractual notice period.
- The training required for the job or the training which will demonstrate suitability/competence or otherwise is of a longer period or where the essential training for the role is deferred to a time not exceeding a further 12 weeks from the potential matching.
- There are essential checks (e.g., enhanced DBS) required for a job trial which unduly defer either the start date or the undertaking of the full range of duties.
- An employee is returning to work on a phased return and / or requires some reasonable adjustments in role and longer may be needed, within the job trial, to properly assess his/her suitability for the role or to implement, assess and embed the adjustments.

4.4 The time frame for the redeployment period, reflecting the above, as appropriate, will be confirmed with the employee, firstly, at the point of placing the employee on the redeployment register and be amended should any of the circumstances summarised above subsequently apply to the redeployee.

5.0 Reviewing progress on the Redeployment Register

5.1 In cases where successful redeployment has not been achieved, a review meeting will be scheduled for around mid-way through the redeployment / notice period. This meeting will involve the redeployee, their representative, their substantive line-manager and the

HR Advisor. The aim of the meeting is to ensure that the redeployee remains open to exploring all or any suitable redeployment opportunities and to assess whether anything further can be done to enhance the potential for successful redeployment.

5.2 The meeting will review the employee's time on the redeployment register to date, based on the records made in the redeployment log (see Appendix 3), and on hearing from the employee him/herself. This will involve looking at any job roles that have been considered and either matched or rejected, reviewing any informal interviews or job trials that have taken place or establishing why matches have not been made.

5.3 Where appropriate and possible, further actions or support will be identified for the second half of the redeployment period with the aim of increasing the chances of securing ongoing employment. Employees who are on notice of redundancy will be encouraged to consider the widest reasonable range of opportunities and be reminded that any failure to engage constructively in the redeployment process and to turn down suitable job match trials could result in the withholding of redundancy pay where this applies.

6.0 Deciding if a job is a suitable match

6.1 As above, it is important that as many roles as possible are considered, since it is likely that the employee will have transferable knowledge, skills and experience that could be used in a number of different positions.

6.2 In deciding if the job is a match for an employee, three main factors will be considered:

- The banding of the post in comparison to the employee's substantive role in that the position must be at the same banding as the redeployee's substantive position or one lower.
- Whether the employee's knowledge, skills and experience satisfy the essential criteria on the person specification for the new position. In ordinary circumstances candidates must meet the essential criteria for the role. As part of this process, there may be exceptions whereby redeployees may be considered when they meet the majority of the essential criteria if this is considered reasonable. Any exceptions must be discussed with a HR representative.
- *Example: Essential criteria for a role is a certain qualification/certificate, but the redeployee does not have this. The Trust will consider whether funding this qualification/study/experience can be provided by shadowing/buddying/coaching/receiving support from the Academy/Organisational Development Team*
- Any relevant environmental factors, such as hours and times of work and geographical location.

6.3 Note that, whilst the preference would usually be to redeploy to a substantive role, fixed-term roles should also be considered for suitability. Careful consideration should be given to the use of a fixed-term role to ensure it is suitable for both the individual and the Trust and any concerns about potential redeployment into a fixed-term role should be discussed with the relevant HR Business Partner. Although the Trust recognises that redeployment into a fixed-term role is not ideal, equally it accepts that in cases where no alternative role has been identified redeployment to a fixed-term role may be the last resort that will ultimately allow the individual more time to seek a substantive role. If no employment has been secured at the end of the fixed-term contract, similar process of redeployment will have to be followed.

6.4 In some cases, reasonable adjustments may need to be made to allow the redeployee to fulfil the role. In this case, the HR Advisor will facilitate a discussion with the relevant manager to make an assessment of what adjustments will be possible taking into account the needs of the redeployee and the needs of the service, using the Trust's reasonable adjustments process. Advice and assessment from the Occupational Health service or redeployee's GP may also be sought if required.

6.5 Redeployees who wish to apply for a job which is graded at more than one band lower may do so, but the Trust would not ordinarily consider the role as suitable meaning that the Trust's Pay Protection arrangements would not be applied. The individual is still entitled to decide if they believe a permanent redeployment to the lower graded post is beneficial to them and if so, they will be supported in this.

6.6 Employees who wish to apply for a job any level above their substantive banding are encouraged to do so, but this would be outside of the redeployment process. In such circumstances the employee would apply via the normal process at the point the post is released for open recruitment. Their applications will be dealt with in accordance with the Trust's Recruitment and Selection Policy as would be the case for any other employee or applicant.

6.7 The provisions of the Trust's Pay Protection Policy and/or Section 22 of the NHS Terms and Conditions of employment will apply, as appropriate, to redeployment. Pay Protection Policy, (can be found on Pulse Library), Section 22 NHS Terms and Conditions.

6.8 If redeployees or managers are unsure about the provisions relative to a particular case, the HR Advisor will provide clarity.

7.0 Support for 'At Risk' Employees

7.1 Whilst redeployees are encouraged, from the onset, to take a positive approach and to consider as wide a range of jobs as possible, it is recognised that redeployees may have concerns and be upset at the situation they find themselves in. The line-manager, in conjunction with the HR Advisor, should explore any additional support that will help with this and thus assist an 'at risk' employee in securing suitable alternative employment. Additional support may include:

- Agreement for reasonable adjustments to enable the redeployee to meet the essential criteria for the identified vacancy.
- Advice and coaching for interview techniques, completion of job applications.
- Identification of training needs and the potential for meeting those needs in relation to a particular role.
- Buddying with a trusted colleague or former successful redeployee who is willing to help.
- Signposting of support via the recognised trade unions.
- The redeployee should also be reminded that the Trust provides a confidential Employee Assistance and Counselling Service. If helpful, the redeployee can be encouraged to self-refer and to contact the Employee Assistance and Counselling Service at any time and in the strictest confidence on the published free phone number should s/he wish to do so.
- Taking into consideration the information provided in the redeployee's health-passport if available.
- Redeployees may also be usefully advised of the Health and Wellbeing App available through Pulse on the YAS intranet site.

8.0 The Redeployment Process

8.1 Signposting and matching of vacancies

8.1.1 As per paragraph 3.6 above, registered redeployees will receive a weekly notification email from the Recruitment Team (via a Trac email account that has been created for redeployment purposes) reminding them to log on and review the current vacancies on the Trust's website. By default, the Trac email account remains active for a maximum of 12 weeks from the date this is created and therefore, if there is need for it to be extended either the manager or HR Advisor should inform the Recruitment Team accordingly. If a suitable alternative role is identified for a registered redeployee, then this post could be held from being advertised for 7 calendar days to allow the redeployee to apply for the role.

8.1.2 The HR Advisor will then contact the relevant redeployee(s) to discuss arranging an informal interview as the next stage of the redeployment procedure.

8.1.3 If the redeployee, for whatever reason, is away from the workplace and potentially unable to pursue a redeployment search for part of their time on the register, s/he will be encouraged to continue participation albeit respecting that this is their personal choice. Respecting this position, the HR Advisor will make a note of any potential redeployment matches notified by the Recruitment Team and contact the redeployee as soon as possible. Vacancies will not be held beyond the 7-calendar day period but, if during or after their absence, the redeployee sees a post they believe would be suitable match, they should contact the HR Advisor to discuss whether they agree with the match and ascertain whether the position is still available i.e., that an offer of appointment has not yet been made. If another job trial is already in progress, this will continue unimpeded and, assuming that a secondary positive match is agreed, an informal interview will only take place if the first job trial is not successful.

8.1.4 In cases where both the employee and the HR Advisor believe there is a match then the employee will be put forward for an informal interview. Where there is disagreement between the two, the HR Advisor will explore the reasons for the difference and may contact the line-manager for clarity about the role and requirements.

8.1.5 Where agreement cannot be reached then the employee's wishes will be respected – if they do not consider the role a match then this will be recorded on the Redeployment Log with the reasons given. If the HR Advisor has concerns about the suitability, then the employee may still go through to an informal interview, so that they have an opportunity to discuss the match further with the line-manager (providing the role is of a suitable band, see above).

8.2 Where there is more than one matched redeployee

8.2.1 Where more than one redeployee is matched to a single job role, priority will be given to a redeployee for whom there is a legal requirement to protection i.e., an employee on maternity leave/adoption leave/parental leave. Employees with a legal right to redeployment (e.g., at risk of redundancy) will also be given priority over those employees without having a legal right for redeployment (e.g., capability).

8.2.2 If this does not apply or still leaves more than one matched redeployee, there will be a competitive selection between the redeployees: this being based on the essential requirements of the person specification for the position. As per the agreed principles of the Trust's Recruitment and Selection Policy, the highest scoring employee will be offered the job trial. In the event the agreed job trial is unsuccessful, a job trial will then be offered to the next highest scoring candidate who, at informal interview, satisfied the essential requirements.

8.3 **The informal interview**

8.3.1 As above, where it has been decided that there is a suitable match, an informal interview against the essential post requirements will be conducted by the recruiting manager and the HR Advisor for the recruiting service. The aim of the interview is to undertake a constructive exploration from both parties as to the suitability of the post. This may include proficiency tests if essential for the role and discussion of further training needs and reasonable adjustments if required. Once adjustments have been made and it is determined that the redeployee meets the essential requirements for the post, the job trial will be arranged to start as soon as possible thereafter.

8.3.2 Should, after the informal interview, either the redeployee or the recruiting manager have concerns about the suitability of the role, this should be explained and referred to a HR Business Partner for review and advice. If it is clear to all parties that the job is not a suitable match, the job will then go out to open recruitment as usual.

8.4 **The job trial**

8.4.1 Before the commencement of the job trial, clear realistic objectives relating to the essential person specification and role requirements will be identified for the redeployee to meet, within the specified job trial timeframe.

8.4.2 A job trial will usually last for a period of 4 weeks, to give a reasonable timeframe within which the suitability of an alternative post could be assessed without unduly extending the period of uncertainty for both parties. However, a job trial may be extended where training is required that extends beyond this period, where the employee has annual leave already agreed or where phased return has been recommended by Occupational Health. The aim is to give both employee and manager a realistic opportunity to assess suitability.

8.4.3 During the job trial, the redeployee remains active on the redeployment register and will continue to be matched to any new, emerging vacancies, while s/he can continue to consider and access vacancies as any other redeployee.

8.4.4 During the trial period the employee will continue to be paid by their substantive directorate. However, where an extended job trial period leads to an extension of the original term on the register or notice period, costs will be transferred to the receiving directorate.

8.4.5 It is important that the redeployee is given every opportunity to succeed in the job trial. S/he should receive a full induction and support as would be given to any new employee. The job trial manager will arrange a meeting with the redeployee after the first few days and at the mid-way point (usually at 2 weeks) to review how

the job trial is going and to discuss any further actions or support that may be necessary.

8.4.6 If, despite positive efforts by both the redeployee and the manager, it becomes apparent at the mid-way review or earlier stage in the trial that this is not working for either party, then the parties do not need to wait to the end of the job trial.

8.5 **End of the job trial or redeployment period**

8.5.1 If both the redeployee and the recruiting manager consider that the role is suitable then the employee will be transferred to the post s/he trialled. (If further checks are required at this point e.g., enhanced DBS they will need to be carried out before the internal transfer). Once all such processes are completed, the employee will be removed from the redeployment register and continue as a substantive employee in the new work area, working to a new contract of employment.

8.5.2 Agreement should be reached on a suitable transfer date to starting in the new role – in many cases it will be to the benefit of all concerned for the individual to move across as soon as the necessary processes are complete; however, they remain entitled to the notice period for their current role and should be allowed to work to the end of this wherever possible.

8.5.3 This is particularly relevant where there is a change in banding/ salary / status.

8.5.4 If both the redeployee and the manager agree that it is not a suitable role then the job trial will end, and the employee will continue on the redeployment register for the residual period of their notice/agreed time on the register (as may be applicable) and the open recruitment process for the role will be re-started as usual. The reasons for the unsuccessful trial will be recorded on the Redeployment Log.

8.5.5 If the redeployee is happy with the role, but the recruiting manager has concerns regarding the suitability of the match, then this should be discussed further with the HR Advisor. If after discussion it is still not felt to be a suitable match, then a meeting should be arranged with the individual, their representative, the recruiting manager, and the HR Advisor to ascertain whether further support is required for the employee or whether the trial should end as per paragraph 8.5.2.

8.5.6 If the recruiting manager considers that the redeployee is suitable for the role, but the redeployee does not wish to take it, then they may decline the match. However, the redeployee should explain to the manager and the HR Advisor their reasons for declining the match, and consider the implications of this e.g., length of time left on the redeployment register/notice period, how likely it is that other suitable roles may come up, reasonable expectations of roles and any risk to redundancy payment where this applies.

8.5.7 Where the redeployee reaches the end of the redeployment/notice period and either job trials have not been arranged or have been unsuccessful, a further meeting will be held, with the same participants as the initial and mid-way review meeting, to discuss the end of the redeployment process.

8.5.8 If there are no outstanding issues, this will be a final meeting confirming, either:

- that the redeployee will be leaving the Trust and carrying out any final tasks and administration which are required for this (contingent upon, and aligned to, the reasons for leaving)
- or, in cases of redeployment arising from sickness, disability or long-term health condition, that a Stage 3 Attendance Hearing will be convened (as per the Trust's Sickness Procedure).
- In the case of those employees who have a legal entitlement to redeployment (see section 2 above), they are entitled to a further statutory job trial, after their notice period has come to an end. Therefore, if a suitable alternative job is available at this point, they should be allowed to undertake the trial.

8.5.9 Where this occurs, the employee will remain employed and paid as usual. If the trial is unsuccessful, the employee shall be regarded as dismissed, for statutory redundancy pay purposes, at the date when the original contract ended.

9.0 Process for dealing with concerns

9.1 If at any point during the redeployment period, the employee is concerned about any aspects of the redeployment process then they should in the first instance contact the HR Department to determine the most appropriate way forward to resolve this. For example, this may include pausing recruitment for a post an employee had declared an interest in, extending a job trial or redeployment/notice period, making reasonable adjustments etc. In some circumstances it may be most suitable for the employee to speak to a member of the HR team not previously involved in their case who can provide a fresh perspective.

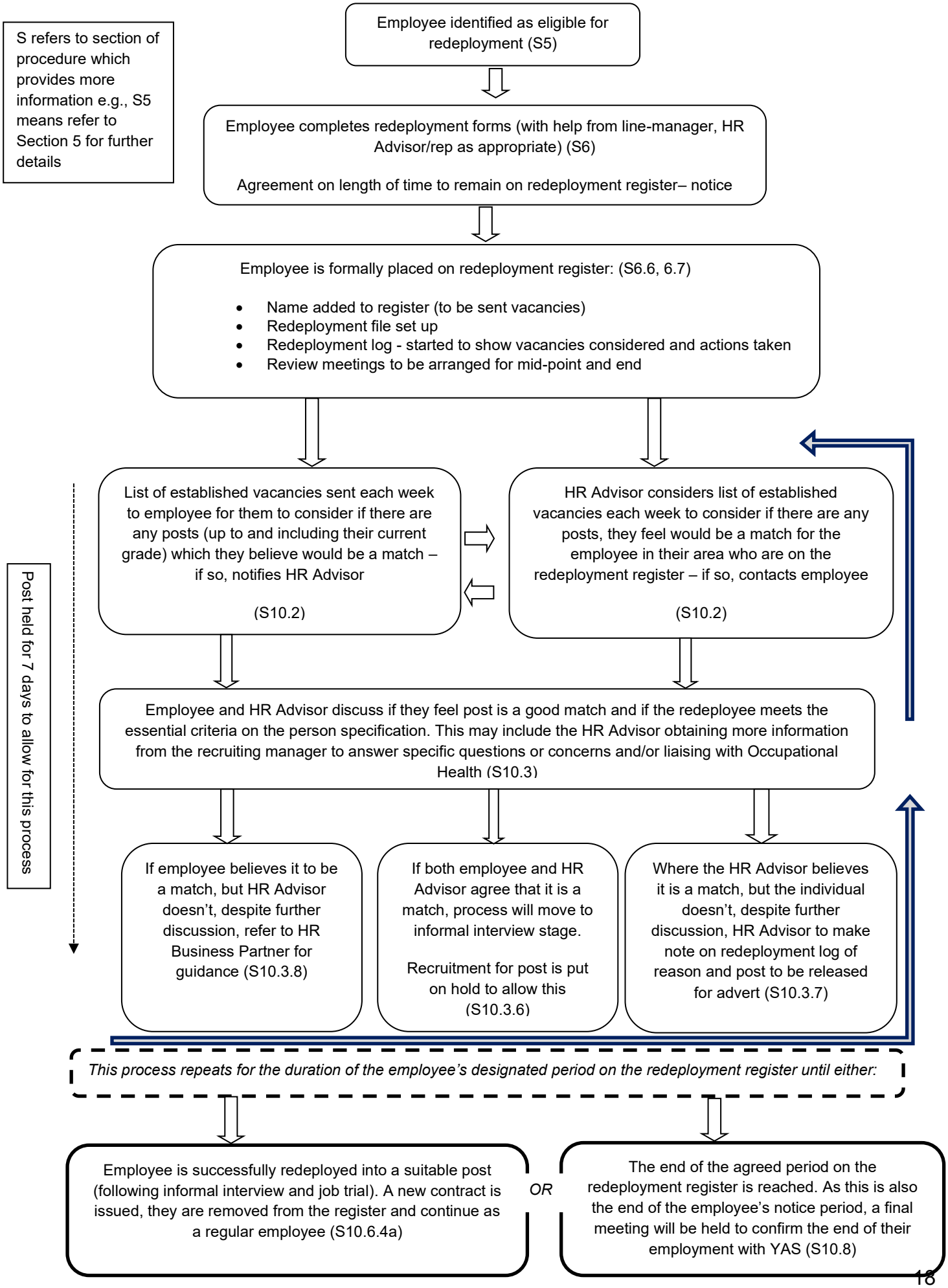
9.2 Should the employee still have concerns and feel that process has not been correctly followed then they should raise their concern through the normal grievance channels.

10.0 Appendices

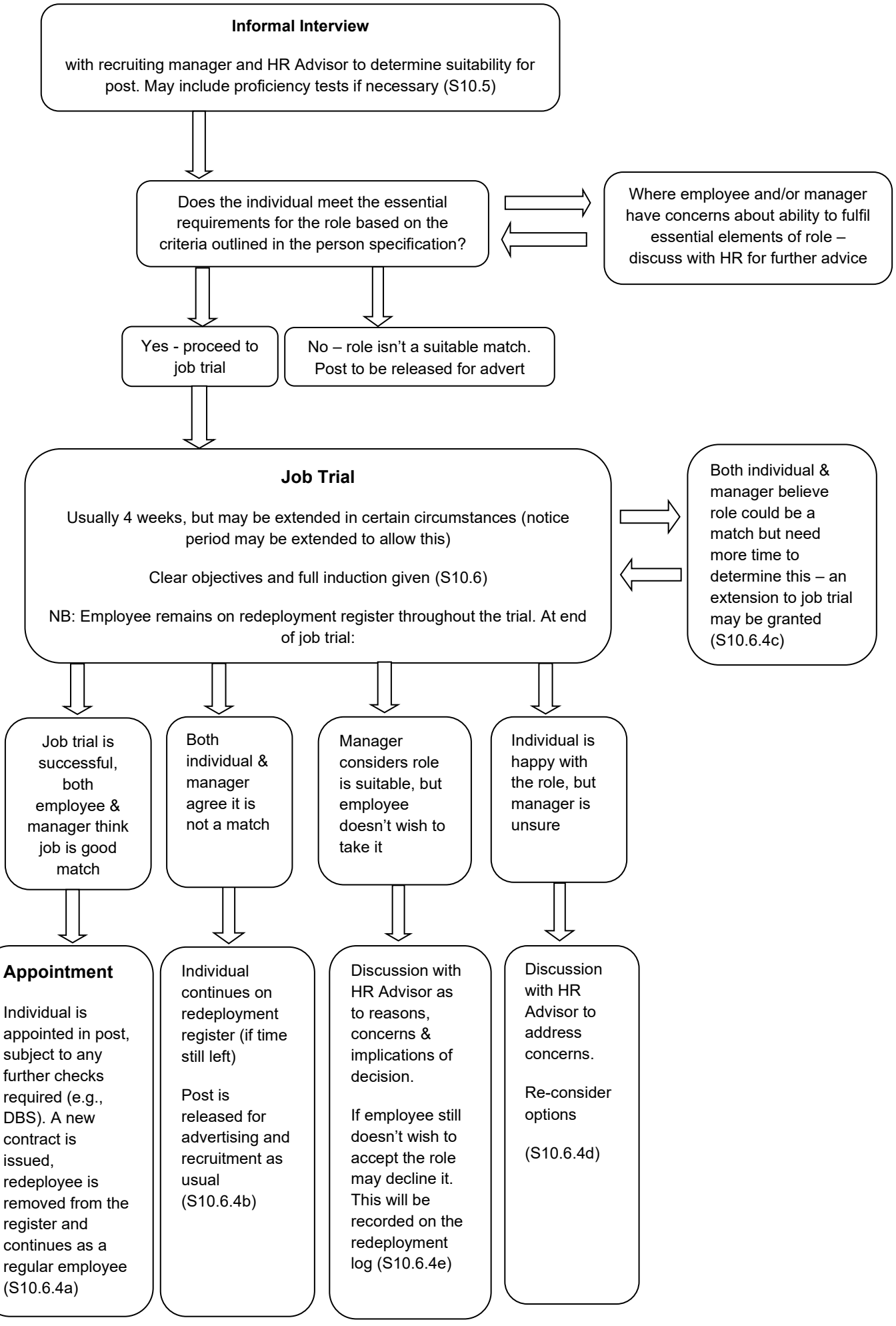
10.1 This procedure includes the following appendices:

Appendix 1 – Flowchart of Redeployment Process
Appendix 2 – Redeployment Registration Form
Appendix 3 – Redeployment Log

Appendix 1 – Being on the Redeployment Register



Process for Informal Interview onwards



Appendix 2 - Redeployment Registration Form

Employee Details

Employee Name:		Contact Number:	
Email address*	**This must be the email address the employee will use to log-in to NHS jobs and/or the Trust's vacancy system (Trac)*		
Preferred method of contact:			
Assigned HR Advisor:			

Position Details

Current Post Title:			
Current Band:		Current Contracted Hours and Times worked:	
Current Contract Type *(Perm / Fixed term):*		Current Base:	
Line-Manager:		HR Business Partner:	

Redeployment details

Reason for Redeployment:	☐ Organisational change / redundancy		
	☐ Sickness/Long term health condition		
	☐ Disability		
	☐ Capability		
	☐ Expiry of fixed-term contract (with necessary service)		
	☐ Other		
Redeployment Start Date:		Period on redeployment register	….. weeks
Redeployment End Date:		☐Contractual notice ☐Statutory minimum	
Any extensions granted, please note here with reasons:			

Qualifications and Experience

Qualifications	
Key Skills and Experience	

Potential Suitable Roles

Types of roles that may be considered suitable	

Practical Considerations (e.g., location, travel)

General Information

Does the employee already have an NHS jobs account?	YES	NO
Does the employee already have a Trac jobs account?	YES	NO
Does the employees understand the email address provided above must be the same as the one used for NHS jobs & Trac in order to receive vacancy notifications and for any applications to flag their redeployment/'at risk' status?	YES	NO

Signed:_____(Employee) Date:

Signed:_____(Line-Manager) Date:

Appendix 3 - REDEPLOYMENT LOG

Employee Name:		Contact Number:	
Email address*	**This must be the email address the employee will use to log-in to NHS jobs and/or the Trust's vacancy system (Trac)*		
Assigned HR Advisor:			

Suitable Alternative Roles Considered (YAS)

Date	**Post considered**	**Result (e.g., informal interview, job trial)**	**Comment If not put forward, please explain reasoning why**

External Roles (including other NHS organisations) considered by employee

Role & band/salary	**Organisation**	**Closing date & Date of application**	**Result/comments**