The Office of the Police and Crime Commissioner (OPCC) seeks to maintain security of employment wherever possible through the redeployment of employees into alternative posts. The Redeployment policy defines the steps the OPCC will take to ensure redeployment is managed consistently and sensitively.

All employees of the OPCC.

This document is not part of the formal policy. It provides additional information to help you as the manager in the practical day to day application of the policy.

It is expected that you will have an understanding of the Redeployment policy prior to using this guide.
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Policy stages
There are four possible stages:
- starting redeployment
- creating and updating the candidate profile
- recruitment process
- outcome of redeployment

Starting redeployment
Eligibility for redeployment
Redeployment must be for one of the reasons outlined in the Redeployment policy. This is because where a suitable alternative is not available, dismissal will occur and there must be a fair reason for that dismissal.

HR Operations should be involved from when redeployment is first being considered. Applying redeployment as a result of the Managing Misconduct, Managing Performance, Reasonable Adjustments or Resolving Workplace Issues Policies should be done with caution as establishing a fair reason for dismissal may be difficult.

How to inform an employee about redeployment
Redeployment is applied as an outcome of a related policy. Therefore the meeting where you inform an employee of their redeployment status is arranged according to the requirements under the appropriate policy and will usually include a right to be accompanied and written notice of the meeting.

You must contact HR Operations at this stage to be assigned a caseworker.

In addition to the items identified for discussion under the relevant policy you or the chair of the meeting must also:
- discuss the reasons for redeployment and inform the employee of their redeployment status
- discuss the redeployment process and answer any questions the redeployee may have
- discuss what information is required for the employee to create their candidate profile through ESS with their individual information, and when this should be completed
- agree an action plan
- advise the employee that should they not secure an alternative position during their redeployment period, their contract will come to an end and specify the reason
- provide formal notice
- explain that in the event of a trial period extending beyond their anticipated contractual end date, then their notice
period will be extended to accommodate the trial period. Both the redeployment period and the notice period will therefore end on the same day.

### How to confirm redeployment

You or the chair of the meeting must send a letter to the employee to confirm the outcome of the meeting. The letter should include details of the redeployment process. Use the template letter to ensure you include all the necessary information.

The letter is sent ideally on the same day as the meeting but if not within **4 calendar days** and a copy placed on the personnel file or ePF.

### Duration of redeployment and contractual notice

The redeployment period is for a maximum of three months (where the employee has two or more years OPCC continuous service).

The employee’s contractual notice period may be 1 month to 12 weeks, depending upon their length of service.

Where an employee has **less than two years** OPCC continuous service, the redeployment period mirrors their contractual notice period, so both start and end on the same day.

Where the contractual notice is less than the three month redeployment period you can confirm redeployee status in advance of giving contractual notice, taking care to make the dates of the redeployment period and those of the contractual notice period clear to the redeployee.

The **Reserve Forces (Safeguard of Employment) Act 1985** entitles mobilised Reservists, whose substantive post has been made redundant, to 6 months redeployment following the end of their mobilisation and post operative tour leave.

When a redeployee reaches the end of their notice and redeployment period, any active recruitment applications will no longer be considered under the Redeployment Policy but may continue as per an external candidate.

Where the redeployee has made an application outside of the Redeployment Policy (i.e. for a higher grade vacancy where standard competitive selection applies and they do not have priority status) this may continue to be processed. In certain situations this maybe managed on a case by case basis as
consideration needs to be given to the contractual end date, entitlement to a redundancy payment and the effect of a break in service with potential re-employment.

How to do an Action plan

The action plan should include:
- timescales for the overall redeployment process
- agreed actions for the redeployee and yourself
- review dates

You and the redeployee should regularly review progress towards achieving redeployment and update the action plan accordingly.

The candidate profile

How to create/update a Candidate profile

You should support the redeployee to complete their candidate profile. This is created within the ESS Jobs page. This is a critical part of the redeployment process and must be given priority.

You should encourage the redeployee to be flexible to increase the likelihood of securing alternative employment.

Where the redeployee is seeking redeployment on medical grounds, there is usually a need for a new role to be different in some way. You must therefore find out from Occupational Health whether there are any working conditions or tasks that must be avoided. You should discuss this with the redeployee and ensure they provide details of any reasonable adjustments required.

Recruitment process

Automatic email alerts

Once Recruitment is notified that the candidate profile is completed then automatic email alerts will be sent to the employee to inform them of any vacancies that match the preferences they entered in their candidate profile.

The redeployee must apply for these vacancies in the normal way.

Priority status of redeployees

All redeployees have priority status when applying for a job within the OPCC, however some redeployees have higher priority status over other redeployees as a result of various employment protection legislation.

In the event that more than one redeployee wishes to be considered for the same role, the circumstances must be taken...
into account in the following order of priority:

- where an employee’s role becomes redundant while on maternity/adoption/paternity/shared parental leave, the OPCC has a statutory obligation to offer a suitable alternative role and therefore these redeployees take priority
- where a disabled employee is redeployed in relation to their disability there is a duty for the OPCC to make reasonable adjustments such as preference in redeployment
- redundant employees have a right to be considered for alternative work
- mobilised Reservists whose substantive post is made redundant have a right to be considered for alternative work.

It may be appropriate to consider whether a reasonable adjustment for a redeployee with a disability is to allow their preferential redeployee status to extend to an application for a role at a higher grade. If this reasonable adjustment is applied the redeployee must include this information with their application so the recruiting manager is aware of this reasonable adjustment.

The selection process used to identify whether a redeployee meets the criteria of the role is dependent upon the role and the number of redeployees. The following processes are used:

Only one redeployee:
- recruiting manager reviews the redeployee’s application
- meeting between the redeployee and recruiting manager*
- conditional job offer
- pre-employment checks relevant to the role

*The formality of this meeting depends upon the nature / seniority of the role and the extent the redeployee’s skills and experience match the requirements of the role.

More than one redeployee:
- recruiting manager reviews all redeployee applications
- recruiting manager shortlists for competitive interview / selection process taking into account the priority status of any redeployee
- competitive interview / selection process may take place
- conditional job offer
- pre-employment checks relevant to the role
How to manage a trial period – substantive manager

You must liaise with the recruiting manager to decide when the trial period starts, taking into consideration the pre-employment checks. It is helpful if the trial can start as soon as possible, usually beginning during the notice period.

Where the end date of the trial period is later than the end date of the existing notice period, you must discuss this with the redeployee and extend the notice period so it ends on the same day as the trial period.

You should continue to liaise with the recruiting manager during the trial to be kept informed of how the trial period is progressing and whether it is likely to be successful.

How to select a redeployee based on their suitability for the role

You must liaise with the substantive manager to decide when the trial period starts, taking into consideration the requirement for any pre-employment checks. It is helpful if the trial can start as soon as possible, usually beginning during the notice period.

Where you require an extension to the trial period, for example because of an absence or training need, you must inform the substantive manager so that any extension to the notice period can also be arranged if necessary.

You are responsible for assessing whether the trial period is successful and the employee’s suitability for the post. You need to identify how you are going to assess the trial and may wish to use similar methods to those you would use when recruiting a new employee.

You must meet with the redeployee throughout the trial period to: review their progress, provide feedback, raise any concerns and ensure they are receiving training and support. Keep a record of the review meetings, including discussion held and any actions agreed/completed. These are informal meetings and therefore the employee does not have a right to representation however they may wish to talk with a trade union representative in advance of the meeting. Where you have concerns regarding the redeployee’s suitability you must contact HR Operations.

Usually the full trial period is needed to make a decision on whether the trial has been successful. It would be unreasonable of you to take such a decision early in the trial period unless there are fundamental performance concerns. You are therefore most likely to take the decision close to completion of the trial period.
## Outcomes of redeployment

### Successful trial period
Where the trial is deemed successful the recruiting manager must verbally confirm this with the redeployee and inform Recruitment who will issue a new statement of employment particulars.

### How to manage an offer of a fixed term contract
A fixed term or temporary contract is unlikely to be considered as suitable alternative employment for someone who has been employed on a more permanent contract. However a redeployee may chose to accept a temporary post as a way to maintain employment while they continue to seek alternative work. Acceptance of a fixed term or temporary contract will end redeployment status.

Where an employee is being redeployed due to the ending of a fixed term or temporary contract, an offer of a subsequent fixed term or temporary contract in this circumstance may be a suitable alternative where

### How to induct a redeployee into a new role - recruiting manager
You must ensure that the redeployee receives an induction appropriate to the new role and their skills / experience. This is necessary even though it is an internal move.

### How to assess whether a redeployees rejection of an alternative post is reasonable – substantive manager
Where a redeployee decides to reject an offer of suitable alternative employment they are required to put this in writing to you.

You must discuss with the redeployee their reasons and explore options which may overcome their objections to the post. You must ensure that the redeployee understands that where they unreasonably reject the post, they may forfeit their redundancy payment.

Where the differences between the new and old roles are minimal, you may consider the employee’s rejection to be unreasonable. If you are considering withholding redundancy pay you must contact HR Operations for guidance. You must keep a record of your decision, including the reasons, in case these are challenged in the future.
Unsuccessful trial period

Where the trial is deemed unsuccessful, the recruiting manager must verbally confirm this with the redeployee.

Where the trial period ends before the notice period has been completed, the redeployee returns to their substantive post for the remainder of their notice period and regains redeployment status during this time.

Where the end of the trial period coincides with the end of the notice period, this is the redeployee’s last date in service.

Redeployment does not take place

Where redeployment does not take place it will be for one of the following reasons:
- there were no (suitable) alternative vacancies during the redeployment period
- the employee rejects an offer of (suitable) alternative employment
- the trial period is unsuccessful

Dismissal

At this stage, action under this policy ceases and the originating policy must be followed.

The dismissal decision and notice period will have already been issued under the originating policy at the start of the redeployment period.

Roles and Responsibilities

As the substantive manager you are responsible for:
- applying the Redeployment policy accurately
- informing HR Operations when considering granting redeployment status
- arranging meetings as necessary and ensuring a redeployee receives support
- drafting and updating the redeployee’s action plan
- enabling the redeployee to search for vacancies
- liaising with a recruiting manager regarding the duration and success of a trial period

As the recruiting manager you are responsible for:
- giving serious consideration to a redeployee’s application
- providing feedback
- liaising with the substantive manager regarding the duration and success of the trial period
- providing an induction and identifying training and support
- assessing the employee’s suitability for the role
The employee is responsible for:
- applying the Redeployment policy accurately
- taking an active and participatory role in:
  - seeking and applying for vacancies
  - giving all opportunities serious consideration
  - preparing for and attending meetings / interviews
  - participating fully in trial periods
- arranging their own work companion or trade union representative if desired and advising management of this

The HR department is responsible for:
- advising on policy application and supporting with case management
- advising on the completion of letters
- attending meetings in an advisory capacity
- HR does not perform a decision making role

The OPCC work colleague or trade union representative is responsible for:
- supporting their member/colleague
- supporting the timely management of the redeployment process by attending arranged meetings

They may make representations, submit papers, ask questions and address a meeting on behalf of the employee. They may not answer questions on behalf of the employee.

Support
Managers:
Any queries can be directed to HR Operations.

How to guide Governance

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