# HUMAN RESOURCES

## REDEPLOYMENT

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<thead>
<tr>
<th>Owner</th>
<th>Director of People and Development</th>
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<tr>
<td>Responsible Person</td>
<td>Head of HR</td>
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<tr>
<td>Date written</td>
<td>August 2018</td>
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<td>Date of last review</td>
<td>August 2018</td>
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<td>Date of next review</td>
<td>28th February 2021</td>
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1. INTRODUCTION

This policy is only applicable to Support Staff and Control Staff within Humberside Fire and Rescue Service (HFRS).

HFRS regards its employees as a valuable resource and is committed to protecting the security of employment as far as is reasonably practicable. HFRS employees are a vital factor in the efficient and effective service that the organisation provides to the community. However, there may be occasions when HFRS may need to redeploy employees. This could be following the completion of organisational change or restructure, on medical advice, a loss of funding for a particular project, domestic circumstances or any other appropriate circumstances. HFRS believes redeployment is a positive act which can enable the it to maintain the skills and experience of valued employees, as well as meeting its legal obligations. Where employees can no longer remain in their existing post for whatever reason, HFRS regards it to be of mutual benefit to the organisation and its employees to strive to retain such employees using their skills and experience in other available areas of employment.

All reasonable support will be given to the employee throughout the redeployment process and the policy will reflect the provisions of the Equality Act 2010.

HFRS will endeavour, as far as is reasonably practical, to ensure that employees in a redeployment situation are afforded the opportunity to continue their careers within the organisation.

For a redeployment to be successfully achieved, employees will be expected to undertake training where this is necessary and appropriate. They may also need to exercise a degree of flexibility in considering options for suitable redeployment where they arise.

HFRS is committed to establishing and maintaining a positive working environment where the dignity and respect of employees is not undermined. It is committed to working practices that ensure the fair treatment and professional and personal dignity of all its employees. No employee will be treated less favourably on the grounds of race, gender, disability, age, sexual orientation, religion or belief or for any other reason which cannot be justified in job related terms.

Employees on secondment to other organisations or departments, on maternity or absent for medical reasons at the time of change remain the responsibility of HFRS and will be included in all correspondence. The Redeployment Policy shall not be used as an alternative to effective performance management.

2. EQUALITY AND INCLUSION STATEMENT

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. SUITABLE ALTERNATIVE EMPLOYMENT

HFRS will make every effort to offer suitable alternative employment. When such offers are made, employees will be expected to accept them with the aid of guidance and support.

Suitable Alternative Employment will take into account the following:

- The duties carried out immediately prior to an employee being identified “at risk”.
- Skills that have been developed or trained whilst awaiting redeployment or which could be developed or trained within a reasonable period.
- The hours of duty and working arrangements of the alternative post.
- The location of the alternative employment.
- The current pay status of current post and alternative employment.

4. PROCEDURE

Employees subject to redeployment will meet a member of the HR Team and their line manager in order to assess the type of role for which they may be suited. In the event of potential redeployment during a restructure process, the provisions of the Restructuring Policy will apply.

Employees will be formally notified in writing of the suitable roles for redeployment and will be required to respond in writing within 7 days as to which they are interested in.

Employees subject to redeployment will need to meet the essential criteria of the person specification for the role they are to be redeployed into. Where this is not the case, employees will need to undergo and successfully complete any required selection process. Consideration will also be given to providing training and producing a development plan to enable the employee to meet the required standard.

Where there is more than one employee subject to redeployment applying for the same post, a fair and transparent competitive selection process will take place.

Where an employee fails to be redeployed into a role because they were unsuccessful during a selection process, they will be informed in person of the reasons why they were unsuccessful and further opportunities for redeployment will be considered. Where there are no further opportunities for redeployment, the employee will be dismissed on the grounds of redundancy. (Please refer to Redundancy Policy).

On all occasions where a selection process is undertaken as part of the redeployment procedure full records will be maintained of the decisions made. The records will be retained in accordance with HFRS policies and procedures.
During the recruitment/redeployment process, all relevant employment best practice and legislation will be adhered to and appropriate adjustments will be made to the workplace and/or working practices for employees with a disability.

Where the employee is to be redeployed into a new role, an offer will be made in writing to the individual before the current role ends to start the alternative position within four weeks of that date. This must take place in order to preserve continuity.

There will be a trial period of twelve weeks within that role. This trial period may be extended if necessary (and agreed by employee and manager).

During the trial period, employees will be paid at their previous rate of pay.

At the end of the trial period the employee will be written to confirming their employment in the new role, unless either the manager or the employee decides that the job is not suitable.

Employees may be redeployed into a role at a higher level within the organisation providing that they meet the criteria on the person specification and successfully undergo a selection process.

Employees held in the redeployment pool will be considered for any suitable vacancies prior to them being advertised externally.

HFRS will actively assist employees within the redeployment pool in identifying suitable vacancies and training opportunities.

Staff will be eligible to remain in the redeployment pool of up to six months. After six months the Service may consider redundancy. Extensions to the redeployment period will not normally be available except in exceptional circumstances where, for example, an opportunity for redeployment arises near to the end of their period in the Redeployment Pool. In such a case the notice period will be extended as appropriate. An extension to the redeployment period will require the written approval of the HR Director.

If the employee unreasonably refuses to accept a suitable offer of redeployment, they will be issued contractual notice to terminate their employment for the reasons of Redundancy. Any entitlement to a redundancy payment will be lost.

5. REDEPLOYMENT ON THE GROUNDS OF DISABILITY/ILL HEALTH

It is important to ensure that decisions about the medical redeployment of employees to whom this definition may be applicable are taken with full and up to date medical advice and involvement from all appropriate HFRS departments, including Occupational Health and HR, as well as the appropriate line managers.

6. ILL HEALTH RETIREMENT

Support staff and Control staff will only be considered for Ill Health Retirement if their disablement is considered permanent by an approved Panel Doctor as per the LGPS
Regulations. The final decision to retire an employee on ill health grounds remains with the Chief Fire Officer.

7. PAY PROTECTION

Where employees are permanently redeployed into a role with a lower salary, their salary will be frozen and protected as per the Pay Protection Policy.

Pay protection will not apply where an employee has been redeployed on grounds of capability.

8. APPEALS

Employees have the right to appeal against the decision to redeploy them into a post that they deem to be unsuitable.

Appeals should be in writing and made to an individual in the role of Director or above. Who to appeal to will be stipulated in the formal notification of redeployment.

Appeals must be made within seven working days of the formal notification of redeployment. Where an appeal is upheld, then the employee will retain their right to a redundancy payment and will remain in the redeployment pool.

9. FURTHER INFORMATION

Employees will be entitled to be accompanied by a work colleague or union representative at any formal meetings during the redeployment process.

If you require any further guidance / information in relation to this policy, please contact Human Resources