

THE LEEDS TEACHING HOSPITALS NHS TRUST

POLICY ON STAFF REDEPLOYMENT

1. Introduction

1.1 It is essential that the Trust is able to respond and adapt flexibly and quickly to change. Employment practices and procedures need to facilitate the flexible deployment and redeployment of staff, in the interests both of the staff themselves and the organisation.

1.2 The Trust recognises that changes in the nature and pattern of service delivery has a significant impact upon individual staff. It wishes to retain the skills, abilities and loyalties of its employees wherever possible. This policy therefore aims to provide an equitable and consistent approach to redeployment issues which recognises the rights and responsibilities of employees as well as those of employers.

2. Scope

2.1 This policy applies to those staff within the LTHT who may need to be redeployed because of factors which mean that they cannot continue in their present job. These factors will most normally be as follows:

a) Impending Redundancy

Where the job the employee currently holds is to become redundant (i.e. there is no longer a requirement for the work to be done or there is a reduction in the amount of such work).

b) Organisational Change

Where there is a significant change to the job, location or grade of the job resulting from a reorganisation of services or work practices.

c) Capability

Where an employee is no longer able to carry out the duties of their current job for medical or other reasons.

(NB This policy does not apply to performance or misconduct situations which should be handled through the Trust's disciplinary or employee capability procedure, nor does it cover the ending of temporary or fixed term contracts).

3. Redeployment Obligations

3.1 Where a Trust employee is deemed to be subject to redeployment all reasonable steps will be taken both by the individual and by Trust managers to ensure that the employee is placed in suitable alternative work within the Trust.

3.2 Staff seeking redeployment will:

- Give full consideration to suitable alternative employment within the Trust (as per the Trusts Security of Employment Policy).

- Consider reasonable changes in terms, hours, pay, location/site and responsibilities on the understanding that appropriate pay protection will be given where applicable.
- Check the Trust's weekly vacancy bulletin and apply for suitable posts.
- Prepare for interviews.
- Undertake occupational tests, conducted by either the Trust or a third party, if asked to do so by the Trust in order to assess aptitude for a post or type of work.
- Not unreasonably turn down an offer of suitable redeployment as this may lead to an entitlement of redundancy compensation or pay protection being lost.

The Trust will:

- Maintain a confidential register of staff awaiting redeployment and actively match staff with vacancies.
- Ensure managers support the redeployment of staff by responding positively when considering applications from staff seeking redeployment.
- Send vacancy bulletins/lists to staff on the register.
- Guarantee an interview for an advertised vacancy where a member of staff on the redeployment register meets the essential requirements of the person specification.
- Ensure managers provide references to prospective employing managers.
- Give feedback when an application has been unsuccessful.
- Give protection of earnings, where applicable, in accordance with Trust policy.
- Offer counselling and advice in accordance with Trust policy.
- Co-ordinate assessment for retraining.

3.3 Preferential consideration will be given to such employees prior to the filling of any vacancies. The procedures set out in Section 4 describe how this will happen. There is a requirement for managers to accept a corporate responsibility for Trust staff and to make every effort to respond positively when considering applications from staff who are subject to redeployment. Equally there is a requirement on staff members to be flexible in considering alternative work if the policy is to operate effectively.

3.4 Consultation with the individual concerned and the appropriate staff organisations will take place at the earliest opportunity to discuss the reasons for the redeployment situation and the options that are available.

3.5 Wherever practicable the Trust will consider the possibility of providing retraining, reasonable adjustments in accordance with the requirements of the Disability Discrimination Act (DDA), or other forms of support to help employees to adjust to change and to prepare themselves more effectively for alternative jobs within the organisation.

4. Procedures

4.1 The Corporate Personnel Department at The Leeds Teaching Hospitals NHS Trust will maintain an up-to-date confidential redeployment register which will be accessible to all Personnel Departments.

4.2 As soon as a manager identifies the likelihood of an individual becoming subject to redeployment the manager should consult their Personnel Department who will advise on the appropriate consultation arrangements with the individual and the appropriate staff organisation and will assist the manager and the individual in identifying realistic alternative work possibilities. The manager will complete the standard documentation form (see Appendix 1) which will be forwarded to the Corporate Personnel Department for inclusion on the redeployment register.

- 4.3 The Personnel Department will ensure that a copy of relevant staff advertisements are sent to employees who are on the redeployment register at the same time as internal advertising occurs. The employee should also check the vacancy bulletin on a weekly basis to identify any suitable vacancies.
- 4.4 Employees who are subject to redeployment are expected to apply for any post which constitutes "suitable alternative employment". Failure to apply could result in the loss of redundancy or protection entitlements where this is relevant. The manager of a person who is on the redeployment register will meet with him or her regularly (at least 4 weekly) to check progress and provide support and guidance as required.
- 4.5 Suitable alternative employment will be defined in terms of pay, working hours, status, grade, the way the work is carried out and location. It must also be suitable to the individual's circumstances.

If an offer of suitable alternative employment is unreasonably rejected by an employee and there is no other alternative employment, or any reasonable prospect of alternative employment in the near future, the employee may jeopardise their entitlement to redundancy compensation or pay protection.

Any individual employee aggrieved by a decision as to the suitability of alternative employment may appeal in accordance with the Trust's Disputes Procedure.

- 4.6 The member of staff who is subject to redeployment will apply for vacancies using a standard application form and attach a letter confirming that she/he is on the redeployment register. Assistance with completion of the application will be provided (if required) by the manager and personnel representative. Facilities will also be provided (if required) to amend the application for different posts to ensure that staff on the redeployment register are not required to complete separate application forms for each post applied for. The personnel department will then advise the line manager of the employee's application. A selection interview is guaranteed whenever the individual meets the essential requirements of the person specification, or could do so in a period of up to three months. If the employee is potentially suitable for the post the manager will temporarily freeze the recruitment process whilst the employee is interviewed to determine the mutual suitability of the employee against the person specification for the post. This interview will take place in advance of any open competition for the post. The interview panel will include a personnel representative.

Employees will be interviewed against the person specification and the most suitable candidate will be offered the post. Unsuccessful candidates will have a right to request the reasons for non-selection. If the manager is unable to make an appointment they must be able to justify this decision before the recruitment process can continue. When assessing suitability the manager must make full allowance for short term training needs, reasonable adjustments in accordance with the requirements of the DDA and/or the use of trial periods.

The outcome of the interview will be recorded on the form attached at Appendix 2 by the personnel representative.

- 4.7 A trial period is required if an offer of suitable alternative employment is made to an employee who would otherwise be made redundant. The trial period is a minimum of four weeks and up to three months. If, during the trial period, the employee reasonably decides to reject the post or management feel that they are unsuitable for the post, he/she will not forfeit his/her right to redundancy.

If an employee who would otherwise be declared redundant wishes a trial period in a post that would not be regarded as suitable alternative employment, the employee

would not forfeit his/her redundancy payment if he/she terminated the contract during the trial period for whatever reason.

4.8 Any employee who believes that this procedure has not been applied appropriately or equitably may invoke the normal Trust disputes procedure.

5. Effective Date And Review

5.1 This policy will be effective from xx/xx/xx. It will be subject to review after 2 years.

Signed:

For the Staff Council: For the Trust

Title

Date

Review date:.....

THE LEEDS TEACHING HOSPITALS NHS TRUST

POLICY ON STAFF REDEPLOYMENT
EMPLOYEE REGISTRATION FORM

Details of Employee requiring redeployment

Name:

Title: Work Base:

Contractual hours of work: Work Tel No/Ext:

Address:

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Home Tel No:

Date of commencement of employment with LTHT:

Date of continuous service commencement within NHS:

Date of commencement within current post:

Brief description of current duties:

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Professional/Occupational Qualifications:
(including any currently being studied for)

.....

Reason for "Redeployment" Status:

.....

Preferences (in priority order) for alternative employment/redeployment:

1.

2.

3.

Changes willing to be to considered e.g. base, change of hours etc.....

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Name of Line Manager Date:

Name of Personnel Representative

I agree to these details being kept on my personal file and the Redeployment Register and to them being used to support my current redeployment requirements.

Signature of Member of Staff Date:

THE LEEDS TEACHING HOSPITALS NHS TRUST
PROCEDURES RELATING TO "REDEPLOYMENT"

ALTERNATIVE EMPLOYMENT

Outcome of interview

"Redeployment" employee(s) interviewed:

.....

Date of interview(s):

The vacancy concerned:

I recommend/do not recommend* that:
is appointed to this post (* delete as appropriate)

My reasons are as follows:-
(Please ensure that you make adequate reference to the person specification for the post)

Signature of Personnel Officer Date

Note: Copy of this form to be placed on the personal file and the recruitment file.