

# REDEPLOYMENT POLICY

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## REDEPLOYMENT POLICY

### 1.0 Introduction

The Council values the high standard of skills, knowledge and experience held by its employees. Where employees are affected by organisational and personal change the Council will, wherever possible, help them find suitable alternative work within the organisation through the redeployment policy.

The redeployment process will be dealt with as sensitively as possible and every effort will be made to keep the employee and other relevant people, including Trades Unions, informed of the situation. At any point in the process, (excluding redeployment interviews) individuals are entitled to be accompanied by a Trade Union representative or work colleague.

This policy and procedure sets out how the redeployment process will work and outlines the responsibilities of managers and employees involved in the redeployment process. It needs to be read in conjunction with other Council policies and procedures such as Organisational Change, The Local Grievance Procedure, The Disability Policy and procedure etc.

### 2.0 Scope

Redeployment will be available to the following categories of employee: -

- those with a disability, where it has been acknowledged that redeployment would constitute a reasonable adjustment.
- where Administration Committee has agreed on the deletion of posts or there is a proposal to delete posts that is going to Administration Committee or the proposal does not need Administration Committee approval.
- those who as a result of recommendations by the Council's Occupational Health Unit are to be redeployed on health grounds
- those with over one year's service and whose temporary post is coming to an end
- where, as a result of a Grievance Hearing, the Panel recommends redeployment

The Policy does not cover employees on Teacher Conditions of Service or those in schools with delegated budgets for whom there are separate procedures.

Redeployment to Corporate Director or Head of Service posts will need approval by Administration Committee.

### 3.0 Priority of redeployment.

When considering applications for redeployment the following priority system will apply

- i. Redeployment on disability grounds
- ii. Redeployment on post deletion grounds
- iii. Redeployment on post deletion grounds (pre-redeployment)
- iv. Redeployment on health grounds
- v. Redeployment of temporary employees with 1 to 2 years LBC continuous service
- vi. Redeployment as a result of a Grievance Hearing.

The terms and conditions of redeployment will differ according to the category of redeployment – Appendix 1 refers

For the purposes of this policy, temporary staff employed by the Council with over 2 years' service, will be treated the same as indefinite employees.

## 4.0 Coordination of Redeployment

### 4.1 Full Redeployment Panel

In the case of possible large scale post deletions across more than one department, a redeployment panel will be set up which will meet on a regular basis to match vacancies to people whose posts are at risk (via the Tailored Application Form) and will notify those at risk where a close match is found.

The Redeployment Panel will comprise the Head of Human Resources, Departmental Human Resource Managers, The Trade Unions, The Council's Redeployment Officer and the Recruitment Manager. These panel members may provide representatives on an occasional basis.

The Redeployment Panel can recommend the slotting in of redeployees into posts where there is a good match between their current role and the duties of the new post (more than 70%), and where there is a grade match without necessitating an interview process.

### 4.2 Locally Managed Reorganisations

For smaller scale post deletions (less than thirty potentially affected employees or where a specific working group is affected) where ring fencing and slotting in are the agreed course of action, the department will be responsible for coordinating the redeployment process.

### 4.3 General Redeployment

All other redeployments will be centrally coordinated by the nominated redeployment coordinator in the Human Resource Service of Corporate & Customer Services Directorate (in consultation with the relevant Directorate HR section) to ensure equality and consistency of application of this policy.

The Central Recruitment team will supply the current vacancy lists to redeployees either electronically or by post.

## **5.0. Corporate Redeployment Process**

5.1 Where redeployees have been placed on the corporate redeployment list (maintained by Corporate Human Resources), the procedure below will be followed.

- All vacancies will be scrutinised by the Redeployment Panel or the Employee Relations Section, Corporate and Customer Services Department before internal/external advertisement.
- Redeployees will be considered against vacancies under the priority listed at paragraph 3.
- The Redeployment Panel will consider information contained in the Tailored Application Form to determine whether redeployees are a skills match to vacancies.
- The Redeployment Panel will consider if the vacancies constitute suitable alternative redeployment for the redeployee. The Council defines “suitable alternative redeployment” as a post, which is similar to the original post as follows: -
  - a. Status – i.e. not too great a diminution or increase in authority
  - b. Job content – The Council believes that if a redeployment opportunity contains at least 70% of the original or equivalent duties of the deleted post then it is suitable
  - c. Working environment is similar
  - d. Similar pay – (to include regular overtime and bonuses)
  - e. Location – this depends on the degree of disruption changing location will cause; the further to travel the more unsuitable the offer may become
  - f. Similar contractual hours of work. An increase or decrease of within 20% of existing contracted hours is deemed suitable alternative employment, providing that this does not take the hours above 37 per week. If an employee chooses to accept a post, which has more than a 20% change in hours, this is not deemed to be acceptance of “suitable alternative employment”, and pay protection will only apply at the 20% rate. (Paragraph 12, page 23 of the Organisational Change policy applies.)
  - g. Similar times at which hours are worked (shifts etc)
  - h. Indefinite posts will be offered where these are available. Where they are not, temporary posts will be offered on a short-term basis

while the redeployment search continues.

- Where an employee is skills-matched to a particular vacancy, which is also deemed to be suitable alternative redeployment, they will be informed in writing and asked to apply within 5 working days, using the Tailored Application Form (Appendix 3). The line manager recommending the employee for the post will endorse this application.
- Subject to the bullet point below, the Employee Relations Unit will not release for advertisement a vacancy which the Redeployment Panel considers suitable for one or more redeployees until all such redeployees either: -

**Or**

- i) express no interest in the vacancy (with the proviso that if the redeployee cannot give a full satisfactory reason, in writing, for not applying, then they will automatically be matched to the vacancy)
  - ii) have been interviewed and found unsuitable for the post (The post will not be released for internal/external advertising until the recruiting manager has submitted a full written report to the Head of Human Resources explaining why each redeployee is unsuitable and cannot be appointed to the post. The explanation must be acceptable to the Council.)
- Where the vacancy must be filled due to a statutory requirement and thus needs to be recruited to as quickly as possible e.g.; minimum staffing levels for Commission for Social Care Inspection (CSCI) regulations, it will be advertised and suitable redeployees will be considered at the same time as all other applicants under a prior consideration process (redeployees will be considered for the post ahead of other applicants). . If a redeployee is unsuccessful then the normal recruitment procedures will continue subject to receipt and acceptance of the full written report as outlined in ii) above.

## 6.0 Actions for Managers

Managers will be responsible for the following:

<b>Issue employees with a letter declaring them eligible to commence the redeployment process.</b>	This must be issued at the earliest appropriate time to maximise the opportunities for redeployment.
<b>Discuss individual circumstances with the employee.</b>	Consider conducting a training needs analysis and offering any relevant in-house training.
<b>Assist positively with the completion of the Tailored Application Form .</b>	At the earliest opportunity, the employee will need to complete a general application , which can be used for skills matching. The form must detail their skills, experience, qualifications, the type of work they would prefer and any relevant limitations/commitments they have such as caring responsibilities, religious requirements etc. Managers are advised to meet with redeployees to jointly complete this initial form.
<b>Encourage employees to review details of vacancies constructively and to assist with completion of their Tailored Application Form for different posts.</b>	The employee must tailor their general form to meet the criteria of any vacancies they apply for. Managers should actively and positively assist the employee with completing this paperwork as necessary or where requested. This should be completed electronically so that amendments may easily be made
<b>Monitor the progress of employees towards finding a vacancy and keep appropriate records.</b>	This involves detailing which vacancies have been skills matched to the employee, what action the redeployee took regarding each vacancy and what the outcome was. A template form is available at Appendix 4
<b>Consider whether applications for early retirement would be cost effective and create a vacancy for a redeployee.</b>	Seek advice from HR Manager and Finance Manager on this.
<b>Consider if a supernumerary appointment is appropriate.</b>	This is temporary arrangement to provide employees with further time for redeployment. Discuss this option with Finance Manager, HR Manager to determine whether this is feasible and cost effective.

<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• releasing frozen posts for redeployment</li> <li>• holding a vacant post unfilled until it can be filled by a redeployee</li> <li>• accessing work being covered by honoraria/acting up payments or overtime</li> <li>• accessing work covered by consultants</li> <li>• reducing the use of/ terminating temporary or fixed term contracts.</li> </ul>	<p>Consider posts within own area first and then look to other sections and departments within the Council. Discuss options with HR Manager and Finance Manager.</p>
<p><b>Actively support, guide and assist the employee.</b></p>	<p>Consider whether work can be reconfigured to widen opportunities for the redeployee or where retraining can be given.</p>
<p><b>Deal with any appeals raised by the employee.</b></p>	<p>The Grievance Procedure should be used appropriately to address appeals concerning the redeployment process.</p>
<p><b>Ensure that each employee is treated fairly, consistently and with dignity.</b></p>	
<p><b>Do not offer redeployment opportunities for any circumstances not mentioned in this policy without the prior written agreement of the Head of HR</b></p>	<p>If inclusion in the redeployment process is agreed by the head of HR this would be to the same grade or two grades lower only.</p>
<p><b>Ensure that you support the redeployment process by engaging with it positively and flexibly.</b></p>	<p>Be positive about redeployees matched to posts you manage. Be considerate, open minded and flexible in your consideration of any applications. Remember that the Council expects Managers to welcome redeployees matched to posts unless there are objective reasons for the Manager to believe the redeployee to be unsuitable.</p>



## 7.0 Actions for Employees

<p><b>What does redeployment mean for me?</b></p>	<p>It gives you priority over external applicants and employees not on the redeployment list for vacancies at the same substantive* grade and in some instances for posts two grades higher and two grades lower. (*Honoraria payments / temporary acting up allowances are not part of the substantive grade.)</p> <p>The Council wishes wherever possible to retain well motivated, hardworking employees.</p>
<p><b>What is expected of me in the redeployment process?</b></p>	<ul style="list-style-type: none"> <li>• That you will search for and accept reasonable redeployment opportunities.</li> <li>• That you will respond in a timely manner to redeployment opportunities and be available for interviews.</li> <li>• That you will complete the tailored application form carefully, comprehensively and promptly to ensure full consideration of your application with other interested redeployees.</li> <li>• That you will undertake other work on a temporary or permanent basis.</li> <li>• That you understand that you may be required to take any offer that the Council considers suitable alternative employment.</li> </ul>
<p><b>Will I receive any training?</b></p>	<p>The Recruitment and Development Unit or appropriate HR/Training Unit will offer you training to assist you during the redeployment process e.g.:</p> <p>Job search skills, CV preparation, interview skills and any other skills specific to a particular role you apply for.</p> <p>If you need additional training to enable you undertake the full duties of a role you have been redeployed to, your new line manager will conduct a training needs analysis with you and offer any relevant in-house training wherever possible.</p>
<p><b>How will you know what jobs to skills match me with?</b></p>	<p>You will be asked to attend a meeting with your line manager and together complete the Tailored Application Form (Appendix 3). On this form you will detail your skills, experience, qualifications, the type of work you are looking for and any commitments or circumstances which might be relevant e.g. caring responsibilities, religious requirements etc. This will be used to skills match you against job vacancies.</p>
<p><b>Will I have to meet all the criteria for a job to be skills matched to it?</b></p>	<p>In some cases you will only have to meet the critical criteria, in other cases you will have to meet all the essential criteria. Appendix 1 details which criteria apply to the different categories of redeployee.</p> <p>You will be told which category applies to you when you are placed</p>

	on the redeployment list.
<b>What is a suitable alternative job?</b>	It is one which is similar to your current job in terms of: status, job content, working environment, pay, location, contractual hours of work, and times at which hours are worked. Indefinite posts will be offered where these are available. Where they are not, temporary posts will be offered on a short-term basis while the redeployment search continues.
<b>How will I know that I have been skills matched?</b>	You will be sent a letter and a copy of the relevant job description. The letter will advise you what to do next including: how long you have to apply (usually 5 working days) what criteria you have to meet (essential or critical).
<b>If I apply for a post will anyone else be able to apply for it in the meantime?</b>	Only someone else who is also skills matched to it through the redeployment process. Vacancies will not be advertised until it is clear that there are no suitable redeployees to consider.
<b>What if I do not want to apply for a job I have been skills matched to?</b>	You need to write to the Head of Human Resources by the date given in the letter (usually within 5 working days) to explain fully why you do not want to apply for the post. <u>Please note</u> that if you fail to give a satisfactory written reason, you will automatically be put forward for the post.
<b>Can I apply for a job that I have not been skills matched to?</b>	Yes. Wherever possible the Council will try and give you prior consideration for a job as a redeployee. However, if the skills required/type of work is substantially different from those on your Tailored Application Form you may not be eligible for assistance through the redeployment process and will have to apply for the job under the full recruitment process. In the first instance contact the Council's Redeployment Officer for advice on how to proceed
<b>If I apply for a job through redeployment will I always get an interview?</b>	Only if your application meets the minimum shortlisting criteria set out at Appendix 1.  As with the full recruitment process, a shortlisting process takes place to determine who will be interviewed. Two trained interviewers will do the shortlisting and an HR Adviser from your current department will support them.  The role of the HR Adviser for redeployment shortlisting is to ensure that full and fair consideration is given to each redeployee's application, and that wherever possible redeployees are shortlisted

	for interview. A full written report must be submitted by the chair of the shortlisting panel to the Head of Human Resources if a redeployee is not shortlisted. A copy of this report will also be sent to the redeployee. This report must be submitted to and agreed by the Head of Human Resources before any interviews take place.
<b>If I am shortlisted for a job will I have to have an interview?</b>	Usually you will need to attend an interview. However, in some circumstances, such as if you are a direct match for the job, you may not need to be interviewed before you can be offered the post. A direct match is most likely to occur when a vacancy is 70% or more the same as your old job.
<b>Will I be given time off to attend redeployment interviews?</b>	Yes, subject to the prior agreement with your line manager, you will be given paid time off to attend job interviews with Luton Borough Council.
<b>Who will interview me?</b>	Two trained interviewers from the employing department will normally interview you. An independent HR Adviser from your current department will also be present at the interview. The role of the HR Adviser is to ensure that a full and fair interview is conducted.
<b>How can I get feedback on my performance at an interview?</b>	You can contact the Chair of the interview panel .  If you are the only redeployee being interviewed and are unsuccessful in obtaining the post, you will receive a copy of the report sent to the Head of Human Resources explaining why the post has not been filled by a redeployee. The post will not be released for external/internal advert until the Head of Human Resources is satisfied by the explanation given.
<b>How long will I stay on the redeployment list</b>	It depends on the reason why you are being redeployed. If it is because your post has been deleted, redeployment will be actively sought for you until the end of your notice period. If you are on the list for another reason, you will be advised of the time period in which redeployment will be sought for you.
<b>If I am successful at interview do I need to provide a reference or fill in another medical questionnaire etc?</b>	It depends on which category of redeployee you are and the nature of the new job. For example, an appointment may be subject to Occupational Health clearance (if the physical and mental requirements of the new job are different to your old job) or Criminal Record Bureau clearance (if the role requires you to work with vulnerable adults or children). You will be advised when you apply for a post which clearances are required.

<p><b>Will I have to serve a trial period?</b></p>	<p>It depends on which category of redeployee you are. Those employees redeployed for reasons of disability, post deletion and ill health will have the opportunity to work a trial period. Other categories of redeployee will not have a trial period.</p>
<p><b>What if I take a job and find it isn't for me?</b></p>	<p>If you have a trial period and during that period, you feel that it is not working out, you should discuss the matter as soon as possible with your line manager. If the issues cannot be resolved at this point, advice and guidance is available from the appropriate HR Unit/Employee Relations Section. Any disputes over a trial period will be referred to the Head of Human Resources for adjudication. If you terminate the new contract for any reason during the trial period or the Council terminates it during the trial period for a reason connected with the change in terms between the old and new contracts you will be entitled to a redundancy payment calculated as at the date your previous contract ended.</p> <p>If you do not have a trial period in the new job (i.e. you are a redeployee due to the ending of a Temporary contract or as a result of a Grievance) then if you are not happy you should discuss the matter as soon as possible with your line manager. If the issues cannot be resolved at this point you will be able to access the Council's Grievance policy.</p>

## APPENDIX 1 - Redeployment Categories

Redeployment is available to the following categories of employee in the order of priority listed below:-

i) Those with a **disability**, where it has been acknowledged that redeployment would constitute a reasonable adjustment.

- Redeployment will only be considered once reasonable adjustments and amendments to the current post have been considered and /or implemented and found to be unsuitable.
- If an employee becomes disabled, they should inform their line manager or Occupational Health of their change of circumstances as soon as possible. Occupational Health will then be asked for a medical opinion. Occupational Health will carry out a medical assessment of the situation, and give advice regarding suitable adjustments and amendments and/or advice regarding suitable alternative employment.
- Before an employee in this category is offered redeployment, Occupational Health must confirm that the vacant post is suitable.

ii) & iii) Those whose **posts are deleted**. There are two categories of redeployment under this heading:

- Priority is given to people who have been served with formal notice of post deletion (redeployment stage).
- After this category has been considered, employees whose posts are potentially to be deleted, but who have not been given formal notice of redundancy (pre-redeployment stage). Please refer to the Organisation Change Policy in particular paragraph 8 page 21 for further information on these situations.

iv) Those who are recommended for redeployment by the Occupational Health Unit on **health grounds**.

- Referrals to the Occupational Health Unit (OHU) can occur at any stage of the sickness monitoring process and the OHU will recommend redeployment if it considers this appropriate.
- The redeployment process does not suspend the Council's Sickness Absence and Monitoring procedure.
- Where ill health has persisted for more than a year, Managers should seek advice from the OHU as to whether the employee should be regarded as having a disability.

v) Those with over one year's service and whose **temporary** post is coming to an end.

- Managers must ensure that temporary contracts do not exceed one year. However if there are exceptional occasions when an employee's continuous service extends over one year then he/she has the right not to be unfairly dismissed. In such cases the Council will seek suitable alternative redeployment during the individual's notice period.
- The termination of a Temporary/Fixed Term contract is always a dismissal under law and an employee who has more than 1 year's continuous service will have rights not to be unfairly dismissed.
- Employees with over one year's continuous local government service will be entitled to enter the redeployment pool when it becomes clear that their temporary position is coming to a close.
- If a manager proposes to make a temporary position indefinite, they must first contact the departmental HR Unit and explain the reason for the length of the temporary contract and seek advice on the management of the situation. It should be noted that other categories of redeployee would have prior consideration for the new indefinite post before the temporary employee.

vi) Those employees recommended for redeployment by a **Grievance** Hearing Panel.

- Occasionally, a Grievance Hearing Panel will recommend that an individual be offered redeployment. The Panel's recommendation will state the reasons for recommending redeployment and what time limits are set to secure redeployment.
- Wherever possible any redeployment will be to a post at the same grade, with similar status, content and location.

**For all categories of redeployee managers must:**

- Ensure transferable skills are given adequate consideration
- Ensure questions are carefully worded to draw out sufficient information about the candidate
- Take up one reference internally where applicable
- Before rejecting a candidate, refer to your HR unit as there may be implications you have not considered
- There must be a clear and justifiable reason for rejecting candidates – they will have the right to challenge decisions through the Grievance Procedure
- Ensure that if a candidate is offered a post and subsequently refuses to take up that offer, the HR Manager is contacted. Failure to accept a post may affect an employee's right to a redundancy payment (where applicable).

**APPENDIX B**

	<b>Shortlist</b> the candidate if they appear to meet the following criteria:	<b>Interview.</b> The candidate must score the following minimums to be appointed:	<b>Pay Protection</b>	<b>Trial Period</b>	<b>Managing the Trial Period.</b> If during, or at the end of the trial period the appropriate line manager considers the redeployee unsuitable the following actions should be taken:
<b>Disability</b>	critical	At least a score of 3 for each of the critical criteria	✓	12 weeks.	<ul style="list-style-type: none"> <li>• Contact departmental HR Unit for advice.</li> <li>• Contact OH for advice (disability and ill health cases).</li> <li>• Consider appropriate adjustments and amendments (disability cases).</li> </ul>
<b>Deletion of post</b>	critical	At least a score of 3 for each of the critical criteria	✓	4 weeks following the last day of the notice period.	
<b>Ill Health</b>	critical	At least a score of 3 for each of the critical criteria and will meet essentials after training	✓	12 weeks	<ul style="list-style-type: none"> <li>• Discuss with redeployee and agree either to terminate <b>or</b> consider any other appropriate action.</li> <li>•</li> <li>• Where agreed trial is unsuccessful the employee will revert to their substantive post (disability/sickness) or will be dismissed at the end of their notice period and paid a redundancy payment calculated as at the date of termination of their substantive post (deletion of post).</li> </ul>
<b>Temporary</b>	essential	At least a score of 3 for each of the critical criteria	<b>X</b>	None	Not applicable
<b>Grievance</b>	essential	at least a score of 3 for each of	Head of HR will	None	Not applicable

		the critical criteria	determine		
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## APPENDIX 2 – Definitions

<b>Criminal Records Bureau (CRB) Check</b>	Applicable to select posts only, this process provides the employer with information about an individual's criminal record and suitability to work with children or vulnerable adults..
<b>Critical Criteria</b>	<p>Critical criteria must be identified by a manager prior to sending the Person Specification/ Job Description to the Recruitment Team. Managers must highlight the critical criteria from the Person Specification's/ Job Description Essential Criteria. Length of experience cannot be included in the critical criteria unless there are statutory or similar reasons to do so.</p> <p>The number of critical criteria to be identified depends on the level of the position being advertised. The following are suggested:</p> <p>Up to 4 critical criteria for L1a to L3 positions  Up to 5 critical criteria for L4 to L7 positions  Up to 6 critical criteria for positions M1 and above</p> <p>Employees matched through the redeployment process are short listed and interviewed based solely on the critical criteria, it is therefore important that these are correctly identified at the outset.</p>
<b>Pay Protection</b>	Where pay is reduced as a result of redeployment and/or organisational change, the redeployee will receive an additional payment on top of their new salary. This payment is set at 100% of the difference between their original salary and new one for the first 9 months of redeployment and then 50% of the difference for the following 9 months. Pay protection is applicable for a maximum period of 18 months. It is only applicable to certain categories of redeployee.
<b>Post deletion</b>	<p>This will usually apply to the complete removal of a post from the organisation's structure– for example if the service is cut, the post is no longer needed or funding is lost or moved to another area.</p> <p>However, it can sometimes also refer to a situation in which a post has changed to an extent that the post is significantly different from what it was before. This can happen when service requirements change or technological changes mean the job is done in a completely different way. Luton BC considers a job to have changed significantly if it is 30% or more different from how it used to be.</p> <p>It can also occur where owing to a fundamental change in terms and conditions of employment, notice has to be served.</p>

<p><b>Redeployment</b></p>	<p>The process of moving employees from one job to another through a shortened, assisted recruitment process.</p>
<p><b>Skills Matching</b></p>	<p>This involves assessing the information on the Tailored Application Form against the relevant criteria of the redeployment vacancy. If it appears that an employee is skills-matched to a vacancy, it is then considered whether the vacancy constitutes a suitable alternative employment.</p>
<p><b>Suitable Alternative Redeployment</b></p>	<p>The Council defines “suitable alternative redeployment” as a post which is similar to an employee’s original post in the following ways:</p> <p><b>Status</b> – that the level of authority or responsibility is broadly the same</p> <p><b>Job Content</b> – if a redeployment opportunity contains 70% or more of the equivalent duties of a deleted post then it is deemed suitable by LBC.</p> <p><b>Working Environment</b> – that if a redeployee works in an office environment, then a suitable alternative is another office environment.</p> <p><b>Pay</b> – overtime and bonuses are included in assessing whether pay is similar.* In some cases the Council may deem a lower graded post a suitable alternative. This will usually mean a post no lower than 2 grades below the employees original salary. Where applicable pay protection will be paid in this circumstance.</p> <p>*Honoraria and temporary acting up allowances are not part of the substantive contract or pay.</p> <p><b>Location</b> – suitability of location will depend upon how readily an employee can get to an alternative location.</p> <p><b>Hours of Work</b> – A change of 20% between the posts will be deemed suitable.</p> <p><b>Times of Work</b> – where the employee works a particular pattern – e.g. nights, mornings only etc in their original post, a suitable alternative will need to have similar patterns of work.</p> <p><b>Contract status</b> – where available the Council will offer indefinite contracts. In some circumstances the Council may offer temporary appointments on a short-term basis while the redeployment process continues.</p> <p>The Council cannot insist that an employee accepts a position that does not constitute a suitable alternative. However, employees may choose to accept such a position if they wish. Employees should be aware such a choice might mean they do not qualify for full pay protection or a trial period. Where the employee considers this option, the full implications of that decision must be explained before a final decision is accepted.</p>
<p><b>Supernumerary post</b></p>	<p>This is a temporary position that sits alongside the approved organisational structure. It exists purely to facilitate the redeployment of</p>

	employee and will be deleted once it is no longer needed. All supernumerary posts must have the approval of the relevant Finance Manager and HR Manager.
<b>Tailored Application Form</b>	This is the application form specific to the redeployment process. Redeployees are required to complete a general form in the first instance that will be used to skills match the employee against vacancies. Employees will tailor the same form to apply for any vacancies.
<b>Training</b>	The Recruitment and Development Unit or local HR/Training Units can provide redeployees with training in job search skills, CV preparation, and interview skills.
<b>Trial Period</b>	The fixed timescale at the start of a new contract in which the employing department support and train the redeployee to get to the required standard of performance in the job.

APPENDIX 3- TAILORED APPLICATION FORM



TAILORED APPLICATION FORM UNDER REDEPLOYMENT PROCESS

**PERSONAL AND CONFIDENTIAL**

Title of Post Applied For ..... Ref No:.....

Please complete in block capitals and return to the Redeployment Officer

1. Surname	Mr/Mrs/Miss/Ms
2. Forenames	
3. Home Address	Work Address
Post Code	Post Code
4. Telephone Home: Work:                          Ext:	Date of Birth:
6. Do you have a current full driving licence?	Yes / No

Employing Department .....

Present Job Title.....

Grade ..... Salary .....

Contracted hours ..... Shift Pattern (where applicable).....

Employment Status: (Tick all that apply)

Indefinite        Temporary        Fixed Term     (End date: .....)

Car Allowance: Essential User        Casual User        Lease        Car Loan   

Current duties and responsibilities:

**APPENDIX B**

I am eligible to apply for this post for the following reason:

Disability  Deletion of Post  Ill Health  Temporary contract  Grievance Hearing

Previous employment (please limit to previous 10 years unless particularly relevant to your application).

Employers Name and Department	Job Title and Key Responsibilities	From	To	Salary on leaving

Summary of qualifications/training and/or Membership of any Professional Bodies:

**Reference.** Please give details of your Departmental Manager for reference purposes.

Name of referee .....

Position held .....

Telephone Number .....

**I confirm that the information given above is true in every respect and that I am eligible to apply for this post(s) at this stage of the redeployment process. If you are unsure, please refer to your recruitment pack).**

**Signed** ..... **Date** .....

TAILORED APPLICATION SHEET CONTINUED

PERSONAL & CONFIDENTIAL

TITLE OF POST APPLIED FOR.....REF. NO.....

SURNAME.....FORENAMES.....

*What do you consider to be your main achievements relevant to the post you are seeking?  
Please use this space to expand upon your work experience and to state how you consider it will enable you to successfully perform the job you are applying for. Please remember that this information will be taken into consideration when shortlisting, so give specific examples that illustrate the points you are making. Attach additional sheets if required.*

**Attach securely to your main application details and return to the Redeployment Officer**

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**Tailored Application Sheet Continued. Endorsement by Line Manager**

**Personal and Confidential**

**Title of Post Applied For..... Ref. No.....**

**Surname..... Forenames.....**

I consider the above applicant to be suitable for the above post and I recommend them for the following reasons:

**Signed..... Dated.....**

**Print Name.....**

**Job Title..... Contact Phone Number.....**





**REDEPLOYMENT - OTHER CONSIDERATIONS**

Name .....

**Type of Work requested** (*See note below*)

**Limitations** (*See note below*)

**Commitments** (*See note 5*)

**OTHER RELEVANT INFORMATION**

What hours would you prefer?.....

**Transport**  
 How do you normally travel to work.....  
 Do you have a driving licence .....

Do you have use of a car for work .....

Do you have a PSV or HGV licence .....

If so please specify which and at what level.....

**Anything else you would like the Redeployment Officers to know**

.....  
.....  
.....

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## TAILORED APPLICATION FORM - GUIDELINES

### ***Current duties and responsibilities:***

This section should highlight what activities you are performing at present. Please outline what are the main duties and responsibilities of your current position. You may find your current Job Description useful in completing this section.

### ***Previous Experience***

This section should contain information about previous posts you have occupied and what skills/knowledge and experience you have gained from them.

### ***Summary of qualifications/training etc.***

This section should contain all academic, professional and vocational qualifications and specialist knowledge. You should also put down any in-service or other vocational courses you have been on (including Management Development).

### ***3rd page***

Use this section to expand upon your work experience and to state how you consider it will enable you to successfully perform the job you are applying for. You should also indicate any skills, abilities and qualities that you feel you possess, which would be useful to the prospective employing department. If you have done voluntary work or have hobbies that you feel would be of relevance, you should also include them in this section.

### ***Last page (redeployment - other considerations)***

Use this page to specify what alternative work you are seeking; it should normally be of similar status, pay, grade, hours and location as your own. However, you may feel you would like to follow a new vocational path or that you would now prefer to do more hours etc. If this is the case you must be realistic in your aspirations and seek work for which you feel you possess the necessary requirements.

Limitations/Commitments - you should specify whether you have any limitations that may preclude you from being suitable for some posts (e.g. unable to lift heavy boxes). You should also state whether you have any commitments that may limit what you are able to do (e.g. children of school age or dependant adults).

### **GENERAL NOTE**

Please complete the form as fully as possible. This form is an essential tool in trying to seek alternative employment. You may add as many extra sheets as you wish; these should contain any additional supporting information.

If you have a CV, it might be helpful to enclose a copy of that too

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APPENDIX 4 - REDEPLOYMENT SUMMARY

LUTON BOROUGH COUNCIL

DEPARTMENT.....

NAME.....

DATE	POST	ACTION TAKEN BY EMPLOYEE	OUTCOME