## REDEPLOYMENT POLICY

<table>
<thead>
<tr>
<th>Author:</th>
<th>Head of HR – Policy &amp; Governance</th>
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</thead>
<tbody>
<tr>
<td>Responsible Lead Executive Director:</td>
<td>Human Resources Director</td>
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<tr>
<td>Endorsing Body:</td>
<td>Human Resources Forum</td>
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<tr>
<td>Governance or Assurance Committee:</td>
<td>Staff Governance Committee</td>
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<tr>
<td>Implementation Date:</td>
<td>July 2015</td>
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<tr>
<td>Version Number:</td>
<td>3</td>
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<td>Review Date:</td>
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<tr>
<td>Responsible Person</td>
<td>Head of HR – Policy &amp; Governance</td>
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REDEPLOYMENT POLICY

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## CONSULTATION AND DISTRIBUTION RECORD

| Contributing Author / Authors |  
|-------------------------------|---------------------------------
| • Ruth Hibbert – Head HR - Policy & Governance |

| Consultation Process / Stakeholders: |  
|--------------------------------------|----------------------------------
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| • Christine Jack – Operational Manager | • Cathy McGinty - Unison |
| • Cathy McGinty - Unison | • Christine Jack – Operational Manager |

| Distribution: |  
|----------------|----------------------------------
| • NHSL Intranet: Firstport |

## CHANGE RECORD

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<td>24/7/12</td>
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<td>GDPR statement added into section 3 and updated name of Data Protection Act</td>
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REDEPLOYMENT POLICY

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, Management of Sickness Absence and Capability. These can be accessed via Firstport’s home page, under Staff Support Services [http://firstport/default.aspx](http://firstport/default.aspx)

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**  
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;
REDEPLOYMENT POLICY

• 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;

• 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
REDEPLOYMENT POLICY

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:

- 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.
REDEPLOYMENT POLICY

The Redeployment Referral Form (appendix 3) will be completed by the displaced employee and the appropriate HR advisor and submitted to the redeployment team. 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.

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.
REDEPLOYMENT POLICY

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 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 i.e; 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**
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](http://www.sppa.gov.uk)

5. **ROLES AND RESPONSIBILITIES**

5.1 **Line Manager**
To be responsible, where designated, for managing staff who are displaced.
REDEPLOYMENT POLICY

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

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 HR representative.

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.
REDEPLOYMENT POLICY

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

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 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.
REDEPLOYMENT POLICY

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.

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 EDIA  
(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.
REDEPLOYMENT POLICY

- 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.
- 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 policies on Organisational Change, Sicknes 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 POLICY

Appendix 1

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

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<tr>
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<td>Unit General Manager (primary care)</td>
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REDEPLOYMENT POLICY

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<th>Assistant Health Records Manager</th>
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<td>5 staff side representatives</td>
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In attendance: Recruitment Advisor

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.
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...
REDEPLOYMENT POLICY

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.

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.
To help the process of your redeployment please complete sections 1 - 3 below as accurately as possible. The completed form should be taken along to your meeting with your HR Advisor.

Your HR Advisor will complete section 4 and pass the completed form to the Redeployment team within HR who will add your details to the redeployment register and contact you direct via letter.

**SECTION 1**

**General Information**

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<td>Mobile:</td>
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<td>Email Address:</td>
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How do you currently travel to work? Car ☐ Public transport ☐

Other ☐ please specify

Do you have a current driving licence? Yes ☐ No ☐

Please specify if you have any restrictions with travelling throughout NHSL.

Are you a member of a trade union? Yes ☐ No ☐
## REDEPLOYMENT POLICY

If Yes, please provide details

### Details of Substantive Post

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| Permanent? | Yes ☐        | No ☐        |
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<th>Location (site) and Department:</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Contracted Hours:</th>
<th>Contracted no. of Days:</th>
<th>Contracted Shift Pattern:</th>
</tr>
</thead>
<tbody>
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</table>

Do you have a work permit in your current post?  
If Yes, expiry date:

Do you currently hold Mental Health Officer Status (MHO)?

Line Manager:  
Tel No.

HR Contact:  
Tel No.

Do you currently have any secondary employment?

If yes, what is your shift pattern?
REDEPLOYMENT POLICY

Are you currently working in your substantive post?  
Yes ☐  No ☐

If not currently working in your substantive post please give details of your current position.

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

No, what is your current situation / where are you currently working?
(E.g. are you returning from a secondment, are you working in a lower band, supernumery or a post that attracts less shift enhancement?)

Have you previously been a redeployee?  
Yes ☐  No ☐

If yes, please give details (reason for redeployment, period of redeployment etc):
### SECTION 2

**Vacancy Matching Information**

Development opportunities - *Are there any areas where development of skill(s) would support in redeployment to an alternative role? For e.g. management skills training, admin/IT skills, patient care?*

From the list below, please tick which computer packages / systems you regularly use in your current job indicating how you would rate these skills.

<table>
<thead>
<tr>
<th>Basic</th>
<th>Intermediate</th>
<th>Advanced</th>
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</thead>
<tbody>
<tr>
<td>Excel</td>
<td></td>
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<tr>
<td>Word</td>
<td></td>
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<tr>
<td>eMail</td>
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<tr>
<td>Powerpoint</td>
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<tr>
<td>Midis</td>
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<tr>
<td>Pecos</td>
<td></td>
<td></td>
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<tr>
<td>Trakcare</td>
<td></td>
<td></td>
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<tr>
<td>Typing skills</td>
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</table>

Other packages / systems used *(Please specify)*

Please tick here if you have not used any computer packages •

Would you consider an increase/reduction in hours?  
Yes □  No □

Minimum hours:  
Maximum hours:

Would you consider a lower band?*  
Yes □  No □

*Please note – there may be an impact on your pay as a result of redeployment. Please ensure that you read and understand the implications for your pay which are detailed at section 5 of the Redeployment Policy.*

Any additional information.
## SECTION 3

Redeployment condensed application form
(To be completed by Redeployee and used for interviewing/meeting purposes by recruiting manager)

### Employee Name:

#### Qualifications:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type of Qualification</th>
<th>Grade</th>
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<tbody>
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#### Qualifications working towards:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type of Qualification</th>
<th>Expected completion date</th>
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**Membership of professional/regulatory body:**

<table>
<thead>
<tr>
<th>Full Name of Organisation</th>
<th>Registration Number</th>
<th>Renewal Date</th>
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### PRESENT POST

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Grade:</th>
<th>Date of starting Grade:</th>
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**Role purpose / summary of responsibilities** (Continue on a separate sheet if necessary)
## Employment History

List your most recent job first then work down page.

<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Employer</th>
<th>Dates (from)</th>
<th>Dates (to)</th>
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Please tell us your personal qualities, skills and attributes, experience and any major achievements.

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 future employment.
To be completed by HR Representative:

The following topics were discussed and explained during the redeployment meeting:

- Protection Arrangements
  - Yes [ ] No [ ]
- Flexibility requirements
  - Yes [ ] No [ ]
- Current & future potential options
  - Yes [ ] No [ ]
- Responsibilities of the redeployee
  - Yes [ ] No [ ]
- Timescales/Review periods
  - Yes [ ] No [ ]

Reason for Redeployment:

- Organisational change
  - [ ]
- Expiry of fixed term contract
  - [ ]
- Capability (performance)
  - [ ]
- Ill health
  - [ ]
- Irreconcilable breakdown in working relationships
  - [ ]
- Returning from a career break/secondment
  - [ ]

Does the reason above entitle the employee to no detriment/protection?  Yes [ ] No [ ]
Please provide more detail to enable the panel to match to appropriate posts.

If being placed on the register for capability (performance) please specify type of posts which may be suitable, grade, discipline and any limitations e.g. non managerial roles.

Does the individual have any physical restrictions?

Is the redeployee currently being monitored/managed under the performance/absence policy?

Employee signature

Date

HR Advisor signature

Date