

Redeployment Policy

Issue Date	Review Date	Version
January 2013	Extended to March 2022	6.2

Purpose

The purpose of this Policy is to ensure that all staff understands the process for dealing with redeployment as a result of organisational change, ill health or other reasons.

Who should read this document?

This Policy applies to all employees of Plymouth Hospitals NHS Trust.

Key Messages

This Policy intends to provide a fair and consistent process for the management of redeployment of staff who are no longer able to continue in their current role, for example, as a result of ill health capability issues or organisational change.

Core accountabilities

Owner	HR Business Partner
Review	JSNC
Ratification	Director of People
Dissemination (Raising Awareness)	HR Business Partner
Compliance	HR Business Partner

Links to other policies and procedures

Protection of Earnings Policy.
Organisational Change Policy.

Version History

3	March 2011	Amended in line with the Equality Act 2010.
4	January 2013	Full review and update of Policy.
5	January 2019	Extended to April 2019
6	August 2019	Extended to February 2020 by Richard Maguire & Lisa White
6.1	June 2020	Extended to May 2021 by Lisa White
6.2	August 2021	Extension Granted until March 2022

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote

equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

**An electronic version of this document is available on Trust Documents.
Larger text, Braille and Audio versions can be made available upon
request.**

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1 Introduction

The aim of this Policy is to set out the steps and safeguards that are necessary if staff are no longer able to continue in their current role, whether that is as a result of capability issues or organisational change. Capability will include competency and performance in the role, as well as ill health and injury.

2 Purpose, including legal or regulatory background

This Policy applies to all employees who are potentially without employment through no fault of their own, for example, as a result of restructuring, organisational change, ill health or disability. In these circumstances the Trust is committed to working in partnership with staff and their representatives to endeavour to find suitable alternative employment.

Relevant legislation includes the Trade Union and Labour Relations (Consolidation) Act 1992, the Employment Rights Act 1996, The Information and Consultation of Employees Regulations 2004, The Information and Consultation of Employees Regulations 2004, and the Equality Act 2010).

3 Definitions

None specifically.

4 Responsibilities

Key Responsibilities:

Responsibility for the implementation of this Policy ultimately rests with Line Managers.

- a) The HR&OD Directorate must monitor the effectiveness of the Policy through feedback from the HR Business Partners and Staff Side.
- b) The HR&OD Directorate must ensure the provision of advice, guidance and support to Managers in the operation of this Policy.
- c) The HR&OD Directorate must be the point of contact for managers who are responsible for redeploying staff, to ensure a fair and consistent application of the Policy.
- d) Managers at all times must act consistently in the application of this Policy and its procedures.
- e) Managers must take all reasonable steps to redeploy employees when required and to accept those who are redeployed. Consideration must be given to the provision of reasonable training time required for a displaced employee to acquire the necessary competence to undertake alternative duties.
- f) Employees are responsible for undertaking any action, which will enhance their opportunity for redeployment. This would include:
 - i) making enquiries to follow up advertised vacancies;
 - ii) making applications for vacant posts;
 - iii) responding in a timely manner once suitable vacancies are identified;

- iv) preparing for interviews and other selection processes;
 - v) actively seeking opportunities for retraining and/or redeployment.
- g) Managers, in conjunction with the HR&OD Directorate, must identify employees who are at risk of termination. Early identification will be necessary in order to pursue opportunities for redeployment as they arise.

5 Redeployment Process

5.1 General process

5.1.1 The Trust operates a process of redeployment and the HR&OD Directorate will consider the suitability of all vacancies for redeployment in discussion with line managers. Posts identified as potential redeployment opportunities will be taken out of the recruitment process until redeployment has been fully explored.

5.1.2 Staff on the redeployment register will be assessed, via a Redeployment Interview, as being suitable for a vacancy if the employee meets the essential criteria on the person specification, allowing for reasonable training and also reasonable adjustments where the employee is covered by the Equality Act 2010.

5.1.3 When HR identifies a suitable post, the employee will be contacted to arrange a meeting with the Appointing Manager with a view to starting a work trial. (Please see Appendix 3 for further information and a flow chart).

5.1.4 Where the redeployment is on medical grounds, the current line manager must request medical advice through the Staff Health and Wellbeing (SHWB) Department. This must also be requested where there is a substantial change in the type or nature of the work undertaken or where it is beneficial to seek medical advice, taking into account the date of the original health clearance.

5.1.5 Redeployment opportunities will initially be sought at the employee's substantive pay band, however, redeployment into posts one pay band below or above, taking into account the reasons for the redeployment situation arising, will also be considered. In the event of an employee being redeployed and having their pay protected, pay protection may cease if an employee unreasonably refuses subsequent employment at the original pay band (see Trust Protection of Earnings Policy).

5.2 Trial Periods (other than for redundancy cases)

5.2.1 When a suitable vacancy has been identified, employees would be expected to begin a work trial as soon as practicable, unless they notify Human Resources within 5 working days providing a justifiable reason as to why it is not suitable. If a work trial requires a Disclosure & Barring Service (DBS) check, then this will not proceed until one has been received.

5.2.2 Commencement of a 4 week work trial is for the benefit of the employee and the Department. Objectives and success criteria for the trial period must be set and agreed between the employee and the Appointing Manager **prior to the trial period** and assessed at weekly meetings. Where the role is part time, consideration must be given to

increasing the trial period to ensure equity. The 4 week trial period may also be longer in some cases, for example, due to training requirements.

5.2.3 The work trial must be reviewed at the end of the designated trial period and the employee will be offered the post if the trial objectives are met. The work trial may be extended at the discretion of the Appointing Manager, taking into account local induction regimes and training requirements.

5.2.4 If the work trial is deemed successful by the Appointing Manager, the redeployment will be seen as an appropriate job match.

5.2.5 In all cases it is the Appointing Manager's responsibility to notify the employee, arrange the necessary paperwork including an assignment change form and agree set objectives and a personal development plan for the next 12 months.

5.2.6 If an employee is redeployed to a post of fewer hours than they are currently contracted for, and are entitled to pay protection (see Protection of Earnings Policy), they must work their original hours until the time limited period of protection ceases, with the additional cost met by the exporting Manager.

5.2.8 Employees may be supported in more than one attempt to seek redeployment, subject to a maximum of 2 attempts. If an employee rejects a work trial without a justifiable reason, that would count as one work trial for the purpose of this process. If a suitable alternative position is identified, but a work trial is declined by the employee, this may result in the termination of employment with the Trust. Redundancy entitlements will not apply in such cases.

5.3 Trial Periods in Redundancy Cases

Where redeployment is due specifically to redundancy, the following applies:

5.3.1 Where an offer of alternative employment is made to an employee who would otherwise be redundant, there will be a trial period of four weeks. The trial period will take place without a break from the previous employment and will be confirmed in writing. Such trial periods will not affect any subsequent rights to a redundancy payment, unless the new post is refused unreasonably.

5.3.2 At the starting point of the trial period, the Appointing Manager will set up a programme of supervision, induction and orientation to the service and provide any basic training, taking into account the skills and knowledge of the individual. It must be established what standards of performance are expected from the individual in the new post and managers must closely monitor and review the individual's performance during this period, ensuring adequate feedback, training and supervision is provided.

5.3.3 Following on from these monitoring arrangements, a thorough review of the success of the trial period must be undertaken by the Appointing Manager at the end of the trial period with the member of staff (and their representative should they wish to be accompanied). A final decision will be made by the Appointing Manager, as to whether the employment has proved to be a suitable alternative to the post from which they have been "displaced".

5.3.4 If the employee works in the post beyond the end of the trial period, any redundancy entitlement will be lost and the employee will be deemed to have accepted the new employment.

5.3.5 Where, in the opinion of management, an offer of suitable alternative employment has been made and unreasonably rejected or where there is an unreasonable refusal to apply for suitable alternative employment with the same or another NHS Trust, the individual may forfeit his/her entitlement to redundancy benefit.

5.4 Competitive Selection

Where a number of employees are identified as equally suitable for a post, selection for redeployment will be open to competition. Each employee will be interviewed and the successful candidate will be offered a 4 week trial period as outlined above.

5.5 Unsuccessful Trial Periods / Attempts to redeploy

5.5.1 An unsuccessful work trial applicant must be informed of the criteria, which he/she has been unable to fulfil, and counselled on their performance throughout the redeployment process. This action must be undertaken by the Manager responsible for filling the vacancy and a copy of the person specification and selection notes will be retained on the individual's personal file.

5.5.2 Where a work trial/s is/are unsuccessful, where the post is deemed by the Trust to be suitable, but the employee is not able to meet the requirements of the post, their employment will be terminated in accordance with this Policy, by way of a formal meeting with the employee and their colleague / trade union representative (not acting in a legal capacity), the original line manager and an HR Business Partner. Advice should always first be sought from HR in such cases.

5.5.3 The Trust will actively seek redeployment opportunities for a period of up to 12 weeks from the date of being placed on the redeployment register, or in the case of redundancy or where notice has been served, throughout the duration of the notice period. At the end of this timescale, during which the employee is likely to have already been served notice, the individual will either be in, or about to commence, a trial period or if this is not possible their employment will cease at the end of their notice period.

In disability cases covered by the Equality Act 2010, this period may be extended.

6 Overall Responsibility for the document

The Director of Human Resources and Organisational Development has overall responsibility for this document.

7 Consultation and ratification

The Director of HR and OD, in conjunction with the Joint Staff Negotiating Committee (JSNC) Policy Group is responsible for ratifying this document. The Director of HR and

OD has overall responsibility for the dissemination, implementation and review of this Policy.

8 Dissemination and Implementation

Following approval and ratification by the HR&OD Committee, this Policy is being implemented across the Trust.

Publication of this Policy will be publicised in the IG StaffNet Page, the Trust's weekly staff news briefing and it will be available electronically on the Trust Document Network Share Folder.

9 Monitoring compliance and effectiveness

Monitoring of the Policy and procedure will be undertaken by the Deputy Director of Human Resources, through regular feedback from the HR Business Partner Team and Staff Side. This Policy will be reviewed regularly by the HR Directorate, management and staff side through the JSNC.

The standards and Key Performance Indicators identified with the implementation of this Policy are the National Health Service Litigation Authority (NHSLA) and Standards as determined by the Care Quality Commission.

The Trust will undertake an annual review of this Policy. It should be noted that the responsibilities in this Policy are legally enforceable and that managers (and employees where applicable) failing to uphold their responsibilities may find themselves in breach of internal disciplinary policies and legislation.

Information for equality monitoring will be recorded as required to ensure equality regulations are met in respect of any formal process commenced under this Policy.

10 References and associated documentation

None.

Dissemination Plan			
Document Title	Redeployment Policy		
Date Finalised	January 2013		
Previous Documents			
Action to retrieve old copies	Still current, will be replaced by this one.		
Dissemination Plan			
Recipient(s)	When	How	Responsibility
All Trust staff		Information Governance StaffNet Page	Information Governance Team

Review Checklist		
Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes
Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes

	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Core Information

Date	January 2013
Title	Redeployment Policy
What are the aims, objectives & projected outcomes?	<p>This Policy is designed to:</p> <ul style="list-style-type: none"> • provide a framework based on fairness, consistency, best practice and employment legislation to finding suitable alternative employment for individuals in need of redeployment; • outline roles, responsibilities and procedures; • support individuals to maintain their employment where possible; • identify the management process for trial periods; • comply with relevant employment legislation.

Scope of the assessment

Data has been analysed over a 12 month period, 51 individual who had been subject to redeployment as a result of organisational change or health issues.

Collecting data

Race	<p>There is no evidence to suggest there is a disproportionate impact on race. 94% of individuals involved in redeployment were White (British) and 6% BME. This is proportionate to the Trust's breakdown of ethnicity. A slightly higher proportion of white individuals involved in organisation change is due to the change processes involving mainly non clinical administrative areas which has less BME individuals then other staff groups such as Medical and Dental. Workforce data will be reviewed to identify any potential impact.</p> <table border="1"> <thead> <tr> <th>Ethnicity</th> <th>White</th> <th>BME</th> <th>Undisclosed</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>88.11%</td> <td>6.29%</td> <td>5.60%</td> </tr> </tbody> </table>				Ethnicity	White	BME	Undisclosed	%	88.11%	6.29%	5.60%																				
Ethnicity	White	BME	Undisclosed																													
%	88.11%	6.29%	5.60%																													
Religion	<p>There is no evidence to suggest there is a disproportionate impact on religion. 49% of individuals who were redeployed were Christian and 31% did not disclose their religion. The remainder were divided across the remaining groups, proportionate to the overall workforce. Workforce data will be reviewed to identify any potential impact.</p> <table border="1"> <thead> <tr> <th>Religion</th> <th>Atheism</th> <th>Buddhism</th> <th>Christianity</th> <th>Hinduism</th> <th>Islam</th> <th>Jainism</th> <th>Judaism</th> <th>Sikhism</th> <th>Other</th> <th>Undeclared</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>9.3</td> <td>0.6</td> <td>47.8</td> <td>0.9</td> <td>0.9</td> <td>0</td> <td>0</td> <td>0</td> <td>6.2</td> <td>34.2</td> </tr> </tbody> </table>										Religion	Atheism	Buddhism	Christianity	Hinduism	Islam	Jainism	Judaism	Sikhism	Other	Undeclared	%	9.3	0.6	47.8	0.9	0.9	0	0	0	6.2	34.2
Religion	Atheism	Buddhism	Christianity	Hinduism	Islam	Jainism	Judaism	Sikhism	Other	Undeclared																						
%	9.3	0.6	47.8	0.9	0.9	0	0	0	6.2	34.2																						
Disability	<p>There is a potential impact on staff who have a disability which impacts on their ability to continue in their current roles as a result of their health. 7% of individuals who were redeployed through organisational change declared a disability (2 individuals). 59% of individuals redeployed for health may be recognised as disabled. Redeployment constitutes a reasonable adjustment in line with the Equality Act and as such it is expected that more individuals undergoing this process will have a disability. As a reasonable adjustment this is a positive impact to support continued employment. Workforce data will be reviewed to monitor and identify changes to data.</p> <table border="1"> <thead> <tr> <th>Disability</th> <th>Disabled</th> <th>Not Disabled</th> <th>Undeclared</th> <th>Undefined</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>3.1</td> <td>72.5</td> <td>23.5</td> <td>0.9</td> </tr> </tbody> </table>				Disability	Disabled	Not Disabled	Undeclared	Undefined	%	3.1	72.5	23.5	0.9																		
Disability	Disabled	Not Disabled	Undeclared	Undefined																												
%	3.1	72.5	23.5	0.9																												

Sex	<p>There may be an impact on gender because it is known that females have a higher level of absence than males and therefore may be considered for redeployment through health issues. 86% of individuals redeployed due to health were female. 67% of individuals redeployed through organisational change were female. There are a high number of females who work within administration functions and it is likely that more change processes have affected this group, resulting in a higher number of female redeployments. Overall 74% of individuals who were redeployed were female which is in line with the workforce.</p> <p>Workforce data will be reviewed to monitor any potential impact.</p> <table border="1" data-bbox="451 510 1417 577"> <tr> <td>Gender</td> <td>Male</td> <td>Female</td> </tr> <tr> <td>%</td> <td>26.2</td> <td>73.8</td> </tr> </table>	Gender	Male	Female	%	26.2	73.8																				
Gender	Male	Female																									
%	26.2	73.8																									
Gender Identity	<p>There is no evidence to suggest there is a disproportionate impact on gender identity. Workforce data will be reviewed to identify any potential impact.</p>																										
Sexual Orientation	<p>There is no evidence to suggest there is a disproportionate impact on individuals within this group. 27% of individuals who were redeployed did not disclose their sexual orientation and the remainder were heterosexual which is in line with the overall workforce. Workforce data will be reviewed to identify any potential impact</p> <table border="1" data-bbox="451 869 1417 1104"> <tr> <td>Sexual Orientation</td> <td>Bisexual</td> <td>Gay</td> <td>Heterosexual</td> <td>Lesbian</td> <td>Undeclared</td> <td>Undefined</td> </tr> <tr> <td>%</td> <td>0.3</td> <td>0.5</td> <td>68.8</td> <td>0.2</td> <td>30.2</td> <td>0.1</td> </tr> </table>	Sexual Orientation	Bisexual	Gay	Heterosexual	Lesbian	Undeclared	Undefined	%	0.3	0.5	68.8	0.2	30.2	0.1												
Sexual Orientation	Bisexual	Gay	Heterosexual	Lesbian	Undeclared	Undefined																					
%	0.3	0.5	68.8	0.2	30.2	0.1																					
Age	<p>There may be an impact on age with a higher number of individuals over 50 who were redeployed (47%). This is higher than the proportion of individuals across the organisational who are over 50 (30%). 40% of individuals who were redeployed through health issues were over 50 which is likely to reflect that health deteriorates with age. 50% of individuals who were redeployed through organisational change were over 50. Organisational change processes have affected non clinical areas where individuals are more likely to be in a higher age bracket. Whilst disproportionate to the age profile this is a positive impact as enabled individual's employment to continue.</p> <p>Workforce data will be reviewed to monitor any potential impact.</p> <table border="1" data-bbox="451 1503 1442 1693"> <tr> <td>Age</td> <td>Under 20</td> <td>20-24</td> <td>25-29</td> <td>30-34</td> <td>35-39</td> <td>40-44</td> <td>45-49</td> <td>50-54</td> <td>55-59</td> <td>60-64</td> <td>65-69</td> <td>70+</td> </tr> <tr> <td>%</td> <td>0.7</td> <td>5.0</td> <td>11.5</td> <td>13.1</td> <td>11.9</td> <td>13.5</td> <td>14.3</td> <td>13.4</td> <td>10.2</td> <td>4.5</td> <td>1.3</td> <td>0.4</td> </tr> </table>	Age	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	%	0.7	5.0	11.5	13.1	11.9	13.5	14.3	13.4	10.2	4.5	1.3	0.4
Age	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+															
%	0.7	5.0	11.5	13.1	11.9	13.5	14.3	13.4	10.2	4.5	1.3	0.4															
Socio-Economic	<p>There is no evidence to suggest that socio economic factors are disproportionately affected. 55% of individuals who were redeployed were a Band 5 or above. Workforce data will be reviewed to establish whether any information can be gathered.</p>																										

Human Rights	All staff will be dealt within in line with Human Rights regulations. No treatment throughout the management process of this Policy will place individuals in a situation where their human rights may be negatively affected. The management process will facilitate open communication and enable individuals to express their views in a safe environment without repercussion. Consideration will be given to any staff who have special requirements such as a disability and the process aims to be fair and consistent for all staff.
What are the overall trends/patterns in the above data?	There are trends to indicate that a higher number of individuals who were over 50 have been redeployed. Similarly more females have been redeployed and individuals with a disability.

Involving and consulting stakeholders				
Internal involvement and consultation	Joint Staff Negotiating Committee, Senior Management, Human Resources Business Partners			
External involvement and consultation	None			
Impact Assessment				
Overall assessment and analysis of the evidence	<p>There is a trend to indicate that a higher proportion of females have been subject to redeployment which may link to evidence which suggests females have higher absence rates and may therefore be more likely to require redeployment as a result of health reasons. 76% of individuals who were redeployed for health reasons were female. The proportion of females in the Trust is greater than males and the areas associated to organisational change processes have involved mainly non clinical administrative areas which are known to have more females.</p> <p>There is a trend in relation to age which indicates a higher number of individuals over 50 have been redeployed. The areas affected by organisational change are likely to have individuals within the higher age bracket and there is a link between health and age.</p>			
Action Plan				
Action	Owner	Risks	Completion Date	Progress update
Monitoring of workforce data on a bi annual basis	Martin Bamber		Ongoing	Action to be taken as and when issues are identified
Specific issues and data gaps that may need to be addressed through consultation or further research	There is currently insufficient data to monitor the impact on socio economic factors and gender identify.			

REDEPLOYMENT MEETING

Appendix 3

Date and Time of Meeting:

Venue:

Dear

I am writing to invite you to attend a redeployment meeting on the above date. A trade union representative or work colleague may be present at the meeting, if you wish (to be arranged by yourself).

Purpose of the redeployment meeting

A redeployment meeting is offered to all employees who are potentially without employment through no fault of their own, for example, as a result of restructuring, organisational change, ill health, disability or in some cases, due to a lack of capability to perform their current role. In circumstances such as these, the Trust is committed to working in partnership with staff and their representatives to find suitable alternative employment. Prior to your redeployment meeting, you will be asked to provide personal details including qualifications and present employment details.

Line Manager Responsibility

It is the Line Manager's responsibility to explain the reason for the redeployment meeting and to offer support and guidance. During the meeting, together with the employee, a

series of questions will be asked that will provide information required for the redeployment register and finding suitable alternative employment.

Human Resources Responsibility

HR will provide advice, guidance and support to both the Line Manager and the employee. Staff who are considered to be at risk of redeployment will have their names registered on a redeployment register, which will be accessed only by the HR Department. This information will be used for the purpose of finding suitable alternative employment for candidates, and will consist of the information you give in your meeting.

When HR identifies a suitable post, employees will be contacted to arrange an interview with the prospective Appointing Manager with a view to starting a work trial.

Employee responsibility

Responsibility is held with yourself to provide accurate information at the redeployment meeting in order to help find alternative suitable employment. The employee is required to make enquiries following up any advertised vacancies, prepare applications for vacant posts, respond timely in a timely way once suitable vacancies are identified by the HR team, prepare for interviews and other selection processes and actively seeking opportunities for retraining and/or redeployment.

If you have any questions or concerns prior to your interview, please contact your Line Manager or Human Resource Manager (input name and extension number)

Line Manager

Date

REDEPLOYMENT PROCESS	Appendix 4
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Present:

Employee Name

Manager Name

Human Resources

Employee Support

Date of Meeting

Topic	Questions or Concerns
<p>Purpose of a Redeployment Meeting:</p> <p>This is a process of communication between the Line Manager, HR and the employee, in order to commence job transition planning and support. The Trust is committed to working in partnership with staff to endeavour to find suitable</p>	

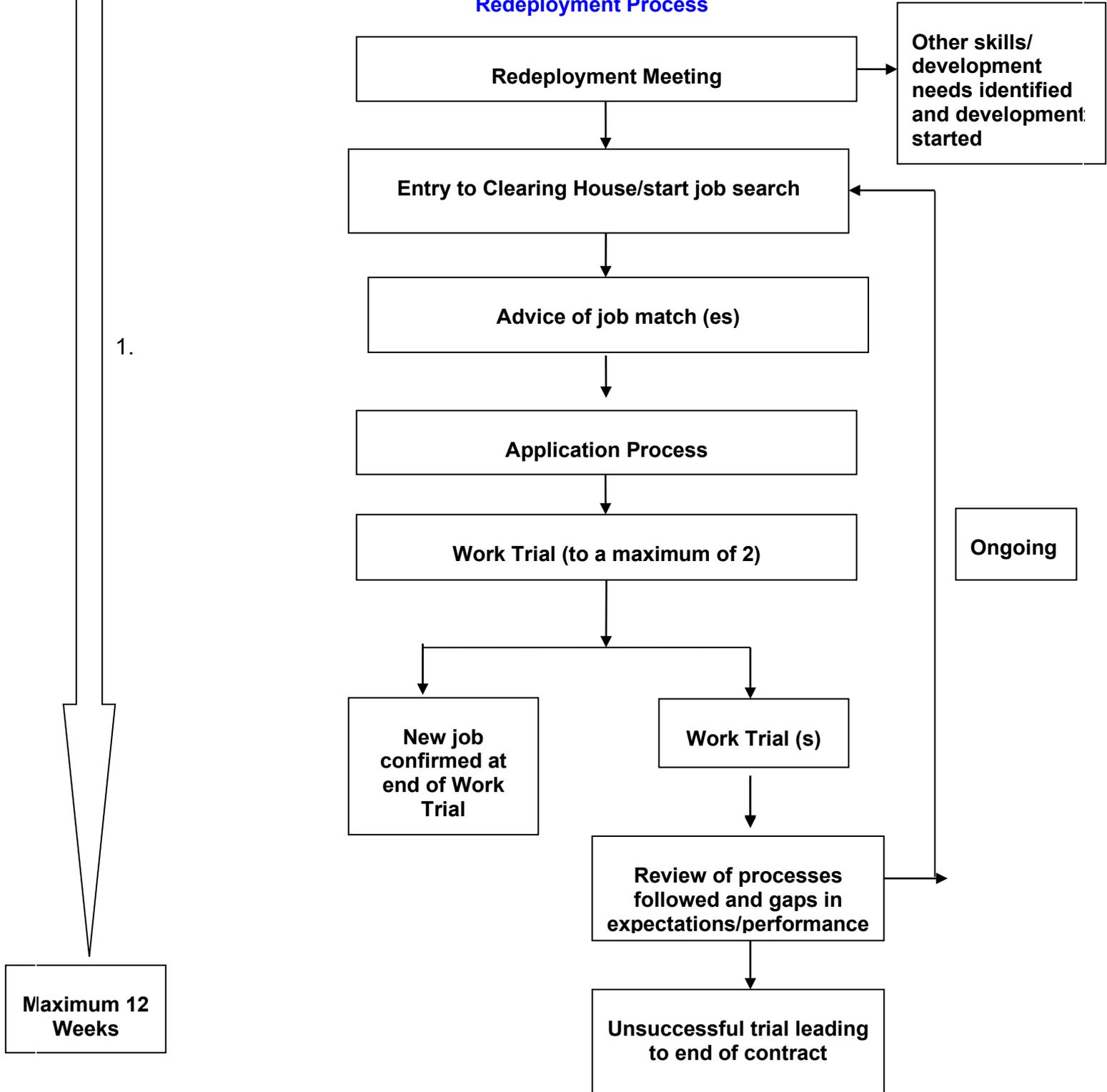
<p>employment.</p>	
<p>What your Line Manager is required to do:</p> <p>Line Managers are responsible for completing a redeployment meeting for each employee affected. Line Managers will :</p> <ul style="list-style-type: none"> • Discuss the purpose of the redeployment meeting • Review your personal details • Review your employment history • Complete the operational summary in conjunction with the employee • Agree development needs • Agree future action 	
<p>What the Employee is required to do:</p> <p>Employees are responsible for undertaking any action, which will enhance their opportunity for redeployment. This would include:</p> <ul style="list-style-type: none"> • Providing accurate and up-to-date information in order to help commence job transition planning. • Actively seek opportunities for retraining • Making applications for vacant posts • Preparing for interviews and other selection processes • Responding timely once suitable vacancies are identified by HR 	

Day One

Communication of employee being at risk of redeployment, medically unfit or part of organisational change



Redeployment Process



1. Background information

Please complete part 1 of this form and bring it with you when you attend for your interview.

If you have any questions or concerns prior to your interview please contact your Line Manager or the Human Resources Department.

Part 1

Personal Details - please complete the following information about you.

Surname:	First Name(s)
Contact Address:	Contact Numbers: Home: Work: Mobile: Email:

Employment Details – please complete the following information about your employment with the Trust.

1 Base (e.g. Derriford Hospital):	2 Department:
3 Directorate:	4 Division:
5 Trust Start Date:	6 Length of NHS Service:
7 Post Title:	8 Agenda for Change Banding:
Is your post: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hours per week <input type="checkbox"/>	Were you redeployed into this post ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any Existing Pay Protection in place for this post: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes when is this due to come to an end?

PART 2 – TO BE FILLED IN WITH LINE MANAGER

Please describe your current work pattern with approximate times.

Week 1	Week 2 (if applicable)
Monday	Monday
Tuesday	Tuesday

Wednesday	Wednesday
Thursday	Thursday
Friday	Friday
Saturday	Saturday
Sunday	Sunday

Are you willing to change your current work pattern? Yes No

If yes please indicate below when you are available to work

	AM NIGHT	PM	EVENING
Monday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Are there any personal circumstances which you feel we need to be aware of:	What mode of transport do you currently use to get to work?
Childcare <input type="checkbox"/> Carer <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/>	Walk <input type="checkbox"/> Cycle <input type="checkbox"/> Bus <input type="checkbox"/> Car <input type="checkbox"/> Other <input type="checkbox"/> please state

Do you have any particular areas of the Trust where you would like to work? If yes please state:	Do you have any thoughts on the type of work you would like to do in the future? If yes please state:
---	--

Site preference?	
Have you identified any particular training needs that you may have? If yes please state:	
Have you obtained a criminal record check (Disclosure and Barring Service) within the last 3 years?	

Agreed Future Actions. State below any agreed actions e.g. date to provide answers to any questions or concerns, date to meet again if necessary

Action	Date

Managers Signature

Employee Signature

Date

COPY TO:
MANAGER
HR BUSINESS PARTNER
EMPLOYEE

Part 3 – Operational Summary

Employee Name **Area of Work / Base**

Manager completing Interview..... **Date of Completion**.....

3.1	Key Skills	
3.2	Qualifications	
3.3	Key Experience	
3.4	Key Strengths	
3.5	Previous employment experience	

3.6	Would you consider a career change?	
3.7	What key transferable skills do you have to facilitate a career change?	
3.8	What development needs would you need to support a career change?	
3.9	Do you need additional support ?	
4.0	Further comments needed to be taken into consideration:	

Managers Signature

Employee Signature.....

Date.....

Part 4 - Summary of Identified Development Needs

Development Need	Action to be Taken	By Whom

Managers Signature

Employee Signature.....

Date.....