Redeployment Process for Organisational Change Reasons – Employee Factsheet

What is redeployment	A process to try to find staff a new permanent role within the Trust when they are unable to stay in their current substantive post as a result of an organisational change. Redeployment has to be to a vacant role, we cannot create a role especially for someone just because they are going through the redeployment process.
When is it used	As part of the organisational change process where: • there is no broadly similar post for you in the new or revised structure. • you were not offered a post through slotting in or ring-fencing stages.
What happens during the process	You would be placed at risk and added to the redeployment register. Then both the Trust and you would be jointly responsible for looking for suitable vacancies for you. If a suitable alternative post is identified you will need to participate in a selection process, which will usually involve completing an application form and attending an interview.
How long would I be on the register	12 weeks
Redeployment register & priority status	Whilst on the redeployment register you have a 'priority status' when applying for posts for jobs at the same banding as your current post, or jobs at a lower banding. The priority status means you would be guaranteed an interview if your application demonstrated you met the minimum essential criteria for the post. The priority status also means that you should be offered the post if you demonstrate at interview you are appointable (rather than having to be the preferred / highest scoring candidate), unless there is another at risk applicant who scores higher. The priority status does not apply for a higher banded post. You can still apply for higher banded posts whilst on the redeployment register, you will just be treated as a regular applicant.
What is considered a suitable alternative role	A suitable alternative role will usually be considered to be one where there is no significant change to your: • banding • status • contracted weekly hours • level of responsibility within GHC Roles that are one band below your current role will be considered suitable as will roles based at other GHC sites.
Is training available	If you potentially have the ability to undertake the full duties of a role but you do not the immediate experience, you may be given appropriate skills development/training if:

	• it is reasonable, practical and cost-effective to provide the development/training. • you demonstrate a willingness to learn the new skills. • you can apply the new skills within an agreed timeframe.
What happens if a role is found	If you are successful in being appointed to a post you may need to complete some (but not all) pre-employment checks, for example, if a different level of DBS check is required for the post. There would also be 4-week trial period. If the trial is successful then the redeployment will be confirmed in writing at the end of the 4 weeks. If for any reason the trial is unsuccessful and no reasonable action can be taken to address this you will be re-instated on the redeployment register for the period of time remaining for the redeployment process.
Why is there a trial period	The trial period is there to establish if the post is suitable, both from your perspective and the new manager's perspective. It is evaluated using the essential criteria for the post and any additional objectives that may be agreed at the start of the trial period. Whilst on a trial period the redeployment process is paused.
What happens if I think the post is unsuitable after a trial period	If you think the post is not a suitable alternative but GHC believes it is, you can appeal. To do this you will have to confirm in writing you are declining the role and appealing about its suitability within three calendar days of being informed that the Trust believes the role is suitable. A fair assessment procedure using objective criteria (eg experience, skill and aptitude using current job description / person specification, completed skills profile and current pay banding) will be carried out by a manager and HR representative not directly involved in the organisational change process.
What happens if the process is unsuccessful	If at the end of the period no suitable alternative employment was found your circumstances would be reviewed. In some cases it may be possible to extend the time you are on the redeployment register, if the timescale of the organisational change allows for this. If any trial period is deemed to be unsuccessful and no reasonable action can be taken to address this, and there are no other suitable alternative posts available during the time you are 'at risk', redundancy arrangements may apply. Even if redundancy is confirmed, you will still be considered for other suitable alternative employment if available, until the end of your notice period, in line with the redeployment process. However, if you do not actively take part in the redeployment process (including actively looking for suitable alternative roles)

	or you unreasonably reject a suitable alternative job, it may eventually result in loss of any redundancy payment.
Review meetings	During the 12 weeks there would be review meeting after 4 weeks and again after 8 weeks to see how it was progressing. Those review meetings would be with your manager. Usually a HR manager will also attend. You can be supported at the review meetings by a union representative or colleague who is an employee of the Trust.
Do you have to use the process	In organisational change situations where you were not offered a post through slotting in or ring-fencing stages, then yes you do. As mentioned above, you are expected to actively participate in the redeployment process and if you do not it may eventually result in loss of any redundancy payment.
Will pay protection apply	If you are appointed to a lower-banded role or a role with fewer contracted hours than your substantive contracted hours, then pay protection will apply in line with the Pay Protection Policy if you meet the eligibility criteria. If you are currently in a role where you receive shift enhancements and the suitable alternative role you are offered does not, then pay protection will also apply in line with the Pay Protection Policy.
Practical considerations when considering potential alternative roles	Some of the practical points to think about to help identify suitable alternative roles include: • if there are any roles or teams particularly interested in. • if there are any specific tasks you think you would not be able to do or would struggle with. • would you consider roles with more hours or fewer hours than your current number of contracted hours a week. • what locations / Trust bases would you be willing to consider roles at. • if you drive / have access to own transport, would you be willing to travel as part of job. • what skills and training you have, including admin skills / using computers. • if you are able to complete all mandatory training. • any reasonable adjustments in place that would need to be accommodated in a new role.