

Redeployment procedure V1.00 0201AL

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REDEPLOYMENT PROCEDURE

1. Introduction

Liverpool Hope University is committed to security of employment for its employees. It is recognised, however, that occasionally a post or group of posts may be considered to be at risk of redundancy by the University. The University will look to achieve such redundancies by voluntary means or by natural wastage and will seek to minimise the effect of redundancies, where reasonably possible, through finding alternative employment. The University is committed, wherever possible, to avoiding compulsory redundancies. A number of measures are described in the University's Redundancy Procedure including the consideration of redeployment into suitable alternative employment opportunities. Other measures include:

- Reviewing savings in non-staff budgets where appropriate
- redeployment (including, where necessary, retraining) to other parts of the organisation
- reduction or elimination of overtime working
- freezing of external recruitment where appropriate except of posts deemed as being key critical posts to the running of the University (unions will be informed when exceptions apply)
- ending the employment of external contractors where appropriate
- considering volunteers for part-time working
- considering volunteers for job sharing
- consideration of sabbaticals and secondments
- seeking alternative funding e.g. where funding for a particular project has expired.

This procedure outlines the University's redeployment process and should be read in conjunction with the University policy on redundancy. It is aimed at redeployment **in redundancy situations only** i.e where a letter notifying an individual colleague that they are at risk of redundancy has been served.

Where the need arises, the institution will ensure that full consultation and communication will take place with staff both collectively (when required) and individually and with the trade unions at the earliest opportunity.

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Therefore, staff will apply and operate this policy fairly and in doing so ensure that there is no discrimination on the grounds of gender, race, disability, age, religious or political belief, sexual orientation, gender reassignment, pregnancy, maternity, trade union membership/activity or marital status.

2. Scope of Redeployment

Employees in receipt of a letter notifying them that they are at risk of redundancy due to the fact that their current substantive post is no longer required and employees approaching the end of a fixed-term appointment will be given preferential consideration in respect of vacancies within the University. Issues relating to medical redeployment are covered in our Sickness Absence and Monitoring Policy.

3. Redeployment Register

- 3.1 At the time an employee receives a letter notifying them that they are at risk of redundancy, they will be given details of how to register on the University's redeployment register and offered additional support with a view to finding them an alternative post.
- 3.2 This register contains details of all current redeployees, including a summary of their transferable skills, qualifications and experience. They are allocated a redeployment ID number to preserve anonymity.
- 3.3 The redeployment register is held electronically as a spreadsheet within Personnel and it is the employee's responsibility to register their details on the register by using the redeployment skills profile form (Appendix 1 refers). Personnel will upload the relevant information.
- 3.4 Where an employee requires assistance in completing the redeployment skills profile form they should initially speak to their line manager. If they require further assistance the relevant HR Adviser should be contacted.
- 3.5 An employee will remain on the redeployment list until the end of their notice period or until they are redeployed, whichever is the earlier. This includes those staff under the 12 month pay protection period.
- 3.6 The register will also be used to record interviews undertaken and their results.
- 3.7 Refusal to Accept a Reasonable Offer of Employment – If a member of staff refuses to accept a reasonable offer of employment, then they must notify the University in writing of their decision and reasons for this. In such circumstances, their employment may be terminated appropriately in accordance with their notice period, they could lose their entitlement to a redundancy payment and they will have a right of appeal in accordance with our normal procedures.

- 3.8 Where an employee has been redeployed to a lower graded post they should be allowed to remain on the redeployment register for the remaining pay protection period.

4. Managing the Redeployment Process

- 4.1 Staff on the redeployment register are eligible for redeployment opportunities for posts of equivalent or lower grades. Staff may wish to apply for posts of a higher grade but must do so under the normal recruitment processes. Whilst regular contact will take place via Personnel, employees on the redeployment register have a personal responsibility to seek and apply for suitable vacancies.
- 4.2 Once staff have been placed on the redeployment register the appropriate HR Adviser will take responsibility for managing the process of redeployment for that individual. Each staff member who is placed on the redeployment register will be interviewed by the appropriate HR Adviser. The purpose of this interview is to establish a full skills profile of the individual, any training needs, and the categories and types of jobs that are likely to be suitable. A Skills Analysis form should be completed by the employee in all circumstances and, if appropriate, a CV.
- 4.3 Personnel will take a pro-active role in trying to secure alternative employment for staff on the Redeployment Register by:
- maintaining the job website with details of current ring-fenced vacancies and job specifications
 - regular liaison with Heads of Department and Personnel colleagues to try to determine any suitable vacancies
 - maintaining regular contact with staff on the register and providing any necessary support and guidance

Staff placed on the redeployment register will be granted appropriate paid time off for the purpose of attending job interviews for internal appointments and, where they are still at risk of redundancy, with external employers.

- 4.4 Prior to advertising vacancies externally, recruiting line managers will be expected to consider all staff on the redeployment register. All adverts should initially, therefore, be placed on our website for 10 working days specifically to give those on the redeployment register the opportunity to express an interest. Alternative communication channels will be used for those who do not have easy access to Hope's website. All staff on the register will be contacted by email or other suitable communication channel and advised about each vacancy as it arises.
- 4.5 If a recruiter identifies a potential applicant from the redeployment register, the member of staff will be contacted to confirm whether they are interested in being considered for the vacancy. In the event that they are, they will be

considered along with any other redeployment candidates who express an interest in the vacancy. Normal arrangements for short-listing and interviews will be carried out with the key objective to establish whether or not a redeployment candidate meets, or can be trained in a reasonable period to meet, the essential criteria in the person specification. If there is only one candidate short-listed for the post and there appears to be a strong skills match it may be sufficient to undertake a one-to-one meeting with the recruiting line manager. Management reserve the right, however, for each individual to be interviewed as both an opportunity to validate skills, identify gaps and discuss opportunities for development and an opportunity for the recruiting line manager to assess whether their skills are appropriate for the role. It is important to remember that whilst a candidate may not initially meet the full specification of the job, they may do so after a reasonable period of training.

- 4.6 If following any interview the relevant member of staff fully satisfies the essential selection criteria, subject to any reasonable training requirements, they will be offered the opportunity to be redeployed to the new position, subject to a mutually agreed trial period comprising of the statutory four week period. This period can be extended prior to commencement in writing by mutual agreement should it be considered practical and necessary for retraining purposes. Any extension to the four week trial period will be agreed on a case by case basis.
- 4.7 Any offer of alternative employment must be made in writing, even where it is believed that it may be rejected. The offer will show how the new employment differs from the old and must be made before the previous contract ends. The offer must be for the new job to start either immediately after the end of the old job or after an interval of not more than four weeks.
- 4.8 Any redeployee who has expressed an interest in the post will be given feedback by their recruiting line manager and/or HR Adviser, either from the interview or if they were not short-listed. The recruiting line manager will give reasons in writing to Personnel, with a copy to the individual. This will assist the individual and enable the HR Adviser in supporting the staff member in future applications.
- 4.9 If the above process does not produce a suitable candidate the recruiter will be entitled to advertise the position more widely
- 4.10 The process of seeking alternative employment within the University for an employee under threat of redundancy will continue until the employee's last day of service or the end of their pay protection period.
- 4.11 Individual employees will have the right to use the Conflict Resolution and Grievance Procedure if they feel that the redeployment procedure has not been followed correctly.

5. Trial Period

- 5.1 Employees who are offered alternative employment where the terms and conditions differ wholly or in part from the original contract may delay a final decision whether or not to accept it for a four-week trial period. If, at the end of the trial period, the employee remains in the job, they will be considered to have accepted it.
- 5.2 Any agreement of a longer trial period in order to facilitate retraining must be made in writing before the employee starts work under the new or renewed contract.
- 5.3 If at any point during the trial period the manager feels that the employee is not suited to the position, this should be discussed with the employee following consultation with the relevant HR Adviser.
- 5.4 If the manager or the employee determines that the trial period has not been successful, full and clear reasons for the decision must be given in writing.
- 5.5 If during, or at the end of the trial period, the University gives notice to terminate the contract on reasonable grounds, the employee will be treated as having been dismissed by reason of redundancy at the date the original employment ended. Similarly, if the employee feels that the alternative position is unsuitable on reasonable grounds, they will be treated as having been dismissed by reason of redundancy at the date the original employment ended. This includes the right to receive a redundancy payment on the same terms as other staff who have left for the same reason.

6. Refusal of Alternative Employment

- 6.1 An employee who unreasonably refuses an offer of suitable alternative employment, or who resigns during a trial period, may lose any entitlement to redundancy pay.
- 6.2 Where the manager and HR Adviser feel that an offer of suitable employment has been unreasonably refused, leading to loss of entitlement to redundancy pay, a meeting will be held with the employee to discuss the reasons for the refusal. The employee shall be entitled to be accompanied by a Trade Union representative or fellow work colleague.

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This redeployment procedure has been subject to consultation with the recognised trade unions and represents an agreed procedure.

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