



## Redeployment Policy and Procedure

### Introduction

West Oxfordshire District Council ('the Council') prides itself on being an employer of choice. With an incredibly varied role in delivering the very best for our residents, communities and businesses, our employees are committed and really make a difference. In return we seek to support and empower our employees, to give their best.

There may be circumstances due to various reasons which could result in an employee being redeployed within the council. It is important for both the Council and the employee to have a clear understanding about the process that will apply in such situations. The Redeployment Policy and Procedure ('the Policy') will be used in all cases of redeployment and as such will have to be read in conjunction with other related employment policies.

### Definition of Redeployment

Redeployment is the process in which alternative employment within the Council is sought for an employee.

### The Council's Responsibilities:

- Ensure that full consultation takes place with the employee and the staff side (where appropriate) as soon as redeployment becomes a possibility.
- Where possible secure reasonable suitable alternative job opportunities taking into account the employees' relevant skills, abilities, pay and status. The Recruitment Team (Join Us) will hold a redeployment list.
- Ensure that relevant retraining, a trial period in a new position and appropriate support are available to employees who are being redeployed.
- Provide pay protection of a period of three years where the alternative job has a lower grade.

### Redeployment Procedure

A redeployment situation may occur due to:

- Redundancy
- Organisational restructuring
- Budgetary cuts
- Capability or
- Through legal obligations under the Equality Act 2010

Please refer to the Redundancy Policy and Procedure, the Performance Improvement (Capability) Policy and Procedure, the Sickness Absence Policy and Procedure or speak to Human Resources for further details.

Where it appears unlikely from medical advice that an employee will be unable to return to their substantive role following long term sickness absence, redeployment may also be considered.

Where a redundancy situation occurs, the following procedure will be followed:

- HR, having been notified that suitable alternative employment should be sought for the employee, will meet with the employee to determine where their skills, abilities and experience lie. During this meeting the preferences the employee has regarding alternative employment will be explored. However, it is possible that not all the preferences may be met. At this stage it may be possible to identify and agree any general training as appropriate which could be of benefit.
- The employee will be placed on a redeployment list held in the Recruitment Team. The employee should also be proactive in looking at the Council Portal for any advertised vacancies that may be of interest. Before a vacancy is advertised, the Recruitment Team will check the redeployment list to see if there are any employees who meet the relevant criteria. Any vacancies arising will be assessed to see if the employee meets the relevant criteria set out in the person specification or will be capable of meeting them with appropriate support and retraining.

The role location and hours will also be taken into consideration as part of the assessment of suitability. Wherever possible the employee's preferences will be considered. Consultation with the receiving line manager will take place at this point about the possibility of redeployment. If there is more than one employee suitable, those employees who may be pregnant or taking maternity, shared parental or adoption leave should be offered the role first as they have special redundancy protection. A fair process must be followed and all candidates interviewed.

- Where a vacancy is considered by the Recruitment Team to potentially be suitable for the employee they will be contacted, and a job description and person specification will be supplied for the post. If applicable they should apply for the position via the Portal. If, after discussion by the Recruitment Team with the employee, it is decided the post is not suitable then they will remain on the list and will be contacted again when another suitable vacancy arises.
- If the employee takes up the vacancy, a trial period of a minimum of 4 weeks will be undertaken to assess their suitability for the position by both the manager and the employee. This period can be extended if training is required. This period can be extended by up to 12 weeks by mutual written agreement to provide for any necessary training. While the trial period is in operation the employees' original position, where it still exists, will be frozen.
- Before the end of the trial period a joint review meeting will be held with the employee, the line manager and HR to assess the suitability of the arrangement becoming permanent.
  - If the trial period is considered successful, then the employee will be transferred to the post and a contract of employment issued. Any further training needs will be agreed in consultation with HR.
  - If after the trial period the new position is not deemed suitable, the employee with notice, will return to their original position and be considered for future vacancies. In a redundancy situation where the original post no longer exists the employee will have the option to take a redundancy payment. If an employee unreasonably refuses the offer of alternative employment the redundancy payment will be withheld.

Please see Redundancy Policy and Procedure.

### Manager's Responsibilities

- Ensure that all applications from any redeployees are fully considered and where they meet the essential criteria they are guaranteed an interview

- Whilst there is no obligation to create a role in order to redeploy an employee, where a vacancy exists redeployment should be considered.
- Where the redeployee is in a redundancy situation, there have a statutory right to a 4 week trial period so the manager needs to determine if the post is suitable.
- To provide the relevant training and support to a redeployee and reviewing their performance against set objectives.

### Employee's Responsibilities

- An employee is expected to be committed to try and secure suitable employment.
- If an employee thinks the job is not suitable the employee needs to detail in writing why this is the case.
- The employee can access a range of support services including Human Resources and the Employee Assistance Programme which provides confidential help, support and counselling.

### HR's Responsibilities

- Support the manager when they are considering applications from any redeployees and where the redeployees meet the essential criteria ensure they are offered an interview.
- Meet with employees to determine where their skills, abilities and experience lie and liaise with the Recruitment Team accordingly regarding employee role preferences.
- Ensure that during a trial period the manager provides any training to the redeployee that is required. Any potential extension of the trial period beyond the statutory 4 weeks period should be discussed with HR.
- Support both the employee and manager at a review meeting to assess the outcome of the trial period and ensure the relevant HR paperwork is then completed.

### Salary Protection

A post accepted on a lower grade will be eligible for salary protection and will last for a period of three years from the date of the redeployment. During the protection period they remain on their current grade and will not be entitled to the NJC yearly pay award until such time as the peer group maximum catches up with their current pay. At the end of the protection period, they will move to the maximum salary of the peer group range.

Salary protection applies in situations where the employee is redeployed to a lower graded post through the action of the Council. Where the request for redeployment is made by the employee and is not considered necessary by their line manager for operational reasons salary protection will not apply.

### Pension Contributions

Salary protection applies to basic pay only and does not extend to pension contributions, which will be calculated based on the actual salary received in the redeployed role, in accordance with the rules of the relevant pension scheme.

### Applying for a post above current grade

Employees who apply for a higher graded post compared to their current grade, will be subject to a competitive interview process where appointments will be made on merit.

## Timescales, where at risk of redundancy

At the beginning of the redeployment procedure the employee will receive a letter informing them that their position is at risk of redundancy. The redeployment procedure will continue throughout the employee's notice period. During this time the employee will remain on full pay. If after this period, no permanent transfer has been made, employment will be terminated. The employee will be informed in writing of the reason for their dismissal and may have the right to appeal if that is included in the relevant procedure.

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