

Making Clackmannanshire Better



**Clackmannanshire
Council**

www.clacksweb.org.uk

Redeployment Policy

2016

Better Services

Better Opportunities

Better Communities

REDEPLOYMENT POLICY

1. Policy Statement

- 1.1. Clackmannanshire Council values its employees and the skills and talents they bring to the organisation, consequently the Council will take all reasonable steps to protect their security of employment.
- 1.2. Wherever possible, the Council will redeploy employees who no longer have a post and those who are unable to continue in their current role as a result of ill health, disability or capability.
- 1.3. This policy aims to ensure that the management of redeployment is fair, consistent and supportive.
- 1.4. It is acknowledged that there may be occasions when no suitable alternative employment is available and on these occasions, as a last resort, termination of employment may be the only option available.

2. Scope

- 2.1. This policy applies to all Council employees who:
 - require redeployment based on **ill health or disability**;
 - are at risk of redundancy and have a minimum of 12 months continuous service;
 - require redeployment as a result of **restructure** and have a minimum of 12 months continuous service;
 - require redeployment as a result of their ability to carry out the duties within their current post and have a minimum of 12 months continuous service;
 - individual cases will be considered where redeployment would be appropriate for example as the outcome of a **grievance**.
- 2.2. It does not apply in disciplinary cases, where separate rules apply
- 2.3. It does not apply to any employee whose post is transferring under TUPE regulations

3. Principles

3.1. The Council will adhere to the following general principles:

- Every individual will be treated fairly;
- The Council will comply with its duties under the Equalities Act 2010;
- Redeployment will always be dealt with promptly, sensitively and in full consultation with the individual, who has a right to be accompanied by a TU representative or colleague at all meetings;
- The Council will give priority to those requiring redeployment by considering them for matching against suitable vacant posts before advertising these more generally;
- The Council will try, wherever possible, to redeploy employees into a role which is compatible with their skills, capabilities and existing terms & conditions;
- The Council will support those redeployed during the transition by providing a period of salary preservation;
- Where the employee's contract of employment is likely to end, the Council will comply with the duty to allow reasonable time off for job search and interviews during the notice period.

4. Roles and Responsibilities

4.1. A corporate approach should be adopted by all to achieve the best possible outcome for both the employee(s) and the Council as a whole for staff on redeployment.

4.2. Employees should actively participate and cooperate in the redeployment process and be as flexible as possible in considering alternative employment to maximise their chance of success.

5. Monitoring and Review

5.1. Both HR and Trade Union Representatives shall monitor the effectiveness of the procedures on an ongoing basis. Changes may result from employee, management and union feedback and/or from changes in employment legislation. Revisions and updates will be implemented by the Council following consultation with the recognised trade unions

Policy Name	Redeployment Policy
Department	HR
Policy Lead	HR
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/>
* In no please provide rationale Policy applies equally to all Council employees and does not negatively impact on any group which falls within any of the 9 protected characteristics	
Date Full EQAI complete	N/A
Date Approved	
Review Date	