



# Redeployment Procedure

## Version 1.2

<b>Important:</b> This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
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## **POLICY STATEMENT**

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

The Education Alliance (the Trust) aims to support staff in their search for suitable alternative employment when they meet the criteria for redeployment. This procedure details the way in which the Trust will support redeployees in a fair, transparent, respectful and sensitive way. This procedure should be read in conjunction with other appropriate Trust policies and procedures.

### **1. PURPOSE**

The purpose of this document is to provide guidance to managers and staff on the approach the Trust will take in redeployment situations where staff are affected by organisational change, cessation of fixed-term contracts, redundancy or capability (including capability due to ill health). The Trust aims to provide guidance for managers to follow which should ensure, wherever possible:

- Employee opportunities to secure alternative employment are maximised
- Employees are supported in understanding and preparing for change
- The Trust is able to retain skills, knowledge and experience
- The Trust meets its legal requirements and aligns with principles of good employment practice as a fair and reasonable employer
- Compulsory redundancies are regarded as a last resort and the Trust is able to avoid the costs associated with enhanced pensions and redundancy
- Employees remain flexible and adaptable, which may include employees moving to different roles, developing new skills and knowledge

### **2. SCOPE**

This policy applies to all Trust staff where it is identified that due to either organisational change, cessation of fixed-term contracts, redundancy or capability, staff are required to look for suitable alternative employment.

### **3. ROLES AND RESPONSIBILITIES**

The **Trust Board** and the **CEO** are responsible for ensuring this procedure is applied fairly and consistently across the Trust.

The **Local Governing Bodies, Executive Principal and Heads of School** are responsible for monitoring the application of this procedure within their respective schools, ensuring employees are supported effectively when faced with considering alternatives to the post they are employed to undertake and managers are actively engaged in applying this procedure fairly and consistently.

The **HR Department** is responsible for overseeing the introduction, implementation, monitoring and review of this procedure and will report to the CEO, the Board and Local

Governing Bodies as required. The HR Department will provide advice, guidance and support in the implementation of this procedure, acting as a point of contact for managers and staff. The HR Department will ensure that this procedure is implemented fairly and consistently, whilst also ensuring that relevant employment legislation and statutory guidance is adhered to.

**Managers** are responsible for supporting the staff they manage, providing information in a timely, open, honest and understandable way. They must support and enable effective redeployment processes both as managers of staff affected by organisational change, redundancy and capability, but also as managers of vacancies that may be viewed as potentially suitable alternative employment for redeployees.

**Employees** affected by change, redundancy or capability will continue to undertake their existing role throughout the period of redeployment wherever possible (with support where appropriate) and will demonstrate a commitment to undertaking the agreed learning and development associated with securing a new role. They must also agree to fully engage with the process and apply for suitable alternative employment as opportunities arise, having a flexible approach to redeployment, which may include applying for different roles and developing new skills.

#### **4. EQUALITY AND DIVERSITY**

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged

#### **5. PRINCIPLES OF REDEPLOYMENT**

Employees can access redeployment support when they are facing:

- Redundancy
- Organisational change which places their employment at risk of redundancy
- Capability (including ill-health)
- Cessation of a fixed term contract

Redeployment simply means that the employee is supported by the Trust to seek suitable alternative employment when they are facing potential dismissal due to the reasons stated above. The Trust encourages staff to seek support from the Trade Union at the earliest opportunity to ensure they are fully supported throughout the process.

In considering whether or not a position is suitable, the Trust and the employee should consider the following:

- How similar is the work to the employee's current job?
- How similar are the terms of the job being offered to those of the employee's current job?
- What are the employee's skills, abilities and circumstances in relation to the job?
- How similar is the pay (including any benefits), status, hours and location to those related to the employee's current job?

Redeployment provides employees with additional support in seeking to secure alternative employment, both within the Trust and externally. A member of the HR Department will offer to meet with the employee to complete the redeployment form with them (Appendix 1). This provides the Trust and the employee with an opportunity to explore:

- The employee's understanding of the situation they are in and the associated timeframes
- The employee's knowledge, skills, abilities, circumstances and expectations
- The way in which redeployment might work (e.g. frequency of meetings and type of support the employee would find useful)
- The types of work, hours, duties, salary, status, location etc. that might be deemed as reasonable and the feasibility of finding suitable alternative work within the Trust
- The expectations of the Trust alongside the legal aspects of redeployment (e.g. the potential consequences of unreasonably rejecting a suitable alternative; trial periods and time off to attend interviews)

Whilst employees will be advised that if a suitable alternative position is found and unreasonably rejected, the employee could lose their right to redundancy pay (if they are accessing redeployment support due to redundancy), the intention of the process is that the employee and their HR contact agree how redeployment will work and they review the content of the redeployment form at each meeting, ensuring that any changes are captured. The process is intended to be supportive, enabling the Trust to retain staff wherever possible.

## **6. REDEPLOYMENT MEETING**

Employees identified as meeting the criteria for redeployment will be offered a one-to-one meeting with a member of the HR Department. Employees may prefer to have a trade union representative or work colleague with them at the meeting, however, the intention of the meeting is that it is informal and supportive. Employees will be encouraged to discuss the reason for redeployment, their knowledge, skills, qualifications, experience, abilities and learning and development requirements. The aim of the meeting is to ensure employees understand their 'at risk' status, the circumstances that have led up to redeployment and how redeployment might work for them (e.g. the support on offer, agreement on the regularity of meetings and methods of communication). Employees will be assisted in identifying:

- The core requirements in their search for suitable alternative employment
- The requirements that are preferable rather than essential and any areas of flexibility
- Skills, qualifications and experience they hold and learning and development they require to assist them in securing suitable alternative employment
- Type and level of role that would be deemed suitable by the Trust and the prospects of finding suitable alternative employment within the Trust
- Potential options external to the Trust (including appropriate signposting)
- Support mechanisms (e.g. trade union representatives, the employee assistance package and health and wellbeing services)
- Expectations in relation to searching for suitable alternative employment (including the regularity of future meetings, activities, time off arrangements)

A member of the Human Resources Department will be identified to provide support to the employee during this period of uncertainty. They will offer a series of regular meetings as part of the redeployment process, enabling regular discussions regarding possible job opportunities, learning and development needs, information and advice to take place. The HR representative will complete a redeployment form with the redeployee and will signpost and support them as appropriate. The HR representative will:

- Support the redeployee in their search for suitable alternative employment, preferably within the Trust, ensuring the employee and the Trust regularly review vacancies

across the Trust. Whilst the employee will be encouraged to regularly look for vacancies on the Trust website, the HR Department will also contact the redeployee if they see a vacancy, which may be viewed, as suitable alternative employment.

- Encourage the redeployee to have a flexible approach to redeployment wherever possible
- Signpost the redeployee appropriately to other services and organisations (e.g. Job Centre, health and wellbeing services)
- Explain the potential implications of redeployment decisions (e.g. unreasonable rejection of an offer of suitable alternative employment)
- Contact recruiting managers to facilitate the redeployment process wherever possible
- Adhere to legislative requirements
- Monitor trial periods and facilitate discussions between recruiting managers, current managers and redeployees

## **7. SECURING SUITABLE ALTERNATIVE EMPLOYMENT**

The HR Department will continually review and oversee the redeployment process for each redeployee. There may be occasions where it is appropriate for HR to arrange a ring-fenced interview. This means that the pool of candidates to be considered for a post is restricted (e.g. ring-fenced) to a particular group of staff. Interview panels for ring-fenced interviews should include a representative from the HR Department wherever possible. If an employee is designated at risk of losing their employment with the Trust due to redundancy or capability, they may be provided with an opportunity to apply for a ring-fenced post within the Trust. In such circumstances, they will be guaranteed an interview for the post if they apply and meet the essential criteria of the post. An invitation to attend a ring-fenced interview is not a guarantee of a formal offer, as the employee will have to demonstrate their knowledge, skills, abilities and competencies throughout the selection process. In circumstances where employees are unsuccessful, they must be offered detailed constructive feedback by the chair of the recruiting panel.

Slotting may occur where there is one member of staff at risk of redundancy or losing their employment due to capability or cessation of a fixed term contract and there is a suitable alternative post that is very similar to their current substantive post. In such circumstances, slotting can only occur where there are no other at risk members of staff who could reasonably make any claims that they should have the opportunity to apply for that post. The redeployee must meet the essential criteria of the post, as stated in the person specification. If the post is similar in nature (e.g. the job description and person specification are broadly the same as their current role and the pay scale is the same) to the employee's substantive role they may be slotted into the role as opposed to applying and progressing through a selection process.

The Trust will work with redeployees to identify the possibilities of suitable alternative employment. Where there are internal opportunities for redeployment the employee's knowledge, skills and competencies, qualifications and experience will be assessed against the job description and person specification of the vacant post(s). The post may not necessarily be at the same pay point, salary, terms, and hours of work or status as the employee's substantive post. In deciding whether a post can be considered as a suitable alternative, the Trust and the employee will take account of the afore-mentioned factors. Sufficient information on alternative employment will be provided to enable the employee to decide whether to accept the post.

If the employee believes that, the alternative post(s) is not suitable they must express this in writing, clearly detailing the reasons for the rejection. Employees who refuse to engage in the process of redeployment or unreasonably reject an offer of suitable alternative employment may lose any previous entitlement to redundancy pay.

An offer of suitable alternative employment must begin either immediately after the current role comes to an end or within 4 weeks of the date of termination of the current role. When a redundant employee accepts an offer of new employment within these timescales, s/he will not be regarded as redundant in law and such a break would not be viewed as a break in service.

Employees have the right to a 4 week trial period for any alternative employment they are offered. This can be extended if the employee needs training and any extension must be agreed in writing before the trial period starts. Where an employee decides within a trial period that the new role isn't suitable they must advise the HR Department at the earliest opportunity. Their employment rights will not be affected; however, the employee will lose any right to redundancy pay if they don't provide notice within the 4 week trial period.

## **8. APPEALS**

If an employee feels aggrieved about the way in which this procedure has been implemented they can lodge a grievance as detailed in the Trust's Grievance Procedure.

## **9. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY**

Effectiveness and compliance of this Policy will be monitored by the HR Department.

## **10. ASSOCIATED DOCUMENTATION**

- Capability Policy and Procedure
- Health and Wellbeing Policy and Procedure
- Redundancy Policy and Procedure
- [www.gov.uk/redundant-your-rights](http://www.gov.uk/redundant-your-rights)

## **11. REVIEW**

This Procedure will be reviewed within 2 years of the date of implementation with trade unions at local secretary level.

The Education Alliance

Redeployment Form

Date of interview:

Place of interview:

Part A: Personal Data

Name	
Address	
Email addresses	
Contact telephone number	
Job title	
Current hours	
Continuous service date	
Pay point	
Allowances?	

Part B:

1. What is your understanding of the circumstances that have led to you being in a redeployment situation?

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Part C: Past Employment

Previous post held in the last 10 years	
Qualifications	
Current knowledge skills and experience being used	

Past knowledge, skills and experience not being used	

Part D: Future Employment

Are you in the process of applying for any posts?	
Any preferences for future employment (working pattern, geographical location etc.)	
Essential features or the role	
Desirable features	

Any considerations in relation to the Equality Act 2010?	

Part E: Training needs

Recruitment	
Interviewing	
Presentation	
Role specific	
Future aspirations	

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Part F: Internal / external support

Occupation health/EAP support	
Any additional support we can offer you	
If you are a member of a trade union you are advised to contact your trade union for additional support	

Part G Additional information

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Interviewer (print name)	
Title:	
Interviewer (signature)	
Date:	
Agree this is a true representation of the redeployment interview held on	
Employee (print name)	
Employee (signature)	
Date:	