

# Redeployment Procedure

## Summary of Changes

### Executive Summary

The proposed revised Redeployment Procedure provides a clearer, more structured and legally robust process. It introduces clearer governance, a formal priority order, more proactive vacancy matching, improved written decision-making, review safeguards, and more detailed provisions for disability-related redeployment. However, it also makes several substantive changes that should be highlighted, including changes to eligibility, clarification and potential of pay protection, and limits on excess travel and paid time off for interviews to redundancy redeployment cases.

### Summary of Changes

Area	What has changed	Impact / reason for noting
<b>Overall structure and governance</b>	The current procedure is shorter and includes a note that it is under review. The revised procedure is rewritten in a fuller policy-style format with contents, responsible officer, equality statement, values section, data protection, monitoring and appendices.	Improves governance and readability.
<b>Purpose and scope</b>	The revised procedure separates redundancy and non-redundancy redeployment more clearly. It confirms application to Council employees, while noting that some school-based staff have separate arrangements.	Clearer statement of when redeployment applies.
<b>Equality, values and data protection</b>	New sections have been added covering equality, Council values, data protection/privacy and monitoring policy effectiveness.	Positive governance addition and helpful for committee assurance.
<b>Principles of redeployment</b>	The revised procedure states that redeployees must be prioritised for suitable vacancies, that redeployment takes precedence over normal recruitment wherever possible, and that redeployment must not be used as an alternative to managing performance or conduct.	Clarifies expectations and prevents inappropriate use of redeployment as a performance or conduct workaround.
<b>HR and manager responsibilities</b>	The revised procedure gives explicit roles to the ER Team, HRBPs, Recruitment Team and managers. Managers are expected to engage proactively with the process.	Strengthens accountability and should support more consistent application.
<b>Eligibility for redeployment</b>	The revised procedure adds clarity for fixed-term contract expiry, expiry of funding or statutory change resulting in redundancy, health/disability redeployment following Occupational Health advice, and career break returns where the old role is unavailable. Capability redeployment is no longer a general category and is limited to exceptional cases with ER Consultant approval.	Substantive change. It clarifies some eligibility routes compared with the current procedure.
<b>Priority order</b>	The revised procedure introduces a formal hierarchy: first, redundancy cases with statutory protection considered first; second, disability-related redeployment; third, all other redeployees. It also adds references to neonatal care leave and bereaved partner's paternity leave.	Major change. Provides clearer decision-making where there are competing redeployment claims.
<b>Vacancy matching</b>	The current procedure relies heavily on redeployees checking vacancies and applying online. The revised procedure requires hiring managers, HR and Recruitment to consider employees on the Redeployment Register before advertising and to identify suitable matches.	Positive but material process change. It shifts responsibility from a primarily employee-led process to a proactive organisational matching process.

<b>Employee Profile Form</b>	The revised procedure introduces an Employee Profile Form and requires HR to redact sensitive information before sharing it with Recruitment or hiring managers.	Positive addition. Supports better matching and strengthens data protection controls.
<b>Notification and notice</b>	The revised procedure requires written notification when employees are placed on the register. It also states that the employee's notice period will normally align with the time spent on the redeployment register, meaning no separate notice period will normally be required.	Substantive procedural clarification. This should be highlighted because it affects employee expectations during notice and redeployment.
<b>Trial period</b>	Both procedures retain a normal four-week trial period. The revised procedure adds detail on suitability, written reasons, independent review, training extensions, active trial reviews and separate treatment of redundancy and health/disability redeployment.	Improves fairness, consistency and audit trail.
<b>Refusal of suitable alternative employment</b>	The current procedure says unreasonable refusal or failure to cooperate may jeopardise employment and redundancy payment. The revised procedure requires written reasons, independent consideration, an opportunity for the employee to state their case, and a right to request review within five working days.	Positive procedural safeguard and improved employee relations position.
<b>Disability-related redeployment</b>	The revised procedure expands the process by requiring consideration of reasonable adjustments, retraining, altered duties, different working arrangements and possible salary protection as a reasonable adjustment.	Important legal and practical improvement. Helps distinguish redundancy redeployment from health/disability redeployment.
<b>Excess travel</b>	The current procedure provides reimbursement of additional travel arising from a compulsory workplace change in accordance with Council policy. The revised procedure limits this to redeployees in a redundancy situation.	Substantive narrowing of support and likely union interest.
<b>Appendices</b>	The revised procedure introduces Appendix A Employee Profile Form, Appendix B Medical Redeployment Supplementary Process and Appendix C Guidance for Redeployees.	Includes some of the new proposed appendices but requires revision once appendices are finalised.