# Redeployment Policy

**NO. HRP32**

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<tr>
<th>Applies to:</th>
<th>All employees within Wirral Community NHS Trust</th>
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<td>Committee for Approval</td>
<td>Education and Workforce Committee</td>
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<tr>
<td>Date of Approval:</td>
<td>21 January 2013</td>
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<tr>
<td>Name of Lead Manager</td>
<td>Jo Harvey, Director of HR and Corporate Affairs</td>
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Redeployment Policy

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### Review and Amendment Log

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1. INTRODUCTION

Wirral Community NHS Trust (WCT) recognises and values the contribution of all employees and is committed to utilising the skills and experience of our workforce to provide the best possible care for patients. It is recognised that a change in circumstances may necessitate the redeployment of employees to alternative roles and as such WCT is committed to ensuring a fair and consistent approach is applied by all parties.

1.1 Purpose

The purpose of this policy is to provide a framework to ensure that all redeployment issues are dealt with in a fair, consistent and timely manner. This policy highlights the different circumstances when an individual may be redeployed and outlines the process and procedure to be followed.

1.2 Scope of the Policy

This policy applies to all employees of WCT.

1.3 Principles and Values

- It is essential that the Redeployment Policy is adhered to throughout the redeployment process and all employees are treated fairly and consistently.

- Employees who are to be redeployed must work jointly with the Trust in seeking suitable alternative work and must not unreasonably refuse any appropriate opportunity.

- There will be support mechanisms in place for all employees affected by redeployment.

- Employees on the redeployment register will automatically be considered first for any vacant posts within the Trust at their current band or one band below their substantive post.

- Employees have the right to be consulted and represented by a trade union representative or work based colleague during the process, except at the informal interview and competitive interview stage.

- Regular meetings must take place between the line manager and employee throughout the process, to review progress, exchange information and provide support and feedback.
2. **EQUALITY IMPACT ASSESSMENT**

As part of the development of this policy, its impact on equality has been reviewed in consultation with Staff Side representatives, as well as directly with staff. The purpose of the assessment was to identify, minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious or other belief.

3. **GOOD CORPORATE CITIZEN**

Having a Redeployment Policy in place ensures that WCT utilises the skills and experiences of its workforce to provide the best possible care to patients. This policy demonstrates the commitment of WCT to support employees by having a fair, transparent and consistent redeployment process for all employees to seek alternative roles when they are unable to remain in or return to their existing post and thus reducing the need for compulsory redundancies where ever possible.

4. **DEFINITIONS**

**Redeployment** – This means an offer of suitable alternative employment for an employee.

**Suitable alternative employment** – Employment that is ‘substantially equivalent’ to the employee’s current post, taking into account, terms of pay, working hours, status, band, location and working environment. Suitable alternative employment will only be deemed appropriate where the employee secures a post at either the same band as their substantive post or one band below. Where suitable alternative employment is deemed appropriate at a lower band (one band below) then pay protection may apply.

**Redeployee** – Refers to an employee who is unable to remain or return to their existing role.

**Redeployment Register** – Refers to the list of employees for whom alternative work is being sought. The redeployment register is held by the HR Department.

**Substantive Manager** – Refers to the manager of the employee who is seeking redeployment.
5. **DUTIES (Responsibilities)**

5.1 **Chief Executive**

The Chief Executive has overarching responsibility for ensuring the content of this Policy is applied consistently and fairly across WCT.

5.2 **Trust Board**

The Board is responsible for ensuring that the policy is applied through its Chief Executive, Directors, Managers and Employees.

5.3 **Education and Workforce Committee**

The Education and Workforce Committee will be responsible for approving the policy and for receiving annual reports to provide compliance with the policy guidelines.

5.4 **Director of Human Resources and Corporate Affairs**

The Director of Human Resources and Corporate Affairs is the named officer responsible for ensuring the content of this policy is applied fairly and consistently across WCT.

The Director of Human Resources and Corporate Affairs has responsibility for monitoring compliance with this policy at the Education and Workforce Committee and to advise the Trust Board on the effectiveness of the policy in addition to recommending revisions and developments as appropriate.

5.5 **Human Resources Department**

The Human Resources Department will:

- Ensure adherence to the redeployment procedure and provide support and guidance to managers and affected staff throughout the process.
- Maintain and keep an up to date Redeployment Register.
- Arrange for the redeployee to have access to NHS restricted vacancies.
- Help identify any suitable alternative posts by ‘matching’ posts to redeployees.
- Notify both substantive managers and recruiting managers if a suitable post has been found and ensure a redeployment meeting is arranged.
- Provide advice to the redeployee, their current line manager and the potential receiving line manager throughout the redeployment process.
• Promote consistent policy application across the Trust through regular monitoring.

5.6 Divisional Manager/Head of Service

The Divisional Manager/Head of Service are responsible for overseeing the dissemination and implementation of this policy across their service.

5.7 Service Lead/Line Manager

Line managers/service leads and team leaders are responsible for:

• The dissemination of the Redeployment Policy to their team when appropriate.
• Ensuring that the Redeployment Procedure is followed for any of their team members as soon as it is identified they require redeployment.
• Notifying their HR Representative of any potential redeployment situations.
• Informing the employee of how the redeployment situation has arisen and discuss options available.
• Maintaining a record of all meetings and communications regarding the Redeployment Procedure in relation to any of their team members.
• Identifying any suitable, alternative posts available within their area prior to them being advertised.
• Supporting and encouraging the enhancement of transferable skills by training, re-training and coaching.
• Providing on going advice and support to their team members throughout the redeployment process.

5.8 Recruiting Managers

Recruiting Managers are responsible for:

• Ensuring preference is given to redeployment candidates where a skill match or potential skill match exists for any vacancy in their area.
• Liaising with HR and providing up to date information about the redeployment process to HR.
• Conducting informal interviews in line with the redeployment process
• Providing written feedback to HR on the non appointment of a redeployee. This information should include the areas were the redeployee failed to demonstrate relevant experience in relation to the requirements of the job description and person specification
• Maintaining contact with the substantive manager throughout the redeployment process.
• Support and encourage the enhancement of transferable skills by training, re-training and coaching.
• Supporting the redeployee during any trial period by meeting regularly and providing clear objectives.

5.9 Employees

Employees eligible to be redeployed are responsible for:
• Co-operating and adhering fully to the Redeployment Policy.
• Undertaking their existing role throughout the period of redeployment
• Actively looking for suitable, alternative roles.
• Completing the Employee Skills Information Form (Appendix 3) as soon as it has been issued and returning it to their line manager prior to the redeployment meeting.
• Providing detailed, prompt and accurate information throughout the redeployment process.
• Being as flexible as possible when considering alternative posts which may include considering applying for different roles, work location, developing new skills and to not unreasonably refuse a suitable alternative role.
• Being available to attend redeployment meetings and informal interviews when required.
• Participating fully in any training required.

5.10 Trade Unions

Staff representatives have a role in supporting and advising staff and providing feedback.
6. **REASONS FOR REDEPLOYMENT**

6.1 **Redeployment due to Organisational Change**

Where redeployment is as a result of employees being displaced due to organisational change, please use the Organisational Change Policy, HRP 11 in conjunction with this policy.

For any employee redeployed into a role one band below their substantive role `as a result of organisational change, pay protection will apply in line with HRP8, Pay Protection Policy. If an employee secures a post at more than one band below their substantive role then this will not be deemed as a suitable alternative and pay protection arrangements will not apply.

HR advice must be sought at an early stage in any organisational change.

6.2 **Redeployment on Ill Health Grounds**

Medical advice must be received from Occupational Health for all cases involving redeployment on ill health grounds. For any employee redeployed as a result of ill health, please use HRP 5, Managing Attendance in conjunction with this policy. Pay protection will not apply to redeployment on Ill Health grounds.

6.3 **Redeployment due to Capability/Performance Issues**

In cases of redeployment as a result of capability/performance issues, please refer to the Managing Performance Policy, HRP 24, in conjunction with this policy.

Employees redeployed as a result of capability/performance issues would only be eligible when applying for vacancies through the restricted NHS jobs sites to apply for vacancies at bands below their substantive post. Employees redeployed to a post on a lower pay band would not be entitled to pay protection.

6.4 **Redeployment Following Disciplinary Action**

At a disciplinary hearing the panel may decide as part of the sanctions available to them to redeploy any employee(s). Where this involves downgrading, employees would only be eligible when applying for vacancies through the restricted NHS jobs sites to apply for vacancies at bands below their substantive post. This may be on a permanent or temporary basis. No pay protection would apply. Please refer to HRP 1, Standards of Conduct and Disciplinary Policy.
There may be other situations where redeployment is considered as an option for a member of staff. Before proceeding down any redeployment route this must be discussed with your designated HR representative.

7. **REDEPLOYMENT PROCEDURE**

Appendix 1 contains a flowchart of the Redeployment Procedure

7.1 **Redeployment Meeting**

When redeployment is identified for an employee(s), the line manager and the HR representative will meet with the employee(s) affected. (Appendix 2 contains a sample invite letter for the Redeployment Meeting). The meeting will follow the application of the Redeployment Policy along with the relevant policy: managing attendance, organisational change, capability. The employee may wish to be accompanied at this meeting by a union representative or workplace colleague.

The employee must complete the Employee Skills Information Form, Appendix 3, identifying their skills, experience and qualifications before the meeting and provide a copy to their line manager ready for discussion.

During the meeting the Redeployment Policy and Procedure will be explained and next steps clarified. The employee must be encouraged to be proactive and identify potential redeployment opportunities and bring any vacancies in which they are interested in to the attention of their manager. A letter outlining the discussions which took place at the meeting should be sent to the employee by their line manager. (Please see Appendix 4).

The HR Department will be responsible for inputting the details from the Employee Skills Information Form on to the Redeployment Register.

7.2 **The Redeployment Register**

The Redeployment Register will contain information on the redeployees skills, experience, qualifications and basic personal information. Employees on the redeployment register will be given access to WCT restricted jobs and the North West regional restricted jobs site, which will give employees the opportunity to apply for posts which are advertised on a restricted basis.

There are 4 priorities for the redeployment of staff:-

Priority 1  – Employees being redeployed who are on maternity leave and employees on health related redeployment covered by the Equality Act.

Priority 2  – Employees displaced as a result of organisational change
Priority 3 – Employees on pay protection
Priority 4 - Employees seeking redeployment for other reasons

7.3 Vacancy Matching

The HR Department will be responsible for checking the Redeployment Register against any vacancies, to establish whether any posts are potentially suitable for any employees on the Redeployment Register. Prior consideration will be given to employees in priority one.

7.4 Match Identified

Where a potential match is identified (the employee’s skills, experience, qualifications meet the minimum requirements on the Person Specification) the HR representative will liaise with the substantive manager, who will notify the employee accordingly (Appendix 5) and seek an expression of interest.

HR will be responsible for advising the recruiting manager that there is a potential redeployment interest.

For new redeployees entering the redeployment register where the post had already been advertised, if there is a potential match the recruiting manager will be contacted for them to meet with the redeployee prior to any interviews taking place.

For all new vacancies, the redeployment register will be reviewed and where there are any potential matches the post will be ring fenced until the employee(s) interest is established.

Where an employee(s) expresses an interest in a vacancy, their completed Employees Skills Information Form (Appendix 3) will be forwarded to the recruiting manager to review against the vacancy and an informal interview will take place.

Where there is more than one employee in the priority group interested in the vacancy, competitive interviews will take place.

7.5 Informal Interview

Where only one candidate expresses an interest in a vacancy the recruiting manager will meet to discuss the role in greater detail and identify whether the employees skills, knowledge and abilities match the essential criteria of the Person Specification and explore any limitations, any reasonable adjustments, which can include training, and the ability to work at different locations and/or different hours. The recruiting manager will be responsible for notifying the
candidate that they are invited to an informal interview. An informal interview will normally be on a one to one basis, however there may be some instances where the recruiting manager will be supported by another panel member (maximum of 2 panel members)

Where testing is required as part of the normal recruitment process, the redeployee would ordinarily be expected to undertake the tests. If the redeployee is successful at interview and any subsequent tests or it is recognised that minimal training is required a trial period will be agreed. A letter confirming this to the employee would be provided. (Appendix 7).

Occupational Health advice may be sought to establish whether a post offered through redeployment on the grounds of ill health is suitable for an employee and whether any adjustments should be considered.

7.6 More Than One Expression Of Interest In A Vacancy (Competitive Interview Process)

Employees will be given preference to vacancies based on the priority levels as detailed in 7.2. Where there is more than one employee in the priority group interested in the vacancy, competitive interviews will take place.

Recruiting managers would be responsible for shortlisting any employees on the redeployment register who have submitted an expression of interest for the post, based on the employees skills, experience and qualifications meeting the minimum requirements of the person specification (The Employees Skills Information Form and expression of interest would be used).

The redeployment process does not preclude the employee from applying for any posts via the normal recruitment at any stage.

7.7 Redeployment Option Declined/No Match Identified

If employees do not express an interest in the vacancy the HR representative will discuss the implications of the redeployee’s decision with them. This will be confirmed in writing to the employee. Please see Section 9. – Suitable Alternative Post.

Recruiting managers who choose not to offer a trial period must provide substantiated and reasonable evidence for non-appointment. The reasons for non-appointment will be provided in writing by the recruiting manager to the individual and the HR Department who will record the reasons on the Redeployment Register. (Appendix 6)
7.8 **Trial period**

The trial period will be for a minimum of 4 weeks. Under exceptional circumstances and in agreement with the recruiting manager and the HR representative there may be the potential for this trial period to be extended. Any extension to a trial period may be agreed before commencement to post or may be identified during the 4 week trial period.

The recruiting manager should set out and agree clear, achievable objectives with the employee at the beginning of the trial period so that progress can be monitored by all parties. The terms of the trial period will be confirmed in writing to the employee prior to the commencement of the trial. In all cases, the employee will remain employed on his or her substantive terms and conditions of employment throughout the duration of the trial period.

The recruiting manager and the employee should meet regularly throughout the trial period to review progress against the objectives, support provided and any agreed training. This should be documented.

If during the trial period either the employee or manager identify that the new post is unsuitable both parties should meet to explore the issues which will need to be discussed in more detail with HR. If the reasons are considered reasonable then the employee will be reconsidered for a further redeployment opportunity. This will be provided in writing to the employee (Appendix 9).

At the end of the trial all parties will meet to review the situation. Where the trial has been successful, any appropriate NHS employment checks will be undertaken and then the decision will be taken to permanently redeploy the member of staff into the substantive post. This will be provided in writing to the employee (Appendix 8). The employee will be removed from the Redeployment Register.

Where as a result of organisational change an employee has been redeployed to a post at a band below their substantive post, in line with the Organisational Change Policy HRP 11, they will remain on the Redeployment Register, Priority 3.

If the post is for fewer hours than the employee’s substantive post, the employee will remain on the ‘Redeployment Register, Priority 3’ to identify vacancies for the remaining number of hours. A record of the redeployment process will be completed by the HR Department (Appendix 10).
8. TIMESCALES FOR REDEPLOYMENT

It is anticipated that employees will have been successfully matched and redeployed and commenced a trial period within a 3 month period from the date of being referred to the Redeployment Register. All employees on the Redeployment Register will be reviewed on a case by case basis to determine appropriate support and next steps.

9. SUITABLE ALTERNATIVE POST

WCT will make all reasonable attempts to identify a suitable redeployment opportunity for any employees who are identified for redeployment.

Employees who are to be redeployed must work jointly with WCT in seeking suitable alternative work and must not unreasonably refuse any appropriate opportunity. Where an employee who is at risk of redundancy unreasonably refuses an offer of a suitable alternative post, or fails to apply for suitable alternative posts within WCT, then he or she will be deemed to have refused suitable alternative employment, which may jeopardise his or her entitlement to occupational redundancy payments.

Employees who seek redeployment through not being able to adapt to the changes of a re-organisation for example a change in hours, where there is a substantive role available will not be entitled to redundancy payments.

A suitable alternative post will be defined in terms of pay, working hours, status, grade, location and working environment. In considering whether a post is deemed as a suitable alternative, consideration should be made to the personal circumstances of the employee, although employees will be expected to show flexibility by adapting their domestic arrangements where possible.

Any employees who have been on the Redeployment Register for more than 3 months will be reviewed by the HR Department on an individual basis to determine what action should be taken in relation to their continued employment.

10. CONCLUSION OF EMPLOYMENT

At the start of the redeployment process, employees will be advised that they must work jointly with WCT in seeking suitable alternative work and must not unreasonably refuse any appropriate opportunities. WCT will make all reasonable attempts to identify suitable redeployment opportunities however employees will be advised that in exceptional circumstances a potential outcome of this process is the conclusion of employment.
11. PAY PROTECTION

In line with the Pay Protection Policy, HRP8 in circumstances where an employee is adversely affected by organisational change there will be arrangements for protecting pay and conditions of service for employees who secure an alternative role one band below their substantive post as an alternative to redundancy.

For employees requiring redeployment for any other reason, no protection of pay will be afforded.

The implications of this should be fully explained to the employee at the start of the process.

12. TRAINING/SUPPORT

Many employees may require additional support during times of change and therefore support can be obtained from the employees' line manager, TU representative, designated HR representative and PAM Assist. In addition individual counselling may be offered to affected employees via PAM Assist, which is a free counselling service available to all WCT employees.

Where it is appropriate, employees will be given training to help them undertake any new roles and responsibilities.

13. APPEALS PROCEDURE

Any employee who feels they have been treated unfairly during the redeployment process or can demonstrate that the procedure has not been properly followed has a right of appeal. The appeal should be sent to the Director of HR and Corporate Affairs stating the grounds for appeal. The appeal will be considered by an appropriate Head of Service/Divisional Manager with the support of an HR representative.

Employees will only have the right of one appeal and the decision of the Appeal Hearing Manager will be final.

The Policy for Individual and Collective Grievances will not apply to circumstances covered under this policy.

14. PROCESS FOR MONITORING EFFECTIVE IMPLEMENTATION

The effective implementation of this policy will be monitored by the Director of HR & Corporate Affairs and the HR Policy Review Group who have delegated responsibility from the Education and Workforce Committee.
The policy will be reviewed on an annual basis by the HR Policy Review Group through reports from the Recruitment Team, HR Business Partners, line managers and feedback from staff.

15. OTHER RELEVANT PROCEDURAL DOCUMENTS

HRP 1  Standards of Conduct and Disciplinary Procedure
HRP5  Managing Attendance Policy and Procedure
HRP 8  Pay Protection Policy
HRP 11 Organisational Change Policy
HRP 24 Managing Performance Policy
Appendix 1 – Redeployment Flowchart

1. Employee completes skills Information Form
2. Redeployment meeting takes place
3. Letter sent to employee outlining the discussions that have taken place
4. Employees details from skills information form are input onto the Redeployment Register by the HR department

Employee is given access to restricted NHS Jobs. For employees redeployed as a result of capability / disciplinary they will only be eligible to apply for vacancies through restricted NHS jobs at bands below their substantive post.

Recruitment team review any live vacancies against redeployment register to see if any potential matches exist. If a potential match exists, Recruitment team notify HRBP who liaises with substantive manager to encourage employee to submit an expression of interest in.

Vacancy received into HR
Redeployment register to be checked for suitable candidates who may meet minimum requirements of person specification AND priorities as follows:

- Employees who are on maternity leave
- Health related redeployment covered by the Equality Act

Recruitment and ESR team to contact relevant HRBP if individual is identified to liaise with substantive Manager and Recruiting Manager to establish whether role is a suitable alternative

If there is more than one candidate on maternity leave / more than one candidate covered by Equality Act who meets the minimum requirements of person specification, competitive interviews will take place

If there is only one candidate on maternity leave / covered by Equality Act who meets the minimum criteria, if post is considered suitable alternative then an informal interview should be held with the Recruiting Manager and the employee to discuss the role / expectations and working arrangements

If post not considered a suitable alternative then vacancy can proceed to restricted advert for one week by way of individual access to NHS jobs

Shortlist based on the ability to meet minimum requirements of person specification AND prioritise as follow:

Priority 2: Displaced staff as result of organisational change / other reasons
Priority 3: Those on pay protection
Priority 4: Employees seeking redeployment for other reasons

Recruiting Manager to inform candidates whether they meet person specification / job description and can proceed to informal interview

Proceed to informal interview

Recruiting Manager to inform all candidates whether they were successful / unsuccessful

Offered trial period

If employee refuses the post / role, the employee must be informed that they are putting their employment at risk and that this could / may affect any rights (if entitled) to redundancy payments

Match exists

If employee refuses the post / role, the employee must be informed that they are putting their employment at risk and that this could / may affect any rights (if entitled) to redundancy payments

Trial successful

Confirm appointment

Trial unsuccessful

Candidate returns to the Redeployment Register
Appendix 2 - Sample Letter - Invite to Redeployment Meeting

PRIVATE & CONFIDENTIAL

Name
Address
Postcode
(Day-Date-year)

Dear (name)

RE: Redeployment Meeting

Further to our discussions on (insert date), I would like to invite you to attend a redeployment meeting in line with the Redeployment Policy, HRP 32.

The meeting has been arranged for (day-date-year) at (time) in (venue), (location) and will be conducted by myself (insert job title),

The purpose of this meeting is to discuss the redeployment process with you and explain your role and responsibilities within this and confirm next steps.

I have enclosed a copy of the Redeployment Policy, HRP 32 for your information. Please could you complete the Employee Skills Information Form in Appendix 3 and provide me with a copy by (insert date).

Please can you confirm your attendance at this meeting to me by (insert date).

In the meantime, should you have any queries in relation to this, please do not hesitate to contact me.

Yours sincerely

Name
Job title

Enc: Redeployment Policy

cc: HR, file
Appendix 3 – Employee Skills Information Form

Employees Skills Information Form
To be completed by the employee

Personal Details of Employee Seeking Redeployment

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<th>Date applied for Redeployment:</th>
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<tbody>
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</table>

Educational Qualifications:
These can include degrees, higher degrees, diplomas, NVQs, GCSEs, etc

<table>
<thead>
<tr>
<th>Level of Qualification</th>
<th>Subject</th>
<th>Grade</th>
<th>Institution</th>
<th>Date Awarded</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Professional Qualifications/Memberships

<table>
<thead>
<tr>
<th>Type / Level of Membership</th>
<th>Awarding Institution / body</th>
<th>Date Awarded</th>
<th>Renew Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Transferable / Key skills

Highlight the range of skills you have with examples where possible, which could be used in a new position for example, administrative skills, organisational, interpersonal, communication, research, training etc.

Continue on another sheet if necessary.

Experience

<table>
<thead>
<tr>
<th>Date: From/ To</th>
<th>Organisation</th>
<th>Job Title</th>
<th>Outline of Job Responsibilities</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Other / Additional Information

Please state the reason for your redeployment
Personal Restrictions

<table>
<thead>
<tr>
<th>Personal Restrictions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours/days</td>
<td></td>
</tr>
<tr>
<td>Training required / identified</td>
<td></td>
</tr>
<tr>
<td>Types of posts sought</td>
<td></td>
</tr>
<tr>
<td>Any additional comments</td>
<td></td>
</tr>
</tbody>
</table>

Declaration

*By submission of my completed Employee Skills Information I confirm that to the best of my knowledge the information I have provided above is true and accurate. I understand that any false declaration may lead to disciplinary action including dismissal or withdrawal of redeployment offer. I confirm that I give permission for this information to be processed in line with the Data Protection Act.*

Employee’s signature ___________________________ Date __________________

Please print name ______________________________________________________

Manager’s signature ___________________________ Date __________________

HR signature ________________________________ Date __________________

Date of redeployment discussion ________________________________

Redeployment review date ________________________________

Copy to be provided to the employee. Please send this form to the HR Department.
Please note this form will be provided to the recruiting manager for any posts where an interest is expressed in a vacancy.

To be completed by Human Resources

<table>
<thead>
<tr>
<th>Name of HRBP</th>
<th>Date form received</th>
<th>Suitable Band</th>
<th>Date entered onto redeployment register</th>
<th>Date to be reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix 4 – Sample Letter - Outcome of Redeployment Meeting

PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear (name)

Re: Outcome of redeployment meeting

At the redeployment meeting you attended on (day, date, year) with myself (job title) we discussed the redeployment process and clarified your role and responsibilities within this process.

At the meeting it was discussed and agreed (insert what was discussed and agreed at the meeting, along with the reasons for redeployment). (If relevant detail Occupational Health advice such as restrictions).

I confirm that at the meeting you advised that you wished to be redeployed and placed on the redeployment register. I explained that the redeployment process would commence from (day, date, year). Wirral Community NHS Trust will work with you to help identify suitable alternative positions at (insert band). You should regularly review NHS jobs and notify me of any posts you are interested in.

As discussed at the meeting, you are required to proactively look for alternative roles and must not unreasonably refuse any appropriate opportunity. Wirral Community NHS Trust will make all reasonable attempts to identify suitable redeployment opportunities, however a potential outcome of this process may be the conclusion of your employment.

A follow up meeting has been arranged for (day, date, year) with myself (job title) to review progress.

If you have any queries regarding any of the above or would like to discuss further, please do not hesitate to contact me.

Yours sincerely

Name

Job Title

cc: HR, File
Appendix 5 – Expression of Interest Letter (Line Manager to complete and send out)
(Send two copies of this letter to the employee – one for them to return).

PRIVATE AND CONFIDENTIAL

Name
Address
Postcode
Date

Dear (name)

RE: Expression of Interest

Please find enclosed the Job Description and Person Specification for the position of (Post Title).

This post has been identified as matching your requirements according to the details held on the redeployment register.

Please could you let me know on (insert telephone number) by (day,date,year) if you would like to be considered for this position. If you do not respond by this date, we will assume that you are not interested in pursuing this further and this will be recorded as such. The post will then be advertised and you will no longer have preferential consideration for this post. You may still apply through the normal recruitment process if you wish to.

Please return a copy of this letter to the HR Department by (day,date,year).

Yours sincerely

Name
Title

cc: HR, file

*Delete as appropriate

I do/do not wish to be considered for the post of (Post Title), (reference number).

Signed …………………………………………………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………………………………………

Reason if not considering the post

……………………………………………………………………………………………………………………………………………………………………
Appendix 6 – Sample Letter – Unsuccessful at informal interview/Trial period not offered

PRIVATE & CONFIDENTIAL

Name

Address

Postcode

Date

Dear (name)

RE: Outcome of informal interview for the role of (insert role title)

Further to the informal interview for the role of (insert role) you attended on (day, date, year) at (insert time) with (insert Recruiting Managers name and job title) I regret to inform you that on this occasion I am unable to appoint you to this role.

The reason(s) I am unable to offer this position to you is (insert substantiated and reasonable evidence for non-appointment).

If you would like to discuss this in more detail, please do not hesitate to contact me on (insert telephone number). .

A copy of this letter will be forwarded to the HR Department.

Yours sincerely

(Insert Recruiting Managers name)

(Insert Job title)

cc; Substantive manager, HR
Appendix 7 – Sample letter - Confirmation of Trial Period

PRIVATE & CONFIDENTIAL

Name
Address
Postcode
Date

Dear (name)

RE: Confirmation of Trial Period

Further to the informal interview you attended on (day-date-year) I can confirm that I am able to offer a trial period for (insert number of weeks) in the role of (insert role), (band) in (location) starting on (day-date-year).

The trial is designed to assess your suitability for the role. You will be provided with a local induction and appropriate training to familiarise you with the elements of the role.

The trial may be stopped at an earlier time if there is a legitimate reason from either yourself or the department. You will be paid your usual salary whilst the trial period is ongoing.

We agreed to meet midway through the trial period to discuss progress made. This has been arranged for (day-date-year) at (time) in (room, location) with myself.

In the meantime, if you have queries regarding the above, please do not hesitate to contact me.

Yours sincerely

Name of Recruiting Manager

Job title

cc: Substantive Manager, HR, file.
Appendix 8 – Sample Outcome Letter – Successful Trial

PRIVATE & CONFIDENTIAL

Name
Address
Postcode
Date

Dear (name)

RE: Outcome of Trial Period in Role of (insert role title)

Thank you for meeting with me on (insert day-date-year) at (insert time) in (insert location) to discuss your trial period.

The reason you were being redeployed was (insert reason for redeployment).

I explained that you had undertaken a trial period from (day-date-year) to (day-date-year) in the role of (Post Title and band). (Outline discussions that took place at the meeting including any information from Occupational Health if appropriate).

I am pleased to offer you the post of (Post title) at Band (insert band) based at (location) reporting to (insert job title).

Your terms and conditions of employment will transfer to reflect that of your new role and you will shortly receive a letter outlining these. (If pay protection applies insert: As discussed at the meeting, as your redeployment was as a result of organisational change and the post you have secured is one band below your substantive post, you will receive pay protection for a maximum of 2 years in line with the Pay Protection Policy, HRP8 and you will continue to remain on the redeployment register).

If you have any queries regarding the above, please do not hesitate to contact me.

Yours sincerely

Name of Recruiting Manager

Job title

cc: Substantive Manager, HR, File.
Appendix 9 – Sample Outcome Letter – Unsuccessful Trial

PRIVATE & CONFIDENTIAL

Name

Address

Postcode

Date

Dear (name)

RE: Outcome of Trial Period in Role of (insert role title)

Thank you for meeting with me on (insert day-date-year) at (insert time) in (insert location) to discuss your trial period.

The reason you were being redeployed was (insert reason for redeployment).

I explained that you had undertaken a trial period from (day-date-year) to (day-date-year) in the role of (insert post title and band). (Outline discussions that took place at the meeting including any information from Occupational Health if appropriate).

You were informed at the meeting that due to (insert reasons) that you would not be offered the post of (insert job title and band). It was agreed that you would return to the redeployment register and continue to look for redeployment opportunities.

I can confirm that you entered the redeployment register on (day-date-year) and therefore a follow up meeting has been scheduled. The meeting has been arranged for (day-date-year) at (time) in (location) with myself to review next steps.

If you have any queries regarding the above, please do not hesitate to contact me.

Yours sincerely

Name of Recruiting Manager

Job title

cc: Substantive Manager, HR, File
## Appendix 10 – Redeployment Process Record

<table>
<thead>
<tr>
<th>Redeployment Record</th>
<th>To be completed by HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Post Title:</td>
</tr>
<tr>
<td>Department &amp; Base:</td>
<td>Date Redeployment Process Commenced:</td>
</tr>
<tr>
<td>Reasons for Redeployment:</td>
<td></td>
</tr>
<tr>
<td>Line Manager’s name:</td>
<td>Line Manager’s Contact Details:</td>
</tr>
<tr>
<td>Post Identified:</td>
<td></td>
</tr>
<tr>
<td>Band:</td>
<td>Date Sent:</td>
</tr>
<tr>
<td>Employee responded:</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Agreed as suitable alternative post by employee</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Agreed as suitable alternative post by Recruiting Manager</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If no (or if conflict of opinion) give reasons:</td>
<td></td>
</tr>
<tr>
<td>Next Steps Identified</td>
<td>Not progressed</td>
</tr>
<tr>
<td></td>
<td>Informal discussion</td>
</tr>
<tr>
<td></td>
<td>Competitive Interview</td>
</tr>
<tr>
<td>Any actions agreed / further information:</td>
<td></td>
</tr>
</tbody>
</table>


## Outcome:

### Offer made

<table>
<thead>
<tr>
<th>Date:</th>
<th>Role:</th>
<th>Band:</th>
</tr>
</thead>
</table>

### Offer accepted

Date:  

### Offer refused

Date:  

Reason for refusal:  

Is refusal considered reasonable:  

If no, confirm actions arising:  

If offer not made, confirm rationale:  

Outcomes confirmed in writing

Date:  

Signed:  

Date:  

_________________________________  

___________________________________