

## **REDEPLOYMENT POLICY**

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CONSULTATION AND DISTRIBUTION RECORD	
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CHANGE RECORD			
Date	Author	Change	Version No.
24/7/12	G. Reilly	Interim review pending publication of PIN	2
10/02/15	G. Reilly		3
May`18	Deputy HRD	GDPR statement added into section 3 and updated name of Data Protection Act	3
20/08/20	Head of Recruitment	Appendix 3 has been updated	3
03/04/21	Head of Recruitment	Review date changed	3
08/06/2022	HR Manager	Add section 4.10 Right to Work in UK/Visa	4

## REDEPLOYMENT POLICY

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### 1. **INTRODUCTION**

From time to time, whether as a result of displacement due to organisational change, or following application of formal processes relating to capability (whether due to ill-health or performance), or in advance of the non-renewal of a fixed term contract upon expiry, consideration will have to be given to exploration of suitable alternative employment.

NHS Lanarkshire is committed to preserving security of employment for its employees and recognises that, beyond compliance with legislation and national policy, there are clear organisational benefits to adopting such a process. Where individuals are able to be successfully redeployed, this serves to retain the valuable knowledge, skills and experience of affected staff within NHS Lanarkshire, which would otherwise have been lost if employment ended. It also serves to further a positive staff experience, which in turn will assist NHS Lanarkshire in achieving and maintaining exemplar employer status.

This policy has been developed in partnership with local trade union/professional organisation representatives. It meets the minimum standards set out within the Redeployment NHSScotland Partnership Information Network (PIN) Policy, and reflects relevant current employment legislation.

This document should be read in conjunction with NHS Lanarkshire's policies on Organisational Change and NHS Scotland's workforce policies on Sickness Absence and Capability. Management of Sickness Absence and Capability. These can be accessed via NHS Lanarkshire's public website.

### 2. **AIM, PURPOSE AND OUTCOMES**

The purpose of this policy is to ensure a fair and consistent approach to the process of exploring suitable alternative employment (i.e. 'redeployment') for all employees who are identified as being 'displaced'.

### 3. **SCOPE**

#### 3.1 The policy applies to all employees of NHS Lanarkshire irrespective of age, sex, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.

NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.

#### 3.2 **Who are the Stakeholders**

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Employees of NHS Lanarkshire

### 4. **PRINCIPAL CONTENT**

#### 4.1 **Principles and Values**

- This policy will be appropriately communicated to all employees and will be made readily accessible to them;
- Suitable alternative employment opportunities will be sought for all displaced employees;
- There will be no unreasonable delay in commencing this process. No vacancy will be opened to applications externally or from within the wider internal workforce until it is established that it does not present a suitable alternative role for a displaced employee. However, it should be noted that the purpose of redeployment is to preserve employment. As such, exploration of suitable alternative employment opportunities will ordinarily only involve posts at the same or lower pay band/grade as the post from which the affected employee was displaced. An exception to this may occur where an employee is disabled under the Equality Act 2010 and is displaced from their original post due to their disability. In such circumstances, consideration of higher banded posts may amount to a reasonable adjustment where an individual has the appropriate skills/qualification to meet the requirements of the post with reasonable adjustments and training and support (see section 2.4.6 of Redeployment PIN). Consideration should also be given to local Organisational Change policies and procedures including protection;
- In cases where an individual is displaced as a result of capability, and where that individual has a disability as defined within the Equality Act 2010, where no reasonable adjustment would enable them to continue doing their current role, NHS Lanarkshire should consider whether a suitable alternative post is available for them. Such a post might also involve training or other reasonable adjustments such as equipment for the new post and may be to a post of either the same or differing grade.
- Decisions in relation to suitable alternative employment opportunities will be made objectively and without prejudice. A decision not to appoint must be based on evidence, which will withstand objective scrutiny, that the individual does not meet the identified essential criteria required for the role and would be unlikely to be able to do so following reasonable training and support. While there may be instances requiring prioritisation and/or a competitive selection process where more than one employee is identified as a potential match, suitable alternative employment opportunities will not otherwise be unreasonably withheld or refused;
- Displaced employees will be made aware of their rights and responsibilities in relation to the process, including their right of recourse should they consider that a suitable alternative employment opportunity has been unreasonably withheld or refused;

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- Displaced employees will receive appropriate organisational support during the period in which suitable alternative employment is being explored (including access to reasonable learning and development opportunities) in order that they are more fully equipped to exploit all potential suitable alternative employment opportunities;
- The redeployment process will be centrally coordinated by the Human Resources Directorate in order to ensure that it is efficiently, effectively and fairly managed;
- Appropriate HR advice will be available to managers involved in implementing the process;
- Displaced employees have a right to be accompanied by a trade union/professional organisation representative or a work colleague at all formal redeployment meetings.

### 4.2 **Definitions** **DISPLACED**

'Displaced' means that there is no longer a need for a post, or, that the particular skills or experience of a post-holder are no longer required, or, that the employee is unable to undertake the duties of the post.

### **REDEPLOYMENT**

'Redeployment' is the process of securing suitable alternative employment for an employee whom it is identified will be displaced, at a stated future date, from their post as a result of organisational change, or, following application of formal processes relating to capability (whether due to ill-health or performance), or, in advance of the non-renewal of a fixed term contract upon expiry. It is, however, recognised that there may be other circumstances where NHS Lanarkshire determines that redeployment may be appropriate.

### **REDEPLOYEE**

Employee who has been identified as being displaced and who has been registered on the redeployment register.

### **MATCH OR SUITABLE ALTERNATIVE EMPLOYMENT**

It is not possible to give a concise definition of what might be classed as suitable alternative employment. The Terms and Conditions of Service Handbook states the following:—

*Suitable alternative employment should be determined by reference to Sections 138 and 141 of the Employment Rights Act 1996. In considering whether a post is suitable alternative employment, regard should be had to the personal circumstances of the employee. Employees will, however, be expected to show some flexibility*

### 4.3 **Matching Process**

Decisions to match staff on the redeployment register to vacancies will be made by the redeployment panel, taking into account the following factors:

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- The skill requirement of the new job compared with the employee's skills and experiences.
- The extent of retraining that may be required by the employee in order to obtain the necessary skills for the new job.
- The location of the job and the impact that travel to work may have on personal and domestic circumstances.
- Any changes to the employee's current hours of work and the impact this may have on personal and domestic circumstances.
- The status or remuneration of the new post within the organisation.
- Career history and previous work experience.

Taking these factors into consideration the following could be seen as suitable alternative employment;

- A post involving the same or a broadly similar range or type of duties and of a similar grade.
- A post with the same qualification requirements or equivalent knowledge, skills and experience, within the same occupational group and on the same grade.
- A post for which the individual has the necessary qualifications and experience within another occupational group.
- A post within the same general location or where travel to a new base is practical and where excess expenses would be reimbursed.
- A post for which the individual has the necessary qualifications and with appropriate training can achieve acceptable performance within a reasonable period of time. This would depend on the individual's previous experience and the vacancy in question.
- A post that is deemed as "entry level" and can be carried out effectively with appropriate training and support.

The Redeployment Referral Form (appendix 3) will be completed by the displaced employee and the appropriate manager and submitted to Service Now for allocation or the assigned ER Rep if known. This will then enable the displaced employee to be added to the redeployment register.

### **4.3.1 Redeployment Panel**

NHS Lanarkshire's redeployment panel manages the matching of redeployees to vacant posts. The panel is authorised to match redeployees to vacancies and ensure appropriate follow through of matching decisions.

The redeployment panel will comprise of appropriate senior managers, HR staff and staff representatives. The Terms of Reference for the redeployment panel are appended (appendix 1).

After receiving notification of a vacancy via the Control of Recruitment form the relevant details will be submitted to the redeployment panel for consideration and matching of displaced staff from the redeployment register.

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Where there is more than one redeployee identified as a match for any one vacancy, the matched redeployees will be dealt with in line with NHS Lanarkshire's Recruitment Policy. The unsuccessful redeployee(s) will remain on the redeployment register. The matched redeployee will have a discussion with the recruiting manager to identify any training gaps.

If a match is identified it is expected that the manager of the vacancy and the redeployee, following an informal discussion, will proceed with the match onto a trial period. The manager or redeployee will notify the Recruitment Advisor or Employee Relations Advisor, of any issues (negative or positive) affecting the success of the trial at the earliest opportunity.

The Recruitment Advisor will be responsible for liaising between the Redeployment Panel, Human Resources, Staff Representatives, Redeployee and the manager of the vacancy.

Following this discussion with a redeployee, if it is identified that the post is not a suitable match, the manager of the vacancy must discuss this with the appropriate member of the HR team and provide written substantiated and justifiable reasons for non-appointment. This information will be reviewed by the Redeployment Panel.

### 4.4 **Trial Period**

Where displaced employees are appointed to posts via redeployment, a trial period of four weeks will apply in all cases. In exceptional circumstances, such trial periods may be extended by agreement at the outset of the appointment, up to a maximum of 8 weeks.

An extension of any trial period may amount to a reasonable adjustment if the employee is disabled for the purposes of the Equality Act 2010.

Employees will retain the pay band/grade of their previous post during the four week trial period (where the pay band/grade of the new post is lower), reverting to the pay band/grade for the new post (where appropriate) upon satisfactory completion of the trial. Should the trial be extended beyond the four weeks the employee will be paid at the rate of the new post.

During the trial period, either the new line manager or the employee may determine that the post is not suitable. In either case, this unsuitability must be clearly demonstrated by reference to the criteria agreed at the beginning of the trial period.

If a suitable alternative post is identified, offered and declined by a redeployee either before or after a trial period, a written substantiated and justifiable reason for not progressing or accepting an offer will be required.

This information will initially be considered by the redeployment panel and appropriate feedback will be provided to the redeployee.

If it is deemed that a refusal is without justifiable reason, a meeting will first be arranged involving HR, the individual's line manager and staff side. Depending on the

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outcome of this meeting, NHS Lanarkshire will consider ending the contract of employment. In these circumstances the individual will retain the right of appeal.

If either the new line manager or the employee indicates, for good reasons, that the new post is unsuitable, responsibility for pursuing further redeployment, if appropriate, will pass back to the former manager of the displaced employee.

### **4.5 Fixed-term contracts**

Redeployees can be matched and placed in a fixed term post. Redeployees with permanent contracts will retain their permanent employee status. Redeployees employed on fixed term contracts will be dealt with in accordance with the Fixed Term Contract policy.

### **4.6 Protection**

Where redeployees are placed in a post of a lower grade normally this will not be any lower than one grade below the redeployee's substantive grade. Where protection is applicable, for example as a result of organisational change, the redeployee will remain on the redeployment register in order to be matched against a post of similar grade/hours. If a suitable post of the same grade/hours becomes available that negates the need for protection then it is a requirement that the employee would move to that post. In these circumstances the employee will be entitled to a trial period. If the employee does not accept the post offered, they will forgo their right to continuation of protection. This is in line with the NHS Lanarkshire's Organisational Change Policy.

### **4.7 Redeployment register**

If, after six weeks from the date of joining the redeployment register an employee has not been matched into a suitable post, a review involving the employee, line manager and HR representative will take place. Depending on the particular circumstances of the case, this may be conducted by telephone. The employee may wish to be accompanied at the review meeting by their staff representative or colleague. The purpose of the meeting will be to review the actions that have taken place since joining the redeployment register and to consider the likelihood of a suitable alternative post becoming available in the near future. Consideration will also be given to any additional support that may be required to assist the employee in securing an alternative post within NHS Lanarkshire. A second review will take place after a further six weeks ie; twelve weeks from the date of joining the redeployment register and every six weeks thereafter. For certain posts the frequency of this may be extended.

Whilst every effort will be made by the organisation to find a suitable alternative post for a redeployee, there may in exceptional circumstances be situations where redeployment is not possible. These situations will be dealt with on an individual basis and will involve full discussion with staff organisations and other options will be pursued with the displaced employee and their representative.

### **4.8 Mental Health Officer Status**

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Redeployees who currently hold Mental Health Officer Status (MHO) under Scottish Public Pensions Agency regulations, should ensure that this information is clearly identified at the relevant section of the Redeployment Referral Form. This information will be considered by the redeployment panel when assessing suitability for vacant posts.

### **4.9 Reduction in Earnings**

Employees who are redeployed to a new post following a period of ill health or other circumstances not covered by Organisational Change, will have no entitlement to protection of the terms and conditions of service from their previous post. The terms and conditions of the new post will apply. Where there is no protection of salary the individual employee may be able to preserve their pension benefits at the time of this change, subject to meeting the relevant eligibility criteria. <http://www.sppa.gov.uk>

### **4.10 Right to Work in UK/Visa Requirements**

NHS Lanarkshire has a legal obligation to ensure that their employees have the appropriate right to work in the UK and all documentation is up to date and accurate.

Employees who require documentation to work in the UK or if their documentation is due to expire must disclose this information to the manager and HR Representative supporting them at their initial meeting.

Appropriate checks will be undertaken to ensure that the employee has the Right to Work in the UK in line with Scottish Government guidance (<https://www.gov.uk/entering-staying-uk/Foreign-nationals-working-in-UK>).

Where an employee's visa is due to expire, they will be supported in applying for alternative immigration routes under which they may be able to retain employment. In this instance, the employee should demonstrate they have submitted an application to extend further leave to remain with the Home Office prior to the expiry date and that this is in active consideration. This will be verified using the [Home Office Employer Checking Service](#).

Where an employee no longer has the right to work in the UK and fails to achieve permanent residency then this may lead to a termination of their employment.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 Line Manager**

To be responsible, where designated, for managing staff who are displaced.

To ensure early and ongoing consultation with staff who may be potentially displaced. In the case of staff employed on a fixed-term contract, the manager must ensure the

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individual is placed on the redeployment register three months before the expiry of the contract.

To ensure that, where required, staff have the appropriate documentation or apply for the Right to Work in the UK.

To work with other NHS managers to ensure the smooth transition of redeployees with regard to such matters as training or trial periods.

To work in partnership with displaced staff to identify and where possible facilitate any identified and agreed training/development needs to assist in securing suitable alternative employment.

To acknowledge corporate responsibility to ensure successful redeployment of displaced staff.

To support redeployees via training either on or off the job during and following any trial period to ensure a satisfactory outcome for the redeployee.

To ensure that redeployees are given time off and support to attend meetings or interviews in connection with the redeployment process and for any training development.

To work closely with redeployment panel to ensure that appropriate information is provided to support the matching process.

To engage with Staff representatives throughout the redeployment process.

### 5.2 **Redeployee**

To fully participate in the redeployment process, attend meetings and provide relevant information as required.

To complete referral and application forms within 2 weeks of the meeting with the with the manager.

Where required, apply for timeously and/or provide documentation confirming the Right to Work in the UK

To demonstrate commitment to identified training/development needs and participate in training on or off the job or other development opportunities as appropriate.

To recognise the need to work in partnership and adopt a flexible, realistic approach to securing an alternate post.

To apply independently for posts outwith and within NHS Lanarkshire and to notify their HR advisor of any changes to their circumstances.

To actively engage and participate in trial periods for any posts identified as a suitable match by the redeployment panel.

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To positively engage in the interview process for suitable posts to ensure a positive outcome

To maintain skills, competencies and professional registration (if appropriate) or to develop new skills necessary for a successful redeployment.

To advise the Redeployment Team of any relevant change in circumstances

### 5.3 **Human Resources**

An HR advisor will be assigned to each redeployee in order to provide support from the initial stages of being placed on the redeployment register through to the completion of the process. Other HR roles and responsibilities include:-

To actively manage vacancies to support an effective redeployment process

To provide ongoing support to redeployees and line managers.

To support line managers & staff to ensure that, where required, have the appropriate documentation to confirm they have or need to apply for the Right to Work in the UK.

To compile, maintain and update information required to support and facilitate the redeployment process including the redeployment register database.

To maintain redeployment register/database.

To manage the redeployment panel process by timeous liaison between managers, staff representatives and redeployees.

To ensure effective communication to redeployee and line managers during the redeployment process.

To monitor the redeployment process and ensure that agreed policy and processes are followed.

To liaise with redeployment panel to ensure appropriate match based on detailed knowledge of individual redeployee needs.

To engage with Staff representatives throughout the redeployment process.

To distribute and monitor responses to the survey sent by Organisational Development to redeployees after twelve weeks.

### 5.4 **Staff Representative**

To support the redeployee during redeployment process.

To work with the redeployee, HR, Line Managers and redeployment panel to assist in securing a satisfactory and realistic outcome for the redeployee and organisation.

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### 5.5 **Occupational Health Service**

To support employees who become displaced as a consequence of ill health, in line with NHS Lanarkshire's Management of Sickness Absence Policy.

To provide a medical assessment on the tasks that it will be possible for the redeployee to undertake, to suggest any modifications to identified posts or workplace (if applicable).

To provide a medical assessment on the proposed redeployed role and the employee's ability to perform the role, in relation to their health issues, before the redeployment to the role is confirmed.

### 6. **RESOURCE IMPLICATIONS**

Costs associated with protection of earnings.

Cost associated with skills update or training.

### 7. **COMMUNICATION PLAN**

- This policy will be launched using the weekly staff briefing and it will be available on Firstport.
- This policy will also be discussed at the appropriate management team meetings and local partnership fora.
- Staff within HR will be briefed on the content of the policy.

### 8. **QUALITY IMPROVEMENT – Monitoring and Review**

NHS Lanarkshire will monitor the effectiveness of this policy and regular reports will be provided to the Human Resources Forum. This policy & procedure will be reviewed after a period of 3 years.

### 9. **EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire's EQIA



(tick box)

### 10. **SUMMARY OF POLICY**

- Staff who are considered to be displaced must complete the Redeployment Referral Form, in conjunction with the appropriate HR Advisor. The displaced member of staff will then be included on the redeployment register.
- The redeployment panel meets weekly and matches staff from the redeployment register to suitable vacancies.
- Appropriate support and training will be provided where necessary for staff on the redeployment register.

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- NHS Lanarkshire's policy on organisational change applies where appropriate, although staff may be displaced for reasons other than organisational change, including capability.

### 11. **REFERENCES**

- Redeployment – NHS Scotland Partnership Information Network (PIN) Policy
- NHS Lanarkshire's policy on Organisational Change and NHS Scotland's policies on Sickness Absence and Capability
- General Data Protection Regulations 2018

### 12. **APPENDICES**

- Appendix 1 – Terms of Reference
- Appendix 2 – Legal Framework
- Appendix 3 – Redeployment Referral Form

## REDEPLOYMENT PANEL

### TERMS OF REFERENCE

#### Role & Purpose

1. As part of its overall governance framework, NHS Lanarkshire has authorised the Redeployment Panel to:
  - Manage the register of displaced staff/individuals on protection/staff requiring to be redeployed due to ill health/capability
  - Match displaced staff to vacant posts
  - Ensure that the Recruitment and Selection process is followed
  - Ensure compliance with the provisions of the Redeployment Policy, including the process for requesting a review of redeployment decisions
  - Make offers of alternative employment directly to the redeployee
2. The Redeployment Panel will ensure that each individual redeployment job offer is considered separately taking into account a number of factors:-
  - the skill requirement of the new job compared with the appellant skills and experiences
  - the extent of retraining that may be required by the employee in order to obtain the necessary skills for the job
  - the location of the job and the impact that travel to work may have on personal and domestic circumstances
  - any changes to the employee's current hours of work and the impact this may have on personal and domestic circumstances
  - career history and previous work experience
3. Panel members will carry out the above responsibilities in accordance with NHS Lanarkshire's Redeployment and Organisational Change policies.

#### Membership of Panel

4

Head of HR – Employee Relations
Recruitment Manager
HR Managers X2
Unit General Manager (primary care)
Service Manager (acute)
Associate Director of Nursing (primary care)
Associate Director of Nursing (acute)
Organisational Development Manager
Assistant Health Records Manager
5 staff side representatives
<u>In attendance:</u> Recruitment Advisor

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Additional members may attend to provide specialist input or advice, as required.

### **Meetings**

5. The panel will meet weekly and a note of the meeting, including details of both matched and unmatched posts will be kept by the Recruitment Advisor, HR Recruitment.

### **Governance**

6. The Redeployment panel will report to the Human Resources Forum (HRF) and a bi-annual written report will be submitted to the HRF.

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### **Legal Framework**

There is no legal definition of redeployment. However, there are legal obligations placed upon employers where employees are displaced from their role.

The purpose of this section is to provide the legal context against which this PIN policy has been developed and to provide a source of reference to Boards where questions arise on areas not covered within the PIN policy. It should be noted, however, that the PIN exceeds minimum legal requirements in a number of respects.

Managers must always seek HR advice when addressing redeployment issues, where necessary and appropriate, to ensure compliance with current employment legislation and the Board's local policy developed in line with this PIN policy.

#### Employment Rights Act (1996) s.98(4)

The Act states that, where the reason for a dismissal falls under one of those permitted under the Act, 'the determination of the question whether the dismissal is fair or unfair (having regard to the reason shown by the employer) depends on whether in the circumstances (including the size and administrative resources of the employer's undertaking) the employer acted reasonably or unreasonably in treating it as a sufficient reason for dismissing the employee'.

In undertaking this test of reasonableness, an employment tribunal is likely to look at whether or not an employer has explored suitable alternative employment opportunities before reaching a decision to dismiss.

#### Employment Rights Act (1996) s.141

While the Act sets out the conditions surrounding 'suitable alternative employment' in cases of redundancy, those detailed below will also apply in an NHSScotland context in which individuals are displaced from their job as a result of organisational change.

The Act states that for a dismissal to be fair, an employer must offer any suitable alternative job to an employee to avoid their redundancy.

Whether a position is suitable depends on:

- The terms of the job being offered;
- The employee's skills, abilities and circumstances;
- The pay (including benefits), status, hours and location of the job.

The test of what is 'suitable alternative employment' is assessed objectively. However, whether it is reasonable for the employee to reject it is assessed subjectively (considering the individual's personal circumstances). Factors to be taken into consideration include pay, loss of status, loss of fringe benefits, place of work, general terms and conditions, job prospects and job content. An employee who unreasonably refuses the offer of a suitable alternative may forfeit their right to a statutory redundancy payment.

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The employee is entitled to a statutory trial period of four weeks in the new job to decide if the alternative post offered is suitable. Any agreement for a longer trial period in order to facilitate retraining must be made in advance and in writing, specifying the date on which the period of retraining ends and the terms and conditions of employment which will apply in the employee's case after the end of that period.

The employee may:

- Decide that the new job is suitable and remain in the position beyond the end of the trial date;
- Decide that the new job is not suitable and give notice during the trial period. Where the employee is able to justify the unsuitability of the position, this would preserve the employee's right to a redundancy payment under the Act.

### Equality Act 2010

The Equality and Human Rights Commission Statutory Code of Practice on Employment which accompanies the Act requires that, during a redundancy exercise, if alternative vacancies exist within the employer's organisation, these should be offered to potentially redundant employees using criteria which do not unlawfully discriminate (either in design or application). As above, this condition equally applies in an NHSScotland context in situations where someone has been displaced from their job as a result of organisational change, or is displaced for another reason covered by this PIN.

In cases where an individual is displaced as a result of capability, and where that individual has a disability as defined within the Act, the Code states that, where no reasonable adjustment would enable them to continue doing their current job, an employer should consider whether a suitable alternative post is available for them. Such a post might also involve retraining or other reasonable adjustments such as equipment for the new post and may be to a post of either the same or differing grade.

Further information is set out within the Embracing Equality, Diversity and Human Rights in NHSScotland PIN Policy.

The relevant legislation covering those displaced as a result of the non-renewal of a fixed-term contract upon expiry is set out within the Use of Fixed-Term Contracts within NHSScotland PIN Policy. However, it should be noted that, while a legal obligation to explore suitable alternative employment only exists in circumstances where such non-renewal meets the legal definition of redundancy, this policy goes beyond the legislation requiring that suitable alternative employment opportunities are explored in all instances of non-renewal of a fixed-term contract upon expiry.

## Redeployment Referral Form

This referral comes in two parts and should be completed by the redeployee and manager.

**Part One** to be completed and the information to be retained by Employee Relations. All redeployment referrals require evidence of the steps taken to address the situation within the Service, as well as Employee Relations agreement. Completed forms should be submitted by the manager via HR Service Now.

**Part Two** replaces the application form and this will be sent to the manager for all posts applied for. Please complete this in full.

On receipt of this referral, the individual will be added to the redeployment register and start actively seeking alternative posts, with a basic skills match to the information submitted in Part Two.

### PART ONE TO BE COMPLETED BY STAFF MEMBER AND DISCUSSED WITH CURRENT MANAGER

#### Section A

General Information	
Employee Name:	Date of Birth:
Address:	
Home Telephone:	Work Telephone:
	Mobile Telephone:
Email Address (required as primary contact method):	

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<u>Eligibility to work in the UK:</u> Do you need a work permit to take up this post? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:		
Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If no provide full details:		
Do you have a work permit in your current post? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, expiry date:		
Referring Manager:		Tel:
Alternative manager contact for duration of placement if required:		
ER Practitioner: Email address: _____		Tel:
<b>Details of Post from which Redeployed/Current Post</b>		
Job Title:		Grade:
		Current Salary (Required for Payforms):
Location (site) and Department:		
Hours:	No. of Days:	Shift Pattern:

## REDEPLOYMENT POLICY

ARE YOU CURRENTLY WORKING IN THIS POST? Yes ☐ No ☐

**If yes**, are you likely to be in this post throughout the redeployment process, or when is the expected end date of this post?

**If no**, what is your current situation / where are you currently working? (e.g. are you returning from a secondment / are you carrying out alternative work until a suitable redeployment post is found?)

If your circumstances change during their time on the redeployment register e.g. long term sickness, the Redeployment Team must be notified.

Have you previous been a redeployee? Yes ☐ No ☐

If yes, please give details:

Are you in receipt of historical pay protection? If yes, your manager must ensure that Payroll are notified of any changes to this.

How do you rate your current IT skills? (refer to IT Skills Self Assessment)

Very Good ☐ Good ☐ Basic ☐ No Experience ☐

At this stage your manager could also consider additional training and development that could be offered to you, such as administrative duties within your own area if you don't have basic admin skills and may need to consider admin and clerical roles whilst on the redeployment register. Courses that are available on LearnPro could also be considered to widen the scope of suitable posts you could apply for.

## REDEPLOYMENT POLICY

Redeployment Placement Information										
Hours/Shifts able to work:		Hours/shifts cannot work:								
<p><b>For the purpose of redeployment are you able to increase/reduce hours and what hours are you able to consider*?</b></p> <p>Minimum: _____ Maximum: _____</p> <p>If reducing hours, please note that there is no pay protection in relation to this.</p> <p>For the purpose of redeployment are you able to consider a lower grade*? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>*(Please note – there is likely impact on pay unless entitled to ‘no detriment’)</p>										
<p><b>Do you have a driving licence?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Do you have access to a car?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>How do you currently travel to work?</b></p>								
<p><b>Manager to complete:</b></p> <p>Below is a list of categories for Redeployment. Please mark the relevant box:</p> <table border="1"> <tbody> <tr> <td> <input type="checkbox"/> Employees being redeployed on the grounds of ill health  <input type="checkbox"/> Break down in working relationships  <input type="checkbox"/> End of Career Break </td> <td>Go to Section 1.B</td> </tr> <tr> <td> <input type="checkbox"/> Employees affected by organisational change </td> <td>Go to Section 1.C</td> </tr> <tr> <td> <input type="checkbox"/> Expiry of fixed-term contract and eligible for redundancy payment if no suitable alternative employment obtained (employee has had more than 104 weeks’ continuous service)  <input type="checkbox"/> Employees affected by expiry of fixed-term contracts which do NOT involve redundancy </td> <td>Go to Section 1.D</td> </tr> <tr> <td> <input type="checkbox"/> Employees who have been/are currently subject to capability proceedings </td> <td>Go to Section 1.E</td> </tr> </tbody> </table>			<input type="checkbox"/> Employees being redeployed on the grounds of ill health <input type="checkbox"/> Break down in working relationships <input type="checkbox"/> End of Career Break	Go to Section 1.B	<input type="checkbox"/> Employees affected by organisational change	Go to Section 1.C	<input type="checkbox"/> Expiry of fixed-term contract and eligible for redundancy payment if no suitable alternative employment obtained (employee has had more than 104 weeks’ continuous service) <input type="checkbox"/> Employees affected by expiry of fixed-term contracts which do NOT involve redundancy	Go to Section 1.D	<input type="checkbox"/> Employees who have been/are currently subject to capability proceedings	Go to Section 1.E
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## REDEPLOYMENT POLICY

### **PART B**

<b>DISPLACEMENT</b>
Date Employee Displaced:
What is the change?
Previous dates met with:
List of any posts already considered and why they were not accepted:

### **PART C**

<b>ILL-HEALTH (PERMANENTLY UNFIT FOR CURRENT POST)</b>
Is the employee at work? YES/NO
If no, when did the absence start:
What is the nature of the illness:
Have adjustments to the current role been explored? YES/NO
If yes, please list the adjustments:
If no, please list why not:
Have Occupational Health been engaged? YES/NO
Have Occupational Health advised that the staff member is permanently unfit for their current post? YES/NO
Advice from Occupational Health on functional ability, restrictions/modifications and limitations

## REDEPLOYMENT POLICY

If posts considered and not accepted list why:

### **SECTION D**

#### **CAPABILITY**

Are there restrictions placed on the staff member? YES/NO

If "Yes", for how long and do the restrictions impact what they can do in another area?

Have Occupational Health been engaged? YES/NO

If yes, advice from Occupational Health on suitable types of roles/duties:

Is this a permanent move required? YES/NO

If posts considered and not accepted list why:

### **PART E**

#### **End of Fixed Term Contract**

When did the staff members fixed term contract start:

When is the staff members fixed term contract due to end:

Does the staff member have more than 2 year's continuous service within the NHS?

If posts considered and not accepted list why:

## PART TWO

### Profile Form

This form must be completed by the employee prior to their referral onto the redeployment register and should be returned with Part One of the referral form.

**For redeployment purposes this form will be sent to recruiting managers and will be used for all posts applied for so it is important that you provide as much information as possible regarding your skills and experience.**

General Information		
Employee Name:		Known As:
Email Address ( <b>required as primary contact method</b> ):		
Home Telephone:	Work Telephone:	
	Mobile Telephone:	
QUALIFICATIONS		
Subject	Type of Qualification e.g. Higher, BSc	Grade Achieved

## REDEPLOYMENT POLICY

DETAILS OF CURRENT POST	
Job Title:	Grade:
Location (site) and Department:	
Summary of Duties:	
EMPLOYMENT HISTORY	
Employer	Job Title

## REDEPLOYMENT POLICY

### Skills/Experience

Training/Certificates e.g. TRAK, manual handling, food hygiene:

Computer Skills e.g. Microsoft Word, Excel, PowerPoint, Outlook, in-house systems:

Other Skills:

Any Other Supporting Information:

### Data Protection Act Legislation

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lanarkshire Staff Privacy Notice, found at [Staff Data Protection Notice | NHS Lanarkshire \(scot.nhs.uk\)](https://www.scot.nhs.uk/staff-data-protection-notice).

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

I confirm that the information provided is accurate to the best of my knowledge and understand this information will be used to determine suitability for vacancies. I am aware the restrictions detailed may have an impact on my designation, banding, pay or future employment. Staff should seek advice from SPPA regarding any possible pension implications.

*By signing this form you are agreeing to being placed onto redeployment and that the information provided will be shared with the redeployment panel and the manager of any potential suitable matched posts. This information will be used to allow the panel to take into account experience, restrictions and/or modifications you may require, when considering any potential alternative posts. Please be assured no detailed medical information will be forwarded to the panel and only a summary of restrictions/modifications.*

Employee signature

Date