

REDEPLOYMENT POLICY

Introduction

1. This document details the process that the City of London Corporation will follow when seeking to permanently redeploy individuals who are either under notice of redundancy or unable to continue working in their existing role due to ill health or disability.
2. This policy will not be applied in situations where an employee who is neither in a potential job loss situation nor covered by the Disability Discrimination Act (DDA) simply expresses a preference to be moved to another work location or role. In such circumstances the City of London's standard recruitment processes will apply and no preferential treatment will be given.

Policy principles

3. The City of London will take reasonable steps to reduce the necessity for dismissals to occur, as far as reasonably possible, by:
 - Seeking redeployment opportunities for employees' under notice of redundancy.
 - Considering appropriate redeployment opportunities (on the advice of Occupational Health) for employees who are unable to continue working in their existing role due to ill health or disability (where the City of London has reasonably explored whether adjustments can be made to their current role to enable them to continue in it, and determined that adjustments are not feasible).
4. All employees in the above 'at risk' categories will be given first consideration for any suitable vacant posts within the City of London, in the following priority order (as dictated by case law):
 - Women on maternity leave facing redundancy;
 - Disabled employees where complying with the duty of making reasonable adjustments;
 - Other employees facing dismissal on the grounds of redundancy or capability due to ill health.
5. In cases of redeployment under the [Redundancy Policy](#) (Employee Handbook – Section B29):
 - Redeployment will normally be to posts that qualify as 'suitable alternative employment' under the legislation (i.e. that offer the same/very similar duties, working environment, grade and terms and conditions as the redundant position at a location to which the employee could be deployed under their existing contract).

- Redeployment will, therefore, normally be to a role of the same grade. In this situation, the employee's current salary level (i.e. grade point) will be maintained.
 - Where redeployment to a role one grade below the employee's current grade is agreed as being a suitable alternative, the employee's salary will be protected as per the details in [paragraphs 17 - 21](#).
 - If the employee is successful in a competitive selection process for a role at a higher grade, or chooses to accept redeployment to a lower graded role which does not fall under the definition of suitable alternative employment, a new contract of employment will be issued setting out the appropriate salary and terms and conditions applicable to the new role. The process used for calculating the new salary will be the same as deciding salary on appointment for new starters.
 - An employee under notice of redundancy who, in the opinion of management, unreasonably refuses an offer of suitable alternative employment, or who unreasonably terminates their employment in an alternative position during the trial period, may forfeit their right to a redundancy payment.
- 6.** In cases of redeployment due to ill health or disability:
- Redeployment will be considered on the basis of advice given by Occupational Health on the types of work the individual is capable of undertaking.
 - When considering the suitability of a vacant role for an individual covered by the DDA, the City of London will reasonably consider if adjustments can be made to enable the employee to undertake the role.
 - Where an alternative position is identified, it will be offered on the grade applicable to the role (i.e. if the role is below the employee's existing grade, no salary protection will apply).
- 7.** The search for redeployment will continue until an employee reaches their last day of service.
- 8.** The only criteria which will be used in appointing 'at risk' employees to vacant posts will be their ability to undertake the duties and responsibilities of the vacant post (either immediately or with limited training), assessed by reference to the criteria in the person specification and duties outlined within the job description. N.B. Where redeployment is being sought for an employee covered by the DDA, reasonable adjustments will be made to the criteria, where necessary, to ensure the disabled employee is not at a substantial disadvantage.
- 9.** Recruiting Managers will maintain full written records of decision made at both the short listing and interview stage which detail their grounds for reaching the decision (which must be reasonable, justifiable and relate only to the selection criteria and job requirements).
- 10.** Where redeployment is to a role with terms and conditions which differ (in whole or in part) from the corresponding terms of the employee's previous role, they will

have a four week (or longer by mutual agreement, to a maximum of three months) trial period in their new role. Where the position offered is a direct match to the employee's current role, there is no requirement for a trial period.

11. Appropriate induction, training and support will be provided to assist those who have been redeployed to settle into their new role.

Ring fencing

12. The City of London has the discretion to ring fence any vacant post for employees who are on the redeployment list.
13. Where a vacant post is identified as a potential match for at risk employees, it will be ring fenced, normally for a period of up to 10 working days, to allow their suitability for the post to be considered.
14. Where a vacant post is already being advertised and an employee who is a potential match subsequently joins the redeployment list, the employee will be given priority consideration for the post.
15. Where a vacancy arises within a department with at risk employees, they will be given first consideration for redeployment after complying with [paragraph 4](#) (i.e. before at risk employees from other departments are considered).
16. Where an employee wishes to be considered for redeployment into a vacant post more than one grade below his/her current post, the vacancy will be ring-fenced for the at risk employee but the salary protection provisions set out below will not apply (i.e. the individual will be choosing to be considered for a lower graded role as an alternative to dismissal on the terms and conditions applicable to that role).

Salary protection

17. Salary protection will only apply in circumstances where an individual has been redeployed into a role, agreed as a suitable alternative, one grade lower than their existing grade as an alternative to a redundancy dismissal occurring. Where salary protection applies, an employee's original department will meet the costs of protection.
18. Those redeployed due to being unable to continue in their current role due to ill health or disability who accept redeployment to a lower graded role will not be eligible for salary protection. Where the employee is redeployed to a role of the same grade, however, their current salary level (i.e. their grade point) will be maintained.
19. Salary protection will only be applied to the individual's existing grade rate (i.e. the base salary point of the grade they are currently on and their hourly rate for overtime purposes), which will be fixed at its current monetary value. Other elements of pay and / or allowances (for example, unsocial hours' payments) will not be protected. Nor will an employee's current level of earning be protected if

they choose to be redeployed into a role with fewer contract hours than their existing role (in this instance, if their grade rate is protected, this will be pro-rata to the contract hours of the new position).

20. Salary protection will cease either when the total substantive pay for the lower graded role matches / exceeds the employee's pay including protection, or after a maximum period of 3 years.
21. The employee will not benefit from increases in salary, London Weighting or other salary-linked allowances (i.e. the individual's protected level of pay will not increase as a result), nor recognition awards / contribution bonuses, until such time as the protection ceases.

Responsibilities

22. Managers are responsible for informing their at risk employees of the process that will be followed to seek suitable alternative employment for them, providing them with a copy of the policy and assisting them in completing an Employee Summary Sheet (where assistance is required).
23. Departmental Human Resources are responsible for:
 - Actively seeking redeployment opportunities for at risk employees within their department and ring-fencing suitable vacancies if/when they arise;
 - Ensuring at risk employees have access to details of currently advertised job vacancies across the City of London, as listed on the intranet.
24. The Employee Relations team are responsible for maintaining the redeployment list and keeping a detailed record of the roles identified as potential matches which are provided to at risk employees.
25. Employees seeking redeployment are responsible for:
 - Actively participating in the redeployment process;
 - Completing and returning forms within agreed timeframes;
 - Applying for all vacancies which are identified as a potential match with their skills and experience, normally within 5 working days of being notified of the position; and
 - Actively participating in the selection process for potentially suitable posts.

Additional Information

26. The City of London's independent [Employee Assistance Programme](#) provider, Employee Advisory Resource (EAR), offers confidential, 24 hour, support on the following free phone number: 0800 243 458.

THE REDEPLOYMENT PROCESS

1. As soon as it is known that an individual is in an 'at risk' group, their departmental HR team will arrange their addition to the redeployment list by providing the following information to Employee Relations (ER):
 - An Employee Summary Sheet completed by the employee;
 - A copy of the employee's current job description (which must indicate their current grade);
 - Details of the employee's working days and hours and any restrictions to altering their work pattern;
 - Details of any adjustments required and / or other work restrictions.
2. ER will assess the suitability of all vacant posts (either pending advertisement or currently being advertised) for employees on the redeployment list.
3. The Corporate Recruitment Unit (CRU) will not proceed with advertising any new vacancies until they have checked with ER if the role is potentially suitable for anyone on the redeployment list. If ER confirms there are no potential matches, the CRU will progress with advertising the post. If, however, there are potential matches, the CRU will inform the recruiting manager that the role will be subject to ring fencing to enable at risk employees to be given priority consideration.
4. If a post that is currently being advertised is considered a suitable redeployment opportunity, ER will inform the CRU who will, in turn, inform the recruiting manager that the post will be ring fenced to give 'at risk' employees priority consideration.
5. Where there is a potentially suitable vacant post, ER will provide details of the post to all employees on the list who appear to be a match (copying in their HR representative).
6. If an employee wishes to be put forward for the role (they normally have 5 days to consider this), ER will provide a copy of their completed Employee Summary Sheet and their current job description to the recruiting manager. The employee will not normally be required to complete an application form.
7. On receipt of the Employee Summary Sheet, the recruiting manager will judge the employee's suitability by objectively considering their skills, abilities and experience against the selection criteria and job requirements. The recruiting manager will also take into consideration whether the employee has the potential to meet the criteria with a limited amount of training / coaching. If the employee is subsequently invited for interview, this issue should be fully explored with them to determine the level of training / coaching that may be required, whether the cost / time involved is reasonable and if the employee is willing to undertake the necessary training.



8. Where an 'at risk' employee is put forward for a role and is not shortlisted, the recruiting manager will provide feedback on the objective reasons for this decision to both the employee and the employee's HR representative.
9. Where the recruiting manager shortlists an at risk employee, they will liaise with the employee's HR representative to arrange to meet with the employee in order to further explore their suitability for the vacant post. There may also be a requirement for the individual to complete a selection test/s.
10. At the meeting, the recruiting manager will make an assessment of the individual's suitability for the role. The recruiting manager's HR representative may also be in attendance at the meeting.
11. Following the meeting, the recruiting manager (or their HR representative) will inform the employee's HR representative, ER and CRU of the outcome.
12. If the employee is not offered the position, the recruiting manager will be required to objectively justify their decision, and provide full feedback to the employee.
13. Where the employee is offered the position and there is no direct match to their current job, a four week (or up to three months by mutual consent) trial period will apply.
14. CRU will issue a new contract, inserting details provided to them (e.g. salary, continuous service details, whether a trial period applies etc) by the recruiting manager / their HR representative. The start date will be mutually agreed between the two departments and the employee to meet service needs, however, where there is any dispute the notice period in the employee's contract of employment will prevail.
15. If no appointment is made, and there are no other potentially suitable employees on the redeployment list, CRU will be instructed to proceed with advertising the vacancy.