

Title of Report:	Redeployment Policy
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	27 September 2022
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Innovation and Transformation
Outcome	Successful delivery of Organisational Development and Human Resource Services across the Causeway Coast and Glens Borough Council
Lead Officer	

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date: August 2022
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to present Council with the Redeployment Policy for consideration.

2.0 Background

Redeployment Policy

- 2.1 This policy is designed to assist employees at risk of redundancy to secure suitable alternative employment within Council. The policy also applies to, but is not limited to, employees who are no longer able to continue in their current role due to a disability and other medical reasons such as ill-health capability.
- 2.2 This Policy will supersede the previously agreed Redeployment Policy, dated 27 October 2015.
- 2.3 The draft policy has been considered at the Senior Leadership Team and also the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).
- 2.4 In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

3.0 Recommendation(s)

It is recommended that the Redeployment Policy is recommended to Full Council for approval.



Redeployment Policy & Procedure

Policy Number	CCG/17/18
Version Number	
Author	Karen Mailey

Screening Requirements			
Section 75 Screening	Screening Completed:	Yes/No	Date:
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1. INTRODUCTION

This policy outlines how Causeway Coast and Glens Borough Council is committed to attracting, developing and retaining experienced and dedicated employees, acknowledging the much-valued degree of knowledge, competence and skill they bring to the organisation.

An employee is any person under a current contract of employment with Causeway Coast and Glens Borough Council, including temporary and fixed term contracts.

This policy does not form part of an employee's contract of employment and Council may amend it at any time.

This policy is designed to assist employees at risk of redundancy to secure suitable alternative employment within Council. The policy also applies to, but is not limited to, employees who are no longer able to continue in their current role due to a disability and other medical reasons such as ill-health capability.

This policy does not address special circumstances pertaining to times of re-organisation or restructuring of service.

The policy ensures that employees are treated in a fair and equitable manner causing no adverse impact on service provision.

Outlined within this policy is a framework for managing redeployment within Causeway Coast and Glens Borough Council, including the roles and responsibilities of those involved in operating the policy.

Council recognises in this Redeployment Policy, its obligation to meet the requirements of all relevant employment legislation.

2. POLICY STATEMENT

As Council continues to evolve, modernise and improve service provision, organisational change and restructuring may impact on workforce requirements.

As a result, employees may need to be considered for redeployment, either individually or on a group basis. In these circumstances, it is recognised that the employees concerned have a range of experience and expertise which may enable them to continue to contribute to the success of Council, given suitable opportunities to do so.

This policy will be used where there are redundancy, health capability, and workplace issues; or where fixed term contracts over two years come to an end (N.B. employees with less than two years' continuous service will not be eligible for a redundancy payment).

This policy applies to all permanent Council employees, providing they have more than six months continuous service and / or completion of successful probationary period.

The effective implementation of this policy will be dependent on the full co-operation of employees, Council recognised Trade Unions and managers in the process and the provision of all necessary and relevant information to support assessment and decision making.

For redeployment to be successfully achieved, employees may be expected to undertake appropriate training (where required and where reasonable) and to exercise flexibility in considering available opportunities.

This policy may operate in conjunction with the Sickness Absence Policy, Disciplinary Policy, Pay Protection Policy and Redundancy Policy.

This policy does not form part of an employee's contract of employment and Council may amend it at any time.

(The policy statement should be signed and dated as follows by relevant Council representatives and Council recognised Trade Union representatives).

Signed: _____ Date: _____

Mayor - Causeway Coast and Glens Borough Council

Signed: _____ Date: _____

Chief Executive - Causeway Coast and Glens Borough Council

3. GENERAL PRINCIPLES

- 3.1** Council is not obliged to create a post to achieve redeployment; opportunities for redeployment are dependent upon the availability of suitable Council vacancies.
- 3.2** All participants involved in the redeployment process will co-operate with one another and will provide all necessary and relevant information to support the redeployment process in a timely manner.
- 3.3** Employees, who may be subject to redeployment, are expected to demonstrate flexibility when considering opportunities of a different grade, department/directorate or location.
- 3.4** Council recognises that some employees may need reasonable training in order to be redeployed effectively into another role. Where Council considers that the amount of training required to redeploy an employee into a particular post would be excessive or unreasonable, Council may not support the redeployment of that employee into that particular role. Alternative redeployment opportunities will be sought instead.
- 3.5** In normal circumstances, suitable alternative employment will be defined as posts of equivalent grade, or alternatively of one grade above or below if there are none of the same grade available and will include posts in other areas of Council.
- 3.6** Council will not support requests for redeployment to a higher graded post (that is more than one grade above the substantive grade) as this would represent a promotion and as such should be applied for through the normal recruitment and selection process. Specific cases in relation to disability and reasonable adjustments may be considered.
- 3.7** Employees will be expected to be flexible regarding their working arrangements, in order to meet operational needs of the alternative posts identified e.g., hours of work as far as this is practicably possible. This will, however, be balanced against their personal circumstances.
- 3.8** Employees under notice of redundancy, are entitled to reasonable time off to find alternative employment, attend interviews and participate in training and development opportunities. The employee will be paid for such time off, up to a maximum of two normal working days.
- 3.9** Any offer of suitable alternative employment will contain sufficient detail on matters such as pay, hours, grade, location and conditions to enable the employee to decide whether to accept. Any employee who unreasonably refuses an offer of suitable alternative employment may forfeit his/her entitlement to a redundancy payment. Any employee, who is under notice of redundancy, has a statutory right to a trial period of four weeks in the alternative job, without loss of redundancy payment. The trial period begins when the previous contract has ended and ends four weeks after the date on which the employee starts work under the new contract. The four-week period may be extended for retraining purposes by an

agreement in writing, up to a maximum of twelve weeks in total. Unless it is agreed in writing to extend the trial period, if the employee continues to work in the alternative job beyond the four-week trial period, they will be deemed to have accepted the alternative job with its terms and conditions of employment and to have lost the entitlement to a redundancy payment.

4. DEFINITIONS

Causeway Coast and Glens Borough Council Employee - an employee is any person under a current contract of employment with Causeway Coast and Glens Borough Council, including temporary and fixed term contracts.

Council - is the employing authority and is represented by Management.

Management/ Line Manager/Head of Service - are those employees charged with line management responsibility for Council employees and accountable for service provision, administration and implementation of Council's business.

OD/HR Representative - is an employee of the OD/HR Department who provides guidance and support in the implementation of this policy.

Employee/Trade Union Representative - is a fellow employee of Causeway Coast and Glens Borough Council or an official employed by a Council recognised Trade Union, or a Council recognised lay Trade Union official (who has been reasonably certified in writing by their union as having experience of, or as having received training in, acting as an employee companion).

Legal Representation - solicitors and/or professional legal counsel, will not be permitted at any stage of the Redeployment Procedure. Council will, however, consider sympathetically accommodating employees who have particular requirements arising from a disability etc.

5. ACCOUNTABILITY AND RESPONSIBILITIES

This section outlines the role of employees, Line Managers, Heads of Service and the OD/ HR Department as appropriate, in relation to the policy.

5.1 Employees: Have a responsibility to cooperate with this procedure and to communicate openly with their line manager at all stages of the process.

5.2 Line Manager/Head of Service: Will support an employee to fully understand the Redeployment Policy, work cohesively with an OD/HR representative to implement the policy; and to support the employee throughout the redeployment process. Additionally, the line manager will assist the employee in completing the Redeployment Personal Profile Form (Appendix 1). This should be forwarded to the appropriate OD/HR representative.

- 5.3 Receiving Line Manager/Head of Service:** Will engage in assessment/selection activities when considering potentially suitable redeployments. This may involve conducting selection interviews. A receiving manager should not unreasonably refuse to accept re-deployment of an 'at risk' employee into their service area. Receiving Managers are responsible for ensuring that the Redeployment Policy and procedure is followed in both practice and spirit. Applications from Redeployees will not be guaranteed an interview. However, Redeployees will be considered before any internal/external applicants, provided they meet the relevant criteria for the role.
- 5.4 OD/HR Representative:** Will assist in overseeing the redeployment of employees in conjunction with relevant HOS/line managers. Where a vacancy arises, OD/HR will support the HOS to determine if the role is suitable as a redeployment opportunity.
- Additionally, the line manager will assist the employee in completing the Redeployment Personal Profile Form (Appendix 1). On receipt of this form, the OD/HR Department will place these details on the Redeployment Register. The OD/HR Department will arrange, advise and participate at selection interviews, where appropriate.
- 5.5 Council recognised Trade Union Representative (or work colleague):** may accompany an employee at any formal redeployment meetings.
- 5.6 Occupational Health:** Will provide timely and comprehensive guidance, where sought as necessary and appropriate, to support the process of identifying suitable alternative employment.

6. ELIGIBILITY

Employees may be eligible for redeployment in the following circumstances:

6.1 For the purpose of avoiding redundancy

Where one or a group of employees are under notice of redundancy, the provisions of this policy will be applied to those affected.

6.2 Ill Health and disability related issues

In appropriate circumstances, redeployment will be considered as a route for making reasonable adjustments for employees with a disability, as defined under legislation. It also applies when, due to medical reasons, an employee is unable to continue in their contractual/substantive role.

6.3 Due to formal workplace issues

Redeployment may be sought as an alternative outcome when reaching the outcome of any formal investigation process. In the case where a personal relationship may cause difficulties in enabling either employee to carry out their duties or where redeployment has been formally recommended as a result of the outcome of a formal procedure, it may be necessary to transfer one or both

employees to a redeployed role. Depending on individual circumstances this may either be permanent or temporary.

In the event of such a move being identified, Council will consult with both employees to try to reach a voluntary agreement regarding the redeployment. Compulsory redeployment will only be considered if an agreement on redeployment cannot be reached and:

- It is clearly inappropriate for the parties to the relationship to continue to work together by reason of a conflict of interest or otherwise
- A risk to an employee has been identified in a suitable risk assessment which cannot be satisfactorily addressed by less disruptive measures
- One of the parties in the relationship has supervisory responsibility for the other party
- Council reasonably believes the relationship is having a detrimental impact on the work of either party and/or the department and the situation does not improve following a managerial discussion on the point.

Factors which will be taken into account in determining which of the two employees will be redeployed if compulsory redeployment is necessary will include:

- The requirements of the service
- The redeployment opportunities available
- The personal circumstances involved

The standard redeployment process will then be followed.

In circumstances where a complaint has not been upheld or, for example, where evidence is inconclusive, consideration may still be given, where practicable, to the voluntary transfer of one of the employees concerned. Please refer to the Dignity & Respect at Work Policy.

7. REDEPLOYMENT REGISTER

7.1 The OD/HR Department will be responsible for maintaining the Redeployment Register.

7.2 All vacancies identified for redeployment will be recorded on the Redeployment Register.

7.3 When placed on the Redeployment Register, an employee will be invited to a meeting to ensure they understand the procedure and the support available to them. The line manager will support the employee to complete the Redeployment Personal Profile form (Appendix 1) detailing qualifications, skills and experience. The employee's details and Personal Profile will be retained by the OD/HR

Department and will be recorded on the Redeployment Register. This information will be used by the OD/HR team to conduct a preliminary matching exercise.

- 7.4** Employees will remain on the Redeployment Register for a reasonable period of up to 12 weeks or until their date of termination of employment, or until they have been successfully redeployed into another role, whichever is the sooner. This is known as the 'Redeployment Period.'
- 7.5** An extension to the Redeployment Period will only be considered in exceptional basis and will take into account individual circumstances. An extension of the redeployment period will require approval by the Head of OD/HR and SLT.

8. REDEPLOYMENT PROCESS

- 8.1** The line manager and OD/HR representative will arrange a meeting with the employee to explain the redeployment process and to offer support and guidance. The employee is entitled to be accompanied at this meeting by a work colleague or a Council recognised Trade Union representative.
- 8.2** The purpose of the Redeployment Register is to ensure that employees are, where possible, considered for vacancies before they are advertised, in order for them to be prioritised in finding alternative employment in Council.
- 8.3** Once an employee is given notice of redundancy or notice of termination of employment due to ill health, or meets any criteria within this policy, the responsible OD/HR representative will add the employee to the Redeployment Register.
- 8.4** Employees will be entitled to priority of consideration for all vacancies deemed by the OD/HR representative to be a potentially suitable match.
- 8.5** Throughout the redeployment period, the relevant OD/HR representative will regularly update the affected employee.
- 8.6** When an employee is identified as a potential suitable redeployee, the OD/HR representative will send the receiving manager the employee's Redeployment Personal Profile together with any other relevant information.
- 8.7** Where, on the basis of the information provided, an employee is identified to be a potentially suitable match for a vacant post and meets the essential criteria, the employee will be given priority consideration for the post.

9. SUITABLE ALTERNATIVE EMPLOYMENT

- 9.1** Wherever possible, Council will seek to retain employees in work of a broadly comparable nature.
- 9.2** The relevant OD/HR representative will support the Head Of Service to determine if an identified post is a suitable alternative.

- 9.3** The following criteria will be used to determine the suitability of alternative employment:
- (a) **Grade and pay:** Wherever possible, earnings should be comparable with the current rate of pay
 - (b) **Level of Responsibility/Status:** Wherever possible, any loss of grade will be mitigated by considering posts of a similar stature within Council
 - (c) **Location:** Any change in an employee's location of work, may be considered unsuitable if it fails to take account of the employee's personal circumstances e.g., an increase in travel to work time
 - (d) **Hours of Work:** Any change in an employee's hours of work, for example, in shift patterns, may be considered unsuitable if it fails to take account of the employee's personal circumstances
 - (e) **Qualifications, skills and experience:** the employee must meet the essential criteria on the person specification or must be able to undertake the duties of the post after completion of relevant training.
- 9.4** Redeployment opportunities will normally be restricted to posts at the commensurate grade (See (a) above). However, if an opportunity at the commensurate grade is not available, Council may consider posts that are one grade above or one grade below the substantive grade.
- 9.5** Council will not support requests for redeployment to a higher graded post (that is more than one grade above the substantive grade) as this would represent a promotion and as such should be applied for through the normal recruitment and selection process. Specific exceptions may be made, by Occupational Health (OH) which relate to disability and are covered by the statutory provisions relating to 'reasonable adjustments.'
- 9.6** Employees applying for posts (which have not been deemed as suitable alternative employment), including those of a higher grade, will not be given priority consideration. Employees will voluntarily compete in open recruitment and selection processes with internal and/or external applicants in line with the Local Government Code of Procedures for Recruitment and Selection. They will not receive any period of salary protection if appointed to such a vacancy.
- 9.7** Where an employee requests to be considered for a post, more than one grade below their substantive grade, Council will consider this request where appropriate. In this instance pay protection would not apply. If this request was granted, the employee would be placed at the top of the lower graded post.
- 9.8** The redeployment process may take some time and it is necessary to determine what the employee can do during this period. The options are:
- Absence leave – if an employee is on Absence Leave this will normally continue
 - Continue in substantive job – there may be some adjustments to work and/or working pattern as a temporary measure while redeployment is pursued; and

- Supernumerary work – it may be possible for the employee to undertake some other work in the short term that is not actually a specific ‘job’, e.g., to undertake work on a specific project on the strict understanding that this is a short-term solution e.g., less than three months.

9.9 Efforts to redeploy an employee will continue for a reasonable period of up to 12 weeks, until their date of termination of employment at the end of the notice period (served in accordance with contractual and statutory requirements), or until they have been successfully redeployed into another role, whichever is sooner. This is known as the ‘Redeployment Period.’

9.10 If an employee is issued with notice of termination of employment, medical redeployment will continue to be pursued during the notice period and notice will be withdrawn (with the agreement of the employee) if a suitable redeployment opportunity is found.

9.11 Redeployees are expected to commit to try and secure alternative employment suitable to their skills, abilities and circumstances. This involves them actively searching for vacancies, applying for any suitable roles and not unreasonably refusing any opportunities. Any employee who unreasonably refuses an offer of suitable alternative employment must confirm their reasons in writing to the OD/HR Department and they are advised they may forfeit their entitlement to a redundancy payment.

An employee who unreasonably declines two suitable offers to redeploy, their eligibility to remain on the Redeployment Register for the remainder of the 12-week period, will be assessed.

10. SELECTION

10.1 The Local Government Code of Procedures for Recruitment and Selection and any other Council agreed Recruitment Protocols will be followed.

10.2 Where more than one employee in a redeployment situation has been identified, and meets the essential criteria outlined in the person specification, a recruitment and selection process will be initiated to assess and appoint a successful individual to the vacancy.

10.3 The successful candidate will be offered the post, subject to a four-week trial period (see section 11).

10.4 Where an employee is unsuccessful at interview, or where the trial period has failed, the employee will remain on the Redeployment Register until the end of their notice period or until they are successfully redeployed, whichever is the sooner.

10.5 A Redeployee who is confirmed as having a disability, as defined by the Disability Discrimination Act 1995 is guaranteed an interview if they can demonstrate they meet the essential criteria for the role. During the selection process their ability to

meet the criteria will be tested. If offered the role, and the role is accepted, they will be referred to OH for assessment.

11. TRIAL PERIOD

- 11.1** In accordance with statutory requirements, where a redeployed employee is offered a new position, a trial period of no less than four-weeks will normally apply, to ensure that the post is a suitable alternative, taking effect from the date of the appointment to the new post.
- 11.2** During the trial period, the line manager and employee will meet regularly to review progress and identify any areas where further training or support may be required.
- 11.3** At the end of the trial period, the line manager and OD/HR will meet with the employee, to discuss whether or not the appointment is considered a suitable alternative and has been deemed successful. The line manager will then advise the redeployee in writing.
- 11.4** If agreement cannot be reached between the line manager and the employee on the suitability of the appointment, further advice will be sought from OD/HR.
- 11.5** The trial period may be extended by mutual agreement, up to a maximum of 12 weeks in total to e.g., facilitate necessary training but must be confirmed in writing by the receiving manager.
- 11.6** Where the appointment is not confirmed following a trial period, written reasons must be provided to the OD/HR representative by the receiving manager and where accepted, alternative options, including reinstatement on the redeployment register, will be discussed with the employee.
- 11.7** Written feedback will be provided to the employee at the end of the trial period by the receiving manager.
- 11.8** The outgoing department will bear the budgetary expense of the employee's trial period. Only when the employee is confirmed/appointed into the new role, will their costs be met by the receiving department.

12. TRANSFER/COMMENCEMENT DATES

- 12.1** It is the normal expectation that where an employee accepts an offer of redeployment, as an alternative to redundancy, or for other approved reasons, agreement of the commencement date will be reached between the relevant managers with the support of the OD/HR Department.
- 12.2** Redeployees accepting a new position will be issued with a new Causeway Coast and Glens Borough Council contract and all associated terms and conditions. Continuous service will carry as normal.

13. PROTECTION OF EARNINGS AND CONDITIONS OF SERVICE

- 13.1** Redeployment offers will mainly be made at the grade and terms and conditions associated with the vacant post. There may be occasions where redeployment is offered at one grade below or above the current grade.
- 13.2** The Pay Protection Policy provides for employees' contractual pay to be protected where it is reduced as a result of organisational restructuring. Please refer to the Pay Protection Policy for eligibility and further information.

14. REDUNDANCY

- 14.1** Where it is not possible to redeploy an employee selected for redundancy during the Redeployment Period, the provisions of the Redundancy Policy and Procedure will apply.
- 14.2** An employee will lose their entitlement to a redundancy payment if they:
- (a) unreasonably decline two suitable offers of suitable alternative employment
 - (b) decline without good reason, an interview with a receiving manager for a post which is considered to be suitable by Council
 - (c) are dismissed for gross misconduct during the notice period.

Please refer to the Redundancy Policy and Procedure for further information.

15. MEDICAL REDEPLOYMENT

- 15.1** Advice must be sought from OH regarding whether redeployment should be considered. Where redeployment is recommended due to an underlying medical condition, Council will, within reason, explore options for other suitable employment if:
- the employee has been designated by OH as being covered by the provisions of Disability Legislation
 - the employee is unfit to perform the duties of their current post for a prolonged period and/or no reasonable adjustments can be put in place
 - the employee has been deemed unfit to return to their substantive post for a prolonged period and/or no reasonable adjustments can be put in place

The line manager will fully discuss with the employee all the options for redeployment. It should be noted that this does not prevent an employee from pursuing alternative employment with Council, through the usual recruitment and selection process.

- 15.2** Once confirmation has been received from Occupational Health that the employee is fit to undertake the process, the redeployment process will commence.
- 15.3** If the employee disagrees that redeployment should be pursued, they should raise their objections with OH and inform the line manager and OD/HR of their concerns.

OH may review the recommendation but if their recommendation remains the same, Council will consider the independent medical opinion of OH to be final, unless in exceptional circumstances where it is deemed necessary to obtain a further medical opinion.

- 15.4** When placed on the Redeployment Register, the employee will be invited to a meeting to ensure they understand the procedure and the support available to them. The line manager will support the employee to complete the Redeployment Personal Profile form (Appendix 1) detailing qualifications, skills and experience. The employee's details and Personal Profile will be retained by the OD/HR Department and will be recorded on the Redeployment Register. This information will be used by the OD/HR team to conduct a preliminary matching exercise.
- 15.5** A further meeting involving the employee, manager and OD/HR will take place to consider alternative employment, the skills and preferences of the employee, any adjustments which may have to be made, the length of time over which redeployment will be sought and the needs of the service. The employee has the right of representation, by a Council recognised Trade Union representative or a work colleague at this meeting. Notice of termination of contract will be given at this meeting depending on timescales. The period over which redeployment will be sought shall be agreed between the employee, manager and OD/HR at the initial meeting but will normally be for the length of the entitled notice period up to a maximum of 12 weeks. The standard redeployment process will be followed as per sections 8, 9. and 10.
- 15.6** The employee will receive normal pay during the redeployment process. If an employee is being paid at a different rate during the redeployment process, e.g., if they are on sick leave or maternity leave (these examples are non-exhaustive), normal pay means the amount that they would receive due to the difference circumstances (e.g., sick pay or maternity pay) and not their full contractual pay.
- 15.7** Wherever possible, Council seeks to redeploy employees into alternative posts within a reasonable period of up to 12 weeks. In the event that a redeployment position has not been found; or the trial period was unsuccessful; and the employee has not returned to undertake their substantive role on a regular and sustainable basis, and all other means of redeployment has been exhausted, the employee's contract will be terminated in line with their notice period.

16. FIXED TERM/TEMPORARY REDEPLOYMENT

Redeployment into a fixed term contract or temporary redeployment should only be considered if there are no permanent posts available. Should an employee be redeployed into a fixed term contract, the employee will continue to accrue redundancy rights for the duration of the contract. The redundancy costs will remain with the original employing service/team. Employees will remain on the redeployment register for fixed term or temporary roles which have a duration of no more than a 6-month period, so that a permanent substantive post can continue to be identified. In cases where fixed term or temporary roles are in excess of 6

months in duration, or which have been extended beyond an initial 6 month term, the employee will be removed from the redeployment register.

At the end of the contract the employee is responsible for actively searching and applying for suitable vacancies alongside all other applicants. If they are unable to secure alternative employment, the Fixed Term Contract will end as scheduled.

17. SUPPORT FOR REDEPLOYEES

Council offers a range of support services to Redeployees during this period:

- **Learning and Development Opportunities**

Council provides employees with a range of training in the form of either e-Learning and other development courses to help improve skills

- **Councils Employee Assistance Provider**

Inspire provides confidential help, support and counselling services to staff 24 hours a day, 365 days a year. All employees can directly access this via the staff portal or by telephoning 0800 389 5362.

- **Government Bodies/websites**

Example: NI Direct service, www.nidirect.gov.uk/contacts/careers-service provides a wide variety of tools, advice and interactive guidance covering: Skills Health Check match to job suggestions, Job profiles; CV Builder; Interview preparation and Job Market information from a wide range of sectors

- **Financial Institutions**

Many banks offer customers financial advice, although this is not impartial.

Citizens Advice Bureau can provide impartial advice on a wide range of topics and can be contacted at your local office or visit their website:

www.citizensadvice.org.uk

- **Job Centres**

Job Centre Plus has their own website for vacancies and can provide advice on benefits, www.gov.uk/contact-jobcentre-plus/new-benefitclaims

18. EVALUATION AND REVIEW OF THE POLICY

The impact of the Redeployment Policy on all employee groups will be reviewed on a regular basis to ensure that it meets the needs of Council and to ensure compliance with relevant legislation. If required, the Policy will be reviewed in conjunction with Council recognised Trade Unions.

19. SECTION 75 EQUALITY AND GOOD RELATIONS

Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. This policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

If an employee has difficulty reading, hearing or if English is not the employee's first language, the content of any written information will be explained orally in a manner which will ensure the employee will understand. All written documents can be made available in other clear formats, such as large print, where necessary.

20. CONTACT DETAILS

Any issues or queries relating to this policy should be addressed to:

Head of OD/HR
Causeway Coast and Glens Borough Council
Cloonavin
66 Portstewart Road
COLERAINE
BT49 1EY

APPENDIX 1 Redeployment – Personal Profile Form

The information in this form will be used to help identify which posts within Council may be considered suitable alternative employment for you, based on your skills, abilities and experience. It is therefore important that you provide as much information as possible.

To ensure that you have supplied all relevant information this form should be completed in conjunction with your line manager. No personal details will be provided to a Receiving Manager.

PERSONAL DETAILS – BASIC INFORMATION					
Surname:		First Name:		Payroll No	
PERSONAL DETAILS – CONTACT INFORMATION					
Email Address (work):					
Email Address (personal):					
Work Tel:		Home Tel:		Mobile Tel:	
Current Job Title:					
Current Line Manager:					
Current Directorate:					
Current Department:					
Current Location:					
Current Scale of Post:					
Contract Type:	Fixed Term (Temporary) <input type="checkbox"/>		Permanent <input type="checkbox"/>		
Current Hours and Days Worked: HOURS	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Term Time <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Current Work Pattern:	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Is this work 'Regulated Activity'?	No <input type="checkbox"/> Yes <input type="checkbox"/> (if YES, an Access NI check is required)				
Do you receive any Allowances Or Expenses?	No <input type="checkbox"/> YES <input type="checkbox"/> (if YES please give details below)				
Health & Safety risks known to Council (please outline below):					

GENERAL INFORMATION

Current Duties - Describe your main duties and responsibilities. Include any responsibilities for employees/finance/resources. You may wish to attach your job description.

Blank area for describing current duties and responsibilities.

Experience, Skills & Knowledge - Please provide information in relation to your particular skills, experience and knowledge. This should include skills and knowledge gained through employment, voluntary work and any other relevant activities you may have undertaken.

Blank area for describing experience, skills, and knowledge.

Qualifications, Training & Membership of Professional Body		
Details	Date Awarded	Level Attained

ALTERNATIVE EMPLOYMENT
Are there any jobs/areas of Council where you would like to work? (Please give reasons)
Are there any jobs/areas of Council where you would not like to work? (Please give reasons)

PERSONAL CIRCUMSTANCES	YES	NO
Do you have a driving licence or have access to a form of transport that will enable you to meet the requirements of the post in full?		
Can you work anywhere within Causeway Coast and Glens Borough Council?		
If no, please provide further information –		
Are you prepared to vary your working hours/pattern/days?		
If yes, what is the maximum/minimum number of hours you can work?		
Are there any working hours/pattern/days that you cannot work – e.g. shifts/weekend working etc. (Please give reasons)		

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MEDICAL REDEPLOYMENT (ONLY)

Outline the implications that your medical condition has on your suitability for posts as advised in your most recent Occupational Health report - e.g. unable to bend, lift, and stand for long periods. What if any adjustments would be required in the post?

ADDITIONAL INFORMATION

Additional Information - any other information that you think may be relevant?

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I confirm that I wish to be considered for redeployment and am aware that the details of this form, and any other relevant information I provide will need to be shared with recruiting departments. I am aware that a reference will be sought from my current line manager to support the redeployment process and this will incorporate an assessment of relevant skills and performance.

Employee Signature:	Date:
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Manager Signature:	Date:
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OD/HR Signature:	Date:
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