



Redeployment Policy and Procedure

Document Reference:	POL143	
Document Status:	Approved	
Version:	V1.0	
DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author (s)
People Services	January 2023	Head of HR Policy, Risk Management and Projects
Version	Date	Comments
V0.1 / V0.2	24 January 2023	Circulated to Redeployment Advisor / HR for comment
V0.3	5 April 2023	Legal advice sought
V0.4	12 June 2023 and 15 January 2024	Reviewed and updated by HR Policy Subgroup
V0.5	29 January 2024	Updated with Maternity Leave, Adoption Leave and Shared Parental Leave Regulations 2024
V0.6	3 March 2024	Reviewed at SPF
V1.0	29 April 2024	Approved at CRG

POL143 - Redeployment Policy and Procedure

Document Reference	People Services
Recommended at Date	HR Policy Subgroup 14 August 2023 and 15 January 2024 Reviewed at SPF 3 March 2024 Decision 20 March 2024
Approved at Date	CRG 29 April 2024
Valid Until Date	30 April 2027
Equality Analysis	15 January 2024
Linked procedural documents	Change Management Policy Sickness Absence Management Policy Pay Protection Policy Recruitment Policy Flexible Working Policy Flexible Retirement Policy Reasonable Adjustment Policy
Dissemination requirements	All Trust employees by intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust (EEAST) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

All Trust policies can be provided in alternative formats.

Contents

Paragraph		Page
1.	Introduction	4
2.	Purpose	4
3.	Duties	5
4.	Reasons for redeployment	5
5.	Temporary Redeployment Procedure	6
6.	Permanent Redeployment Procedure	8
7.	Salary	13
8.	Pay Protection	14
9.	Preservation of Pension Scheme	14
10.	Unsuccessful Redeployment	14
11.	Fixed Term Contracts	15
12.	Pregnancy, Parental Leave and Redeployment	15
13.	Disability and Redeployment	15
14.	Policy Review	16

Appendices

Appendix A	Permanent Redeployment Process Flowchart	17
Appendix B	Equality Impact Assessment	18
Appendix C	Monitoring Table	21

1. Introduction

- 1.1 The Redeployment Policy and Procedure is intended to provide advice and guidance on the process that will be followed during redeployment situations, on both a temporary and permanent basis.

We recognise that there are occasions where you can no longer continue in your current post through no fault of your own, and we are committed to working with you to help provide security of employment.

- 1.2 You should also refer to the relevant policy and process applicable to you, for example the Change Management Policy, Sickness Absence Management Policy or Performance and Capability Policy.

2. Purpose

- 2.1 The purpose of this policy is to ensure a fair and consistent approach to redeployment is followed, whilst providing an easy-to-follow guide for you and your line manager.
- 2.2 The redeployment process for individual employees may vary on occasion, and entitlements may differ, depending on the reasons for redeployment.
- 2.3 This policy applies to all EEAST employees with a permanent contract of employment.
- 2.4 This policy does not cover or apply to:
- Redeployment as part of a disciplinary sanction when, for this to be a feasible option, an alternative position will need to have been pre-identified.
 - If you have failed and been removed from a Trust training course, e.g., apprenticeship.
 - If you are a new EEAST employee and you have failed to satisfactorily complete your probationary period.
 - Where Occupational Health (OH) have advised that you are not suitable for work in any capacity, in either your current substantive role or an alternative role in the Trust.

3. Duties

3.1 The substantive Line Manager must:

- Agree contact details with you and support you during the temporary or permanent redeployment process.
- Maintain regular contact and meet you on a regular basis to review progress in a return to your substantive role and/or towards finding permanent redeployment.
- Keep a full and accurate record of all discussions.

3.2 The Employee must:

- Keep your substantive line manager updated with any changes in your circumstances, or any redeployment opportunities you are considering.
- Attend any meetings and relevant training sessions required.
- Engage proactively in the redeployment process.

3.3 The HR representative must:

- Provide HR advice and support to you and your line manager during regular review meetings and the ongoing redeployment process.

3.4 The Redeployment Representative must:

- Advise recruiting managers on all aspects of this policy and procedure, including obligations to make reasonable adjustments.

3.5 The Recruiting Manager (for permanent redeployment) must:

- Consult with the Redeployment Representative in the first instance on any potential rejection at shortlisting or interview stage.

4. Reasons for redeployment

4.1 Reasons for temporary redeployment

The two main reasons that the Trust would support you with temporary redeployment, where available, are:

- To facilitate a return to work where you are not currently fit to return to your substantive role, and where a medical / Occupational (OH) report confirms that you may be fit for work in some capacity, e.g., amended duties, workplace adaptations.

POL143 - Redeployment Policy and Procedure

- Where you have not yet been absent from work due to your medical condition, but your line manager and OH have identified that you are unable to complete your substantive role on a temporary basis.

4.2 **Reasons for permanent redeployment**

The two main reasons that the Trust would support you with permanent redeployment are:

- Where you are at risk of redundancy due to organisational change. This also applies to the expiry of a fixed term contract (where you have a minimum of 2 years continuous service with one or more NHS Employer).
- When a medical / OH report confirms that you are permanently unable to undertake your substantive role, or it is unlikely that you will be able to return to your substantive role in the foreseeable future, because of a long-term ill-health condition or disability.

4.3 There may be other circumstances which do not fall within these categories, but where redeployment may be beneficial to all parties concerned. In such situations the manager should refer to the relevant HR representative and discuss the possibility of redeployment and how this should be approached and managed.

5. Temporary Redeployment Procedure

5.1 Temporary redeployment would be discussed with you at a meeting arranged in accordance with the relevant Trust Policy, e.g., Sickness Absence Management, and is usually for periods of up to 12 weeks where this will help support a return to your substantive role.

5.2 Periods longer than 12 weeks will only be considered in exceptional circumstances, e.g., related to disability, maternity, or where there has been a change in your circumstances resulting in a new expected date for a return to your substantive role within a further 12-week period.

5.3 Your line manager will ask you what transferable skills you have, e.g., PTS, Microsoft Word/Excel experience, so that they can make sure you have the appropriate skill level to be assigned to a role from one of the following areas, listed in order of priority:

- i. EOC Duties (e.g., ECAT, Welfare-caller)
- ii. PTS (e.g., working as part of a crew or single)

- iii. Existing Trust vacancy
 - iv. Operational Compliance
 - v. Local recruitment activity
- 5.4 When allocating a clinical role, it must be appropriate to your scope of practice, and consideration given for any development as a reasonable adjustment.
- 5.5 **Operational Compliance and Recruitment Activity**
- 5.6 There would usually be only one full-time equivalent employee in Operational Compliance or Local Recruitment Activity temporary redeployment per locality (e.g., AGM area) at any one time.
- 5.7 The relevant manager within the locality must provide evidence that there is a need, and agree the focus area, KPI(s), goals and monitoring process, for Operational Compliance temporary redeployment to be agreed.
- 5.8 If two or more employees in a locality are unable to fill a role from the primary three value-adding areas, the decision for temporary redeployment must be approved by the relevant senior manager/budget holder.
- 5.9 **During a period of Temporary Redeployment**
- 5.10 Your substantive line manager will maintain regular contact and meet with you monthly, or as agreed, to discuss any additional support and any changes to your circumstances.

Where temporary redeployment is agreed to support a return from sickness absence, you should continue to provide your line manager with a GP Fit Note detailing that you are fit for work with adaptations / adjustments throughout the process.

- 5.11 The meetings will be arranged and held in line with the appropriate Trust policy, e.g., Sickness Absence Management.
- 5.12 **Return to your substantive role**
- 5.13 When OH advice has supported a return to your substantive role, your line manager will discuss your return-to-work arrangements. This may include a phased return to your contractual hours of work over a period

POL143 - Redeployment Policy and Procedure
of up to 4 weeks, although this may be extended in exceptional circumstances, supported by OH advice and a Senior Manager.

- 5.14 If it is established, during either your temporary redeployment or phased return to work, that you are unable to fully return to your substantive role, your line manager will speak to an HR representative and continue to meet with you in line with the appropriate Trust policy.

6. Permanent Redeployment Procedure

- 6.1 A flowchart providing an outline of the permanent redeployment process is included as **Appendix A**.

6.2 Transferable Skills Analysis Proforma

- 6.3 When it has been identified that you cannot continue in your current role on a permanent basis (see Section 4.2), you will be invited to a meeting with your line manager and HR representative during which the **Transferable Skills Analysis Proforma (POL143-01)** available on the intranet will be completed. A union representative or workplace colleague can also attend to provide support.

- 6.4 The proforma is completed to:

- clearly identify skills that are transferrable to another role and can be developed to be used in other suitable roles,
- identify any training needs,
- identify any reasonable adjustments that have already been offered and implemented in your substantive role.

- 6.5 Where it is not possible to meet with you in person, the pro forma can be completed by a mutually agreed alternative method, e.g., virtual meeting / telephone call.

- 6.6 Your line manager / HR representative will provide information to the Redeployment Representative (i.e., date of above meeting, date of OH report, completed proforma) so that they can update the Redeployment Pool on EEAST's recruitment system (TRAC) and central redeployment record. You will then have restricted access to vacancies (refer to Section 6.12).

POL143 - Redeployment Policy and Procedure

6.7 The formal permanent redeployment process will commence once you have been sent a welcome email via TRAC and should usually continue for a maximum of up to 12 weeks.

You should log onto TRAC on at least a weekly basis to review the vacancies and apply for suitable alternative roles.

6.8 Your line manager will continue to support you throughout the redeployment process until either permanent redeployment has been achieved or alternative actions are taken in accordance with an alternative Trust policy. A review / progress meeting should usually be held monthly.

6.9 **Suitable Alternative Role**

6.10 A suitable alternative role is either the same or one below your substantive grade.

6.11 The alternative role should also:

- have a home to work distance travel time of up to 1 hour, depending on your individual circumstances.
- be available no later than four weeks from the proposed date of termination of your contract (where you are at risk of redundancy due to Organisational Change). Please refer to the Change Management Policy for full information.

6.12 All approved permanent roles and secondments of 9 months or greater (except for approved Flexible Retirement 'retire and return' roles and budgeted front-line roles, i.e., paramedic, EMT, AEMT, etc will be advertised solely to you and other employees in the Redeployment Pool for a restricted period of 4 calendar days. If no applications are received during this restricted period, the vacancy will be advertised as per usual recruitment processes.

6.13 You can choose to apply for alternative roles outside the parameters of a suitable alternative role (including secondments of less than 9 months). However, you will then follow the same competitive process as all other applicants, in line with the Recruitment and Selection Policy. The Redeployment Policy and Procedure will not be applicable in this instance.

POL143 - Redeployment Policy and Procedure

6.14 If you successfully obtain a secondment, you will remain in the Redeployment Pool for the duration of the secondment.

6.15 **Support**

6.16 While you are in the Redeployment Pool the following support will be available, if needed:

- advice in relation to applications / CV writing,
- interview preparation,
- reasonable time off to prepare applications and to attend interviews,
- trial periods (see section 6.26),
- Employee Assistance Programme.

6.17 **Application / Selection process**

6.18 You should apply using the standard TRAC application form and your TRAC jobs account.

6.19 Recruiting Managers will be notified of any applications received within 1 day of the vacancy closing, and shortlisting will be completed.

6.20 If you are not shortlisted for interview, the Redeployment Representative will review the application / essential criteria with the recruiting manager. You will be informed of the outcome of this review, which will either be:

- that you did not meet the essential criteria (with any reasonable adjustments considered), you will be provided with feedback and can continue to apply for suitable alternative roles.
- that you met the essential criteria and will be invited to an interview (see 6.21 and 6.22).

6.21 If you are the only applicant from the Redeployment Pool who has been shortlisted, you will be invited to a non-competitive interview. The interview is an opportunity to demonstrate to the Recruiting Manager how you meet the essential criteria, and your willingness and aptitude for the role. If further training is required, this should be agreed with the Recruiting Manager and incorporated within a trial period. Tests may be used during or before the interview if it is deemed to be an appropriate method of determining suitability for the post.

POL143 - Redeployment Policy and Procedure

- 6.22 If there is more than one applicant shortlisted from the Redeployment Pool, the Redeployment Representative will first review Sections 12 and 13 to determine any priority, and where appropriate the interviews will take the form of a competitive selection process. You will be notified of this beforehand.
- 6.23 **Following the interview**
- 6.24 If you are unsuccessful, the Redeployment Representative will review the interview / selection records with the recruiting manager, considering any reasonable adjustments / training requirements for the role. Where you remain unsuccessful, you will be invited to a meeting with the recruiting manager to provide you with feedback.
- 6.25 If you are successful, you will be made a conditional offer in line with the Recruitment Policy. (Refer to Change Management Policy where applicable.)
- 6.26 **Trial period**
- 6.27 The Redeployment Representative will inform the Recruiting Manager, line manager and HR representative when pre-employment checks have been successfully completed, and you will be invited to an introductory / welcome meeting with the Recruiting Manager. Your previous line manager, HR representative, and a union representative / work colleague may also attend where requested.
- 6.28 During the welcome meeting:
- You will be offered a trial period of 4 weeks.
 - A **Redeployment Action Plan (POL143-02)**, which is available on the intranet, will be completed. This will include any reasonable adjustments / OH recommendations supervision/mentoring, clear objectives, performance metrics and trial period review dates.
 - A copy of the Redeployment Action Plan will be shared with you, and this will be discussed and updated at every review meeting.
- 6.29 In certain situations, it may be necessary to agree a longer trial period, but this will not exceed 12 weeks. This could be to accommodate training, or as a reasonable adjustment for the purposes of the Equality Act.

POL143 - Redeployment Policy and Procedure

- 6.30 Trial periods would not usually be extended for the purposes of annual leave, sickness absence, etc. If in doubt, the Recruiting Manager will contact the HR representative or Redeployment Representative for further advice.
- 6.31 Following the welcome meeting, the Recruiting manager / HR representative will inform the Redeployment Representative of the trial period start date and duration, and this information will be recorded on TRAC.

During the trial period you will remain in the Redeployment Pool, and the 12-week redeployment period will be paused.

- 6.32 You and the Recruiting Manager should discuss any issues that arise during the trial period promptly, and advice should be sought from the HR representative where appropriate.
- 6.33 At the end of the trial period, or earlier if the trial is unsuccessful, a review meeting will be arranged between you and the Recruiting Manager. The HR representative can be included where needed, and must be included where there is potential for the trial to be unsuccessful. During the meeting it will be discussed whether:
- The trial has been successful (see Section 6.36),
 - You or the Recruiting Manager decide that the post is not suitable for you (the reasons must be included on the Redeployment Action Plan),
 - The trial period could be extended (see Section 6.29),
 - You will return to the Redeployment Pool (where appropriate).
- 6.34 The Redeployment Action Plan should be completed to fully include the above discussions and outcomes.
- 6.35 The Recruiting Manager will update the Redeployment Representative and substantive line manager of the outcome of the above meeting for the relevant actions to be taken.
- 6.36 **Moving to your new role**
- 6.37 Once a trial has been confirmed as successful, an effective date for the move to your new role will be agreed. Your start date will usually be the day after the trial period ends.

6.38 The Recruiting Manager will inform the Redeployment Representative of the trial period outcome. The Redeployment Representative will update the Recruitment Team so that your new contract of employment and a Change of details (HR2a) Form can be sent to you in line with the Recruitment Policy.

7. Salary

7.1 During temporary redeployment (for reasons outlined at Section 2.2) or during a trial period (permanent redeployment only):

- Your **current** salary will be maintained and paid under your substantive manager's budget code.
- Where you were previously receiving Unsocial Hours (USH) payments via Annex 5 of the Agenda for Change Terms and Conditions (AFC) these will continue to be paid.
- Where you were previously receiving USH enhancements via Section 2 of AFC, your substantive line manager should complete a Section 2 Payment Protection Form for these to be calculated and continue to be paid.
- For any other reason, i.e., where temporary redeployment is at your request, advice should be sought from the HR representative.

7.2 Once permanent redeployment has been agreed:

- You will move to the salary and pay band of your **new role** and to your new manager's budget code (see Section 6.36 and refer to the Pay Protection Policy where appropriate).
- USH payments / enhancements will be made in accordance with the USH worked in your new role.
- Where you were previously receiving USH payments via Annex 5 of AFC, and you have been permanently redeployed due to organisational change or because of a disability, this will not result in a move to receive Section 2 enhancements. However, you retain the choice to move voluntarily.

7.3 During a secondment

Please refer to the Secondment Policy for salary arrangements during any secondment period.

8. Pay Protection / Excess Travel Arrangements

- 8.1 Following permanent redeployment you will be paid the salary appropriate to your new role. Please refer to the Pay Protection Policy for information on whether pay protection arrangements would be applicable.
- 8.2 If your place of work, but not your home, changes because of permanent redeployment:
- to avoid redundancy, please refer to the Change Management Policy for any applicable excess travel payments.
 - where you are unable to return to your substantive role because of a long-term ill-health condition or disability, please contact Access to Work to check if you are eligible for a grant for extra travel costs. Whilst your application is considered we will support you with any applicable excess travel payments in line with the Change Management Policy up to a maximum period of 12 weeks.

9. Preservation of Pension Scheme

- 9.1 If you have at least two years qualifying membership and you suffer a reduction in your pensionable pay, you may be able to apply to protect your pension benefits.
- 9.2 If you meet the eligibility criteria, you must apply for protection within three months of going onto reduced pay or 'marking time' (see Pay Protection Policy).

If you want to check whether you are eligible to protect your pension benefits and/or make an application, please contact the Payroll Manager as soon as you know that your pensionable pay may reduce.

10. Unsuccessful Redeployment

- 10.1 It should be noted that the redeployment process cannot guarantee a move to an alternative role. If permanent redeployment is not successful for any reason, i.e., there has been an unsuccessful trial(s) or no appropriate vacancies advertised during the redeployment period, your line manager will speak to the HR representative and continue meeting with you in accordance with the appropriate Trust policy.

11. Fixed Term Contracts (where you have two or more years of continuous NHS employment)

- 11.1 You will be invited to a meeting with your line manager and HR representative to discuss the ending of your fixed-term contract and, where appropriate, will be entered on the Redeployment Pool no less than 1 month prior to expiry of your contract. Your substantive line manager will continue to be responsible for salary payments during the redeployment process.
- 11.2 If your post is redundant following the expiry of a fixed term contract, you may be entitled to a redundancy payment calculated in accordance with AFC (see Change Management Policy).

12. Pregnancy, Parental Leave and Redeployment

- 12.1 If you are pregnant or are on parental leave, and you have a legal right to return to work, but are considered 'at risk' of redundancy, you must be offered any suitable alternative vacancy in preference to any other employee.
- 12.2 For further information on protection from redundancy during pregnancy and parental leave, including definition, please refer to the Change Management Policy and seek advice from an HR representative.

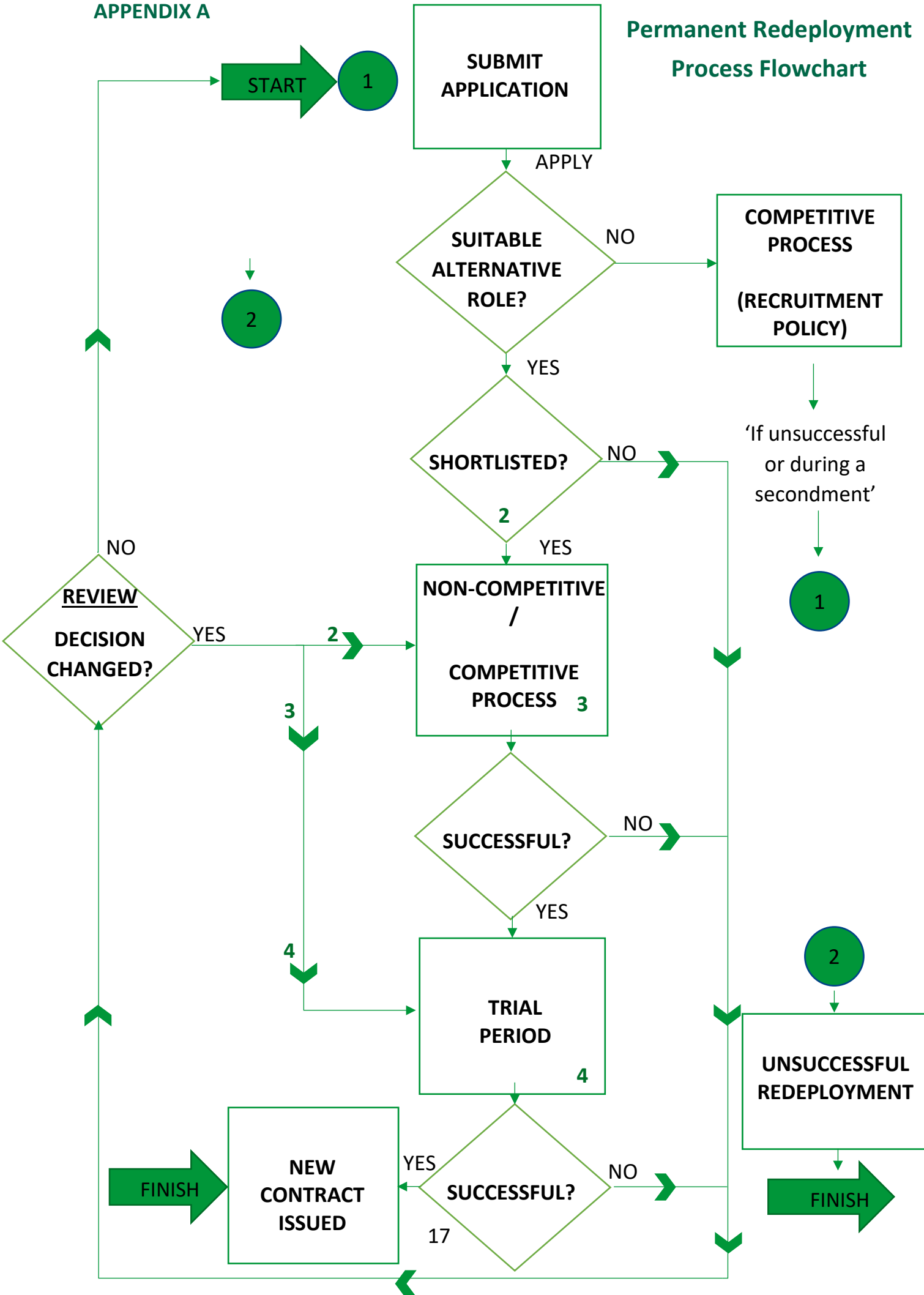
13. Disability and Redeployment

- 13.1 If you are disabled for the purposes of the Equality Act 2010 and:
- your disability puts you at a particular disadvantage in relation to the requirements of the duties, physical location or nature of the vacancy, consideration will be given to what reasonable adjustments can be made to the role to overcome this disadvantage, **and/or**
 - you meet the essential criteria for a suitable alternative vacancy, you will be shortlisted, and your interview will take priority, except for those who meet the criteria at Section 12.
- 13.2 For further information, please refer to the Disability Policy and seek advice from an HR representative and/or OH.

14. Policy Review

- 14.1 This policy will be reviewed on a two-yearly basis or amended in the light of new employment legislation and/or relevant case law.

Permanent Redeployment Process Flowchart



Appendix B

Equality Impact Assessment



EIA Cover Sheet		
Name of process/policy	Redeployment Policy and Procedure	
Is the process new or existing? If existing, state policy reference number	New (POL143)	
Person responsible for process/policy	HR	
Directorate and department/section	People Services	
Name of assessment lead or EIA assessment team members	EQIA Panel	
Has consultation taken place? Was consultation internal or external? (please state):	Internal consultation in partnership with management and staff side.	
The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state) Training programme.	

Equality Analysis

What is the aim of the policy/procedure/practice/event?

This policy is intended to provide advice and guidance on the process that will be followed during redeployment situations, on both a temporary and permanent basis.

Who does the policy/procedure/practice/event impact on?

Race	×	Religion/belief	×	Marriage/Civil Partnership	×
Sex	×	Disability	×	Sexual orientation	×
Age	×	Gender re-assignment	×	Pregnancy/maternity	×

Who is responsible for monitoring the policy/procedure/practice/event? **HR**

What information is currently available on the impact of this policy/procedure/practice/event?

A full consultation process has been completed, no negative impact was raised, and with the evidence available there is no negative impact.

A central redeployment register is kept by the Redeployment Representative and could report on any impact.

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? **No**

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? **Yes**

If yes please provide evidence/examples:

Race	×	Religion/belief	×	Marriage/Civil Partnership	×
Sex	×	Disability	×	Sexual orientation	×
Age	×	Gender re-assignment	×	Pregnancy/maternity	×

Please provide evidence:

This policy is designed to have a positive impact for all eligible employees, however could also provide additional protection for employees with the protected characteristics of disability and/or pregnancy / maternity in relevant situations.

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

Having completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.

Action Plan/Plans - SMART

Specific

Measurable

Achievable

Relevant

Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to

Appendix C - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
Audit of employee experience, and that the policy and procedure is being applied consistently, fairly and accurately for all redeployed employees.	Head of HR People Partnering / Recruitment	Monitor GRS, ESR, redeployment records and ER Tracker data	Annually	Redeployment records and/ or number of grievances/ complaints received in relation to the policy.	Reported to and discussed at People Committee where required	Head of HR People Partnering / Recruitment will address any actions or changes required.	Any change in practice will be identified and: <ul style="list-style-type: none"> • process updated with HR People Partnering team • HR People Partnering / line manager training implemented • policy updated where required