



HUMBERSIDE FIRE AND RESCUE SERVICE

People & Development

Redeployment Policy

Owner	Executive Director of People & Development
Responsible	Head of Human Resources
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

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1. INTRODUCTION

Redeployment is a process of securing suitable alternative employment for staff displaced as a result of organisational change (redundancy/restructuring) or, capability/ ill health.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY & INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users

3. AIM AND OBJECTIVES

If an employee's role is deemed as 'at risk' of redundancy, then redeployment opportunities will be sought for all potentially displaced staff. A proposal to change staffing structures may arise for a variety of reasons, but ultimately the aim will be to maintain or improve efficiency and effectiveness.

The aim and objective of this policy is to ensure clear guidance for employees who are placed in the redeployment pool.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
- National Guidance

5. CAPABILITY/ILL HEALTH

An individual may be declared appropriate to be redeployed if the Service Medical Advisor and or an Independent Qualified Medical Practitioner/Independent Registered Practitioner considers their current role inappropriate due to

psychological, medical or physical reasons.

6. PROCEDURE

As soon as an employee is deemed to be 'at risk' of redundancy or their current role is deemed no longer suitable due to ill health/capability reasons then the employee will be placed in the redeployment pool and the relevant trade unions informed for consultation purposes.

The employee will meet with their respective HR Service Partner to assess the type of role which they may be suited to and to complete a redeployment skills questionnaire.

The normal procedure for the filling of appropriate vacancies will cease and advertisement held where it can be seen that a role may be suitable as a redeployment opportunity.

The employee will be notified in writing by the HR Service Partner of any suitable roles along with the job description and terms and conditions of the roles. The employee will have 7 days to determine whether they are interested in these roles. If they are not, then the roles will be advertised through the normal recruitment process. However, if it is deemed by the Service that a role is suitable then the employee will be compulsorily redeployed into the role.

For an employee to be suitable for a redeployment role, they must meet the majority of the essential criteria for the role and be a broad skills match. It is not necessary for them to meet all the essential criteria, providing they will be able to fulfil all the requirements of the role through training within a reasonable time period.

When considering what is a suitable redeployment opportunity, roles will usually be offered of the same grade or lower than employee's current grade. However, it will be for the employee to determine whether a lower graded role may be suitable. For roles above the employee's current grade, the employee will have to participate in a competitive recruitment process.

If an employee is the only person suitable for a particular role then they will be required to have an informal interview with the line-manager of the post to assess suitability. Where there is more than one employee suitable for the same role, then a competitive recruitment process will take place between the redeployees.

Where an employee is redeployed into a new role, an offer will be made in writing to the employee before their current role ends to start the alternative position within 4 weeks of that date. This must happen to preserve continuity of service.

There will be a 4-week trial period within the new role (this may be extended to 8 weeks if the manager or employee has not had chance to determine whether the role is suitable). During the 4-week trial period the line-manager and employee should meet regularly to discuss performance in role.

During the 4-week trial period the employee will be paid at the rate of pay for their

previous role. Only when the trial is confirmed will the employee be paid at the grade and salary of the new role.

At the end of the trial period the line-manager will assess whether the employee is capable of performing the duties and the employee will determine whether the role is suitable for them. If the trial is successful, the employee will be written to confirming their employment in the new role and the terms and conditions surrounding the new role.

If the trial period is unsuccessful, then further redeployment opportunities will be sought for a period of 2 months. If, after this time, no suitable roles have been identified then the employee will be made redundant (see Redundancy Policy). If an employee unreasonably refuses to accept a suitable offer of redeployment in terms of grade, job content, status, location etc., they will be issued with notice to terminate their employment due to reasons of redundancy. Any entitlement to a redundancy payment may be lost. If the employee feels that the role is not suitable either before or after the trial period, then they must set out in writing their reasons.

The Service will consider these reasons when determining whether the refusal is reasonable and whether a redundancy payment will be made.

7. APPEALS

Employees have the right of appeal against a decision to compulsorily redeploy them into a post that they deem not to be suitable. Appeals should be made in writing to the Head of HR stating the grounds for appeal within 7 days of the employee being placed into a redeployment role. If the appeal is upheld the employee will be entitled to a redundancy payment and will return to the redundancy pool. Where an appeal is rejected, the employee will lose their right to a redundancy payment.

8. WHO CAN PROVIDE SUPPORT OR ADVICE TO EMPLOYEES

We are committed to maintaining a safe and supportive work environment for everyone. Below are internal and external routes staff can use to speak up, raise a concern and get support.

Most speaking up happens through conversations with supervisors and line managers where challenges are raised and resolved quickly. We strive for a culture where that is normal, everyday practice and encourage you to explore this option it may well be the easiest and simplest way of resolving matters. However, you have other options: Station Managers, Group Managers, TLT and SLT members with responsibility for the subject matter you are speaking up about.

Via your line manager

Your line manager is a key point of contact for reporting concerns and seeking support. They are here to listen, provide guidance, and ensure that your concerns are addressed appropriately. Whether you have questions about workplace policies, encounter issues with colleagues, or require assistance with personal matters affecting your work, your line manager is there to support you.

If, for any reason, you feel uncomfortable discussing your concerns with your line manager, we have established multiple channels for reporting concerns anonymously or confidentially.

Through our Policies and our Professional Standards Policies

Various routes are included in our Policies and our Professional Standards Policies listed below:

- Anti-Fraud and Corruption
- Complaints
- Dignity at Work (anti Bullying and Harassment)
- Disciplinary
- Exits From the Service
- Equality and Inclusion
- Grievance
- Menopause
- Mediation
- Personal Relationships at Work Policy
- Safety Event Reporting Recording and Investigation Arrangements
- Whistleblowing

Further Whistleblowing Support

[Protect](#) is the UK's whistleblowing charity, who aim to stop harm by encouraging safe whistleblowing. Their free, confidential [Advice Line](#) supports more than 3,000 whistleblowers each year who have seen malpractice, risk or wrongdoing in the workplace.

Independent Speak Up (Powered by Crimestoppers)

This service aims to provide a safe space for staff to speak up when something isn't right in the workplace:

- Discrimination, victimisation and harassment (on gender, sexual orientation, disability)
- Misogyny and violence against women and girls
- Health and safety breaches
- Fraud and corruption
- Poor or unsafe working practices

The service is available online or via phone [here](#).

Service users can remain anonymous or can choose to provide their name and contact details which will then be shared for confidential use by the Fire Service.

Our internal bullying and harassment hotline

Bullying will not be tolerated within Humberside Fire and Rescue Service. Our Dignity at Work policy clearly defines bullying and how to report it.

The Service's 'Zero Tolerance' campaign has a very simple strapline - **SUPPORT - CHALLENGE - REPORT** - and we encourage our employees to do just that.

Contact HR

You can contact your HR team, in complete confidence, on: 01482 567572.

This number will take you through to one of our HR Team who will listen to what has caused you to feel the way you do.

You don't need to provide names and you will receive completely confidential advice as to how to manage any issues you raise.

HMICFRS Independent reporting line

The independent reporting line (IRL) form is a tool for fire and rescue service staff to confidentially pass information to HMICFRS, which as an independent body is responsible for inspecting fire and rescue services on their efficiency, effectiveness and how well they look after their people.

The reporting line can be accessed [here](#).

Employee Assistance Programme

As part of an ongoing commitment to employee wellbeing, Humberside Fire and Rescue Service Occupational Health Team are very pleased to offer all employees confidential support, with free access to emotional and practical support through CiC's Confidential Care Service.

The service is provided by CiC, an external organisation, who are entirely independent, so support and advice is completely confidential. You can call the Confidential Care line as often and for as long as you need to discuss any issues you would like support with.

The Confidential Care service is available 24 hours a day, 7 days a week, 365 days a year and is accessed by calling the freephone number: 0800 085 1376.

Internal Freedom to Speak Up Routes

The Freedom to Speak Up model was developed in health and has six key elements; we have used the model as the basis for the HFRS process. How we implement 'Valuing' and 'Modelling' Speaking Up within HFRS will be developed from the 'ground up' by listening to staff about how line managers and the organisation can value and model Speaking Up.

Our 'Freedom to Speak Up Guardian' can support you to speak up if you feel unable to do so. The Guardian will ensure that people who speak up are thanked for doing

so, that the issues they raise are responded to, and that the person speaking up receives feedback on the actions taken. You can find out more about the guardian role [here](#).

Additional information relating to Freedom to Speak Up Routes can be found [here](#).

You may also wish to speak to:

- A colleague
- A trade union representative
- The Humberside Fire Authority Counselling Service

You may wish to discuss the concern with a colleague or trade union representative first and may find it easier to raise the matter if there are other colleagues who share the same concerns. A trade union representative or work colleague may accompany a member of staff at any meetings or interviews in connection with the concerns raised.

9. PAY PROTECTION

If an employee accepts a role on a lower grade/salary to the one they are currently on, then their basic salary will be protected (annual leave, contractual overtime or any allowances will not afford protection) as long as they are transferring to a post under the same contractual conditions, for a period of 2 years or until one of the following occurs:

- The employee is appointed to a post in which the normal basic wage or salary is equal to or exceeds the protected wage or salary; or
- The employee moves of his/her own volition to a post with a basic wage or salary which is equal to or lower than that of the existing post; or
- The employee leaves the Service.

No annual pay or incremental increases will apply during the protection period. At the end of the protection period the employee will move to the basic salary and conditions of the new post.

An employee will also be entitled to any excess travel costs in accordance with conditions of service for a period of up to **2 years** from the date of redeployment.

**If you require any further guidance/information regarding this document,
please contact Human Resources.**