



Please Note: This policy is currently under review and is still fit for purpose.

Restructure, Reorganisation, Redeployment and Redundancy Policy

This procedural document supersedes: CORP/EMP 09 v.4 - Management of Change Redeployment & Redundancy and incorporates CORP/EMP 26 v.2 - Pay Protection Policy.



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Author/reviewer: (this version)	Dawn Jarvis, Director of People and Organisational Development
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Restructure, Reorganisation, Redeployment and Redundancy Policy

Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 5	26 March 2014	This policy has been fully reviewed and rewritten to reflect legislative and policy updates. It incorporates the pay protection policy (previously CORP/EMP 26 v 2) implementing changes to short and long-term protection of earnings, following agreement with Staff Side.	Dawn Jarvis
Version 4	June 2010	The Policy has been fully reviewed, and re-written, to reflect current legislative and procedural requirements.	Janette Bailey & Rhiannon Hammond-Jones
Version 3	April 2007	<p>1.4 Clarification of scope of policy Various – addition of representation from ‘employee representatives’</p> <p>4 Curtailment of recruitment – major rewording of paragraphs.</p> <p>5 Suitable alternative employment – clarification of what would equate to suitable alternative employment</p> <p>9 Procedure to deal with redundancy – Clarification of procedure and detail around information available to staff organizations</p> <p>10 Selection for Redundancy – Clarification of selection processes and possible selection criteria. Removal of any age related selection criteria.</p> <p>13 Redundancy Payments – updated with Agenda for Change T&Cs reference.</p> <p>Appendix 1 – Addition of registration for Redeployment form.</p>	Jayne Lang

Restructure, Reorganisation, Redeployment and Redundancy Policy

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Restructure, Reorganisation, Redeployment and Redundancy Policy

1. INTRODUCTION

As an employer, Doncaster and Bassetlaw Hospitals NHS Foundation Trust wants to provide job security for its employees as far as possible. We are committed to minimising redundancy and only considering this when all other options have been exhausted. We want to do everything possible to ensure the highest level of job security for all our employees.

Sometimes, to meet the changing needs of our patients or commissioners we need to reorganise or restructure. Where these changes affect our staff we will consider measures such as the restriction of recruitment, filling of vacancies, reduction or elimination of overtime, retraining and the redeployment or transfer of staff before we consider redundancy, either voluntary or compulsory. However, there may be some circumstances which make redundancies unavoidable. This policy will apply to permanent staff employed by the Trust. If you are on a temporary or fixed term contract your contract may be ended with appropriate notice to facilitate such restructuring.

2. EQUALITY IMPACT ASSESSMENTS

An Equality Impact Assessment has been undertaken this is available at Appendix 3, no detriment was identified.

3. PURPOSE

The purpose of this policy is to provide consistency of approach when dealing with organisational or structural change that may result in redeployment or redundancy situations. We will seek to ensure a balance between the needs of the individual to remain in employment and the needs of the organisation to have appropriately trained and qualified staff.

4. DUTIES AND RESPONSIBILITIES

In the event of proposed staffing reductions, the Trust will consult with the recognised trade unions/staff organisations and, where appropriate, workforce representatives, which represent locally the occupational group of employees concerned. These may be either existing representatives or new ones specially selected for the purpose, in accordance with the legal requirements. Where redundancies are being considered then the Trust will comply with the appropriate legislation.

5. PROCEDURE

5.1 Communication and engagement

When a change is planned managers should ensure they communicate and engage affected staff as far as possible in the proposed changes. They should use the DBH Change Curve available from their HR Business Partner or the intranet as a guide, making sure they can answer the questions in the five sections for all staff affected, paying particular attention to:-

- Why the change is happening
- Who is affected and how
- What is going to happen
- What it will be like (once the change has occurred)
- How the change will be made to “stick” (be monitored to show improvements and application of the changes)

5.2 Selection of who is affected

It is very important to be able to explain what the new structures will look like as soon as possible once a change is announced. This will enable people to understand whether they are affected by the changes and if they are, how they are affected.

Managers should produce a “new” structure chart showing as far as possible the numbers of new posts, at which band and in what structure, are going to be available. This should **NOT** include reference to any individuals in the new posts until a job filling process has taken place.

At the same time the current (“old”) structure should be produced showing individuals in post that will be affected by the change. This allows a “lock down” date to be agreed (usually the date of the announcement of the change).

This is an important date as it means that everyone in the old structure on the “lock down” date has the opportunity to fill the jobs in the new structure, even if changes take place after the “lock down date”.

This will usually be limited to existing staff employed on permanent contracts within the “old” structure. This structure (and therefore the staff within it) may need to be agreed, as it is likely that all staff in that “old” structure will be entered on the Redeployment Register or will be formally declared “At Risk” of redundancy at some point in the future. This includes internal staff in acting positions of in excess of nine months duration and staff in open-ended secondments from other areas within the Trust where that secondment has already been of nine months’ duration.

If there are several groups of staff affected, individuals can usually only have one place where they are “at risk” or appear in one pool for redeployment, as it would be unfair to allow staff to apply for posts in their substantive role as well as the one they were on

secondment to. Individuals will usually be able to decide which group they want to be considered in (their substantive role or their secondment role).

Definition of the “old” structure and of the people potentially “At Risk” posts within that area will be the responsibility of the departmental management team, in consultation with relevant accredited staff representatives and HR Services.

In situations where an individual member of staff, or group of staff, believe they have been wrongly excluded from (or included in) the “At Risk” group, the issue will be considered by the Head of HR Services for a final decision.

5.3 Job filling for the new structure

The filling of all posts in the new structure will be the subject of one or more type of process applicable, depending on the size of the change and whether there are more or less posts overall in the new structure. This might be job matching, applications for posts or filling posts in some other way, and this will usually be agreed with staff side at the start of any major change but is generally expected to follow the stages below, though not necessarily in order.

- 5.3.1 In the first instance every individual will be required to produce their current job description for the post they are doing on the date of “lock down”.
- 5.3.2 Secondly, the job descriptions and person specifications for the roles in the new structure will be circulated to all affected staff. This will be after the collection of the current “old” structure job description so that everyone has a fair chance of being matched to future posts.
- 5.3.3 Thirdly staff (at this stage only in the “At Risk” group) will be asked to apply for the new roles and express a preference of which roles they would like, usually up to three posts but this will depend on the size of the exercise. It may be that there are brand new jobs created which may, at this stage be advertised more widely or externally, if the skills do not already exist in the organisation.

5.4 Proceeding with job filling

Several things may occur as a result of this first stage of job filling:-

- 5.4.1 There are more posts than people at a particular band - usually this will mean that everyone secures a role by their old job description being matched to the new job description and their preferences being taken into account as much as possible. If people are already doing more than 75% of the new role in their old role and it isn't more highly banded in the new structure, then they are likely to be slotted into the new role. However it may be that there isn't a skills, qualifications or behaviours match to the new roles, or they are less than 75% similar, in which case these roles won't, at this stage be appointed to, and may be widened out to the whole organisation or advertised externally.
- 5.4.2 There are more people than posts at a particular band – usually this means some form of competition will take place. This could initially begin with a preference exercise similar to above, again using the 75% rule; this could mean several

people applying for one job, using the organisation's standard recruitment policy.

- 5.4.3 Despite there being more people than roles, it might also be the case that there aren't the skills, qualifications or behaviours required to match to the new roles, in which case these roles won't at this stage be appointed to, and may be widened out to the whole organisation or advertised externally.
- 5.4.4 There are roles in the new structure that cannot be filled by the people in the old structure due to new skills, qualifications or behaviours required by the role, in which case these roles may be widened out to the whole organisation or advertised externally.

5.5 Applications and selection methods

Applications will normally require the completion of the Trust's standard application form. If appropriate there may be provisions for stating a preference for posts, or an agreed format of expression of interest instead of the completion of an application form. It will not normally be necessary to take up references for staff within internal department "ring-fences", but they may be required in competitive interview situations.

Application forms and references will always be required when applying for promotion opportunities or situations where, although of the same level, the role applied for is significantly different from that which the employee currently holds.

Selection testing or psychometric testing may be used depending on the roles being filled, but this will be announced at the start of the process.

Finally there may need to be formal interviews if there are more people than posts. This policy cannot give detailed process points for every future restructure but the principles contained in here will be used to guide the choice of selection methods.

5.6 People who get a post in the new structure

People who get a post in the new structure will be expected to move to that new structure as soon as reasonably possible while maintaining an ongoing service and thorough transition to their new role.

If there has been an agreed "go live" date for the change, any change to banding, pay or terms and conditions will begin for everyone on that agreed "go live" date.

5.7 Staff who do not get a post in the new structure

Staff may not get a post in the new structure for a variety of reasons and the action taken to support that member of staff will vary:-

- 5.7.1 They may have chosen not to enter into the selection process for new roles – in which case they will be entered onto the "Redeployment Register" and may be at risk of future redundancy.
- 5.7.2 They may not have been successful at any stage of the job filling or selection process - in which case they will be entered onto the "Redeployment Register" and may be at risk of future redundancy. Wherever possible, and practical,

manager(s) will seek to provide support and training for individuals they consider not immediately suitable. Opportunities for training and trial periods to equip a member of staff to take on a new role will be provided. However, there will be situations where re-training is not appropriate, where an individual is not considered suitable, or where a post within the re-organised area is not available, every effort will be made to redeploy the member of staff to a suitable post elsewhere within the Trust.

- 5.7.3 They may not have got their preference – in which case they will either be expected to take the role offered in the new structure or they will be entered onto the “Redeployment Register” and may be at risk of future redundancy.
- 5.7.4 They may not have got a role at their current pay band but may be offered a role at a lower pay band - in which case they will either be expected to take the role offered in the new structure at the lower pay band on appropriate pay protection (see section 6) or they will be entered onto the “Redeployment Register” and may be at risk of future redundancy or may lose their right to redundancy.

5.8 Unsuccessful Applications

Where a member of staff is deemed not to be suitable for a post applied for which is commensurate with their present role, he/she should receive verbal feedback and also, if the employee requests it, a written statement from those responsible for making the selection decision giving their specific reasons for reaching this decision. Where possible, this should be received within 7 working days of the decision. All recruitment decisions should be documented in line with the Trust’s current recruitment guidance. Where a staff member is deemed not suitable for a post applied for which is commensurate with their present role then the documented decision should be forwarded to the Director of People & Organisational Development.

6. PAY PROTECTION

6.1 Overview

As a result of either organisational change and restructuring or individual down grading (other than for a reason of capability or conduct) individuals are able to receive some protection of earnings, basic wage or other conditions of service as follows.

Protection does not apply following periods of secondment or acting up or to voluntary moves or redeployment because of incapability or incapacity for their existing post.

Each subsequent change of post due to the application of the provisions of paragraph 1 of this agreement may attract protection in its own right. Employees receiving protection under the provisions that applied before the implementation of these provisions may continue to be protected under those provisions until the protection expires. If you are on a fixed term contract you will only receive protection until the end of your fixed term period, which may be ended earlier as a result of structural change.

6.2 Short-Term Protection of Earnings

Short term protection will apply in certain circumstances – i.e. where organisational change as defined in section 3, has resulted in a reduction in total earnings (e.g. loss of unsocial hours enhancements, contractual overtime, reduction of working hours within the standard week). This protection of ‘Protectable earnings’ will be offered to those eligible in accordance with the following table:-

Reckonable Service	Protection Period (Months)
0-2 years	2
2-3 years	3
3-4 years	4
4-5 years	5
5+ years	6

The period of calculation of the protectable earnings is the normal weekly average over the 6 months immediately preceding the first day of employment in the next post, unless this period is deemed not to be a representative period. Earnings, in the new post means the basic salary in the new post and any other remuneration in respect of overtime, shift work or other additional duties.

When calculating the earnings for the new post, the rates used for calculating the payments in respect of overtime, shift work and other additional duties should be those applicable to the new post.

Earnings in the new post will be offset against protectable earnings. If for any particular pay period the earnings in the new post exceed protectable earnings, protection of earnings is extinguished and the earnings in the new post are paid in full for that particular period, although the period itself will count against the full protection period.

6.3 Long Term Protection

Long Term protection applies where, as a result of organisational change, an employee is moved from one post to another and is downgraded (usually by one pay band) as a result of the move. An employee to whom this agreement applies shall be entitled to full protection of basic salary in accordance with the following:

Reckonable Service	Protection Period (Months)
0-5 years	6
6-10 years	12
10+ years	24 Months (2 years)

At the end of this period the salary will revert to the current rate for the new job or grade you are working in at the end of the protected period. You are entitled to long term protection until:

- 6.3.1 The period of protection above expires.
- 6.3.2 You are appointed to a post in which the normal basic wage or salary is equal to or exceeds the protected basic wage or salary

- 6.3.3 You move on your own application to a post with a basic wage or salary which is lower than that of the existing post
- 6.3.4 You retire or leave the organisation
- 6.3.5 Your basic wage or salary is equal to or exceeds the protected wage or salary due to pay rises in the new post.

You may be eligible for both long-term protection and short-term earnings protection concurrently. Until the short-term protection expires, you shall be paid according to the condition of whichever right, (short or long-term) is more favourable to you. Thereafter payment is on the basis of the on-going entitlement to long-term protection.

Where incremental points apply, you will be transferred to the nearest equivalent pay point within the new pay band, based on your current salary.

6.4 Conditions of short and long-term pay protection

6.4.1 Short-term protection

If you are in receipt of short term protection it is a condition placed upon you to undertake any overtime, or shift work which may be required, up to the level at which earnings in the new post equal the protected earnings. If you opt not to undertake overtime, shift work or other additional duties for which you are in receipt of protectable earnings, then the protectable earnings will cease immediately. Short-term protection of earnings is also conditional on you accepting any offer of another post which attracts a basic wage or salary in excess of the basic wage or salary applying to the new post.

6.4.2 Long-term protection

If you are in receipt of long term protection it is a condition placed upon you to undertake any other additional duties which may be required, up to the level at which earnings in the new post equal the protected earnings. If you opt not to undertake these additional duties then the protectable earnings will cease immediately.

If you undertake overtime/additional hours in your new role while in receipt of either short or long term protection, the additional hours will be paid at the rate applicable to the new post.

You must give an undertaking to move to a post at the band you are being paid protection for if such a post becomes available. If you fail to give such an undertaking, or unreasonably refuse to apply for or accept such a post, protection will cease.

6.5 Protection of other terms and conditions of service

Period of Notice

You are entitled to continue to receive the protection of period of notice appropriate to the former post, while under your protection period.

Hours

You will acquire the conditioned hours appropriate to the new post.

Movement between full and part-time posts or vice versa or increases or decreases in part-time hours as a consequence of the application of this agreement will have protection limits applied pro rata to them.

Entitlement to Offer Terms and Conditions of the New Post

You can at any time during your protection period opt for the complete package of remuneration and conditions of service applicable to the new (or any subsequent) post. This option, once exercised, cannot be cancelled.

Should redeployment mean regular travel to another site then travel expenses to and from that site will be paid for the period of long or short term pay protection only if the inter site transport provided by the Trust cannot be reasonably used.

Continuity of Employment

You shall, as a result of the application of this agreement, in respect of all terms and conditions of service, be regarded as being in continuous employment.

Flexi retirees

You shall only gain pay protection from the day you return to the Trust following any period of flexible retirement, rather than relying on your original NHS start date.

6.6 Pensions arrangements

If, as a consequence of this agreement, your pay is ultimately reduced you may, in accordance with the NHS Pension Scheme, apply for the period of membership at the higher rate of pay to be treated as preserved membership. Should you wish this to happen you should notify NHS Shared Business Services (SBS) in writing within one month of your pay being reduced in order to be eligible.

7. REDUNDANCY AND REDEPLOYMENT

7.1 Introduction

Where organisational or service changes could result in altered staffing levels, skill mix, duties and/or possible redundancies, the Director of P&OD should be notified by the responsible manager leading on the changes.

7.2 Consultation with Joint Staff Side Committee

Where proposed changes in staff requirements indicate potential redundancies, the Trust will inform and if appropriate formally consult with the staff affected (i.e. the staff "At Risk") and also inform and if appropriate formally consult with recognised staff organisations, in accordance with its statutory obligations of 30 days if 20 – 99 staff are to be dismissed as redundant and 90 days if more than 100 staff are to be dismissed as redundant. Information provided by the Trust will include as a minimum:-

- 7.2.1 The reasons for the proposed redundancies
- 7.2.2 The numbers and descriptions of employees at risk of redundancy
- 7.2.3 The total number of employees of any such description employed at the

establishment in question

- 7.2.4 The proposed method of selecting employees who may be dismissed
- 7.2.5 The proposed method of carrying out the dismissals (with regard to this policy and including the period over which the redundancies will take place).
- 7.2.6 The proposed method of calculating any redundancy payments, other than those required by statute, that the Trust proposes to make.

The consultation will include discussion about ways of avoiding, reducing or minimising the consequences of such dismissals including the consideration of restriction on recruitment, redeployment, consideration of requests for voluntary redundancy etc., though this list is not exhaustive.

7.3 Consultation and support of staff who may be made redundant – individual consultation

Any employee who is at real risk of redundancy will be offered at least one individual consultation meeting with the appropriate line manager and a member of the HR Services. Staff should be encouraged to be accompanied at the meeting by a recognised trade union official, recognised professional organisation official or elected staff representative. Alternatively, an employee may choose to be accompanied by a work colleague. The purpose of the meeting will be to:-

- 7.3.1. explain the changes and the projected timetable for the anticipated changes in staff requirements;
- 7.3.2. explain this policy and procedure and how it will be implemented;
- 7.3.3. explain the method of selection of the employees whose posts may be redundant;
- 7.3.4. ascertain the individual's views in relation to the proposals, future employment, redeployment and re-training and, where appropriate, premature retirement, and to give advice as required in respect of all of these areas;
- 7.3.5. assist the employee in obtaining specialist advice as required, or to give direction as to where it can be obtained;
- 7.3.6. to advise the individual of internal and external support mechanisms; and to
- 7.3.7. listen to the employee's views and consider ways in which the redundancy could be avoided.

At least one further meeting will be held with each individual employee before any selection for redundancy is confirmed.

7.4 Redeployment

The Recruitment and Workforce Planning Team keep a register of all staff available for redeployment. If staff may be at risk of redundancy due to a forthcoming change in structure they will be placed on the "Redeployment Register"

This means that they will be encouraged to apply for any vacancies which might arise (and notified through the restricted vacancies functionality of NHS jobs). Any alternative forms of communicating vacancies, which may arise, will be agreed with staff.

Staff on the “Redeployment Register” will be given preferential consideration for eligibility for any suitable vacancies within the Trust, at an equivalent or lower grade than their current post. They will be expected to apply for all and any job that they could carry out and will be given an interview (providing the essential criteria for the post, as detailed in the job description and person specification, are met, or can be achieved within a reasonable timescale). There may be reasons for not appointing someone from the “Redeployment Register, for example their skills, qualifications or behaviours may not make them capable of satisfactory performance in the job, but consideration needs to be given to whether they can be developed, or supported to carry out the role in a reasonable amount of time. Where they are not appointed, they must be given feedback and support to help them secure a future role from the vacancy manager.

7.5 Selection for Redundancy

The Trust is committed to ensuring fair treatment in the selection for redeployment or redundancy, along with its overriding need to ensure the maintenance of operational efficiency. In selecting employees for redundancy, the following criteria (not necessarily in this order of priority) may be applied within the department or group of employees affected:-

- 7.5.1. Qualification (where required roles).
- 7.5.2. Skill, competence, behaviours and experience
- 7.5.3. Working in accordance with the Trust values
- 7.5.4. Performance and Conduct Record
- 7.5.5. Attendance record
- 7.5.6. Operational and financial criteria
- 7.5.7. Length of service at the Trust (to be used in a “tie-break” situation)
- 7.5.8. Other Criteria.

Consultation with staff and recognised staff organisations will take place with regard to the actual criteria, and specific measures to be employed in each case where selection is required.

Accredited representatives of staff/professional organisations directly affected by the redeployment/redundancy exercise will be dealt with in the same way as other staff. Where, however a staff representative is selected for redundancy, the date of termination may be deferred where it is agreed that it would be helpful for the representative to continue to represent other members similarly affected.

7.6 Notice of Redundancy and payments

Those selected for redundancy will be given written notice of their dismissal due to redundancy. The period of notice shall be, as a minimum, that to which they are contractually entitled. Eligibility for, and calculation of, redundancy payments will be made in accordance with the individual's contractual entitlements.

7.7 Suitable Alternative Employment

The Trust will do all that is reasonably practicable to redeploy staff who are placed at real risk of redundancy into suitable alternative employment.

Suitable alternative employment for individuals will be identified on a case by case basis and may be held open for individuals until they have had a chance to compete in the job filling parts of the restructuring.

“Suitable alternative employment” refers to the capacity in which the employee would be employed. This may not necessarily be at the same grade, on the same pay, or on the same site. The employment should be judged in the light of the employee’s qualifications, skills, behaviour, ability to perform the duties, working environment and hours of work. Where redeployment results in a loss of earnings, pay and terms and conditions will be protected as appropriate using section 6 of this policy

Any suitable alternative employment will be brought to the employee’s notice before the date of termination of contract and allowing the employee reasonable time to consider it. The employment should be available not later than four weeks from that date. Where this is done, but the employee fails to make any necessary application, the employee shall be deemed to have refused suitable alternative employment and may lose their right to redundancy.

7.8 Trial Periods

If suitable alternative employment is accepted, you are entitled to a statutory trial period of a minimum of four consecutive calendar weeks. On-going supervision and support must be provided during the trial period and a thorough review of the trial period must be undertaken. This period can be extended for up to twelve weeks if training is required.

If during the extended trial period it is clear that the requirements of the new role won’t be met the trial period may be terminated early (but not before the statutory minimum of four weeks has been completed). Trial periods will not affect any subsequent entitlement to redundancy payment unless the new post is unreasonably refused.

7.9 Time off to seek Alternative Employment

If you are under formal notice of redundancy, you are allowed reasonable time off with pay during the notice period to look for alternative employment, to undertake training and to seek support from agencies such as job centre plus.

7.10 Early Release of Redundant Employees

If you are under formal notice of redundancy and you get offered a new job with another employer you can be released early, unless there are compelling reasons to prevent this, on a mutually agreed date. That date will become the revised date of redundancy for the purposes of calculating any entitlement to a redundancy payment and for establishing your effective date of termination.

If you leave employment before formal notice to terminate employment has been given you will not be redundant and are not entitled to a redundancy payment.

If you find a new job in the NHS at another employer or with this organisation in the formal notice period you will not be entitled to a redundancy payment, and you should be aware

that should you obtain NHS employment in the future there are options open to this and other organisations to “claw back” parts of your redundancy payment, depending on the length of time between employments.

7.11 Notice of and appeals against redundancy dismissal

The Trust will write to each individual employee if it is contemplating dismissal on the grounds of redundancy. The Trust will hold a meeting with each individual to discuss the contemplated dismissal. In the event that an employee is given notice to terminate his/her employment on the ground of redundancy, s/he will be given a right of appeal to a more senior manager than the manager who gave notice.

8. SUPPORT FOR IMPLEMENTING THIS POLICY AND ORGANISATION OR STRUCTURAL CHANGES

People and OD offer support for managers and staff on the practical, emotional and behavioural aspects of managing such changes. Please speak in the first instance and as early as possible in the planning of such changes, to you HR Business Partner and they can source other relevant support from the rest of People and OD. In situations involving potential pay protection NHS Shared Business Services (SBS) will also be available for advice.

9. APPEALS OR GRIEVANCES AS A RESULT OF THIS POLICY

Any appeals arising out of the application of this policy shall be dealt with using the Trust’s Grievance and Disputes Procedure (see CORP/EMP 3).

10. MONITORING AND COMPLIANCE

Monitoring of the application of this policy will be undertaken and reported to the Trust Board on an exception basis. Elements to be reported will include redeployment numbers, reduction in hours, staff numbers and job roles and any resultant potential redundancies.

11. ASSOCIATED DOCUMENTS

Equality Impact Assessment Policy - CORP/EMP 27
Fair Treatment for All Policy - CORP/EMP 04
Grievance & Dispute Procedure - CORP/EMP 22
'Getting the Best Person for the Job' Recruitment Guide

12. REFERENCES

Department for Business, Innovation & Skills Website <http://www.bis.gov.uk/>

Employment Rights Act 1996

Information and Consultation of Employees Regulations 2004

NHS Terms and Conditions of *Service Handbook*

The Equality Act 2010

Trade Union and Labour Relations (Consolidation) Act 1992

NB Nothing in this policy shall be deemed to replace regulations as notified by the appropriate regulating body and this policy may need to be revised in the light of changes to regulations and advice.

APPENDIX 1

Registration for Redeployment

Reason for Redeployment			
Organisational Change	<input type="checkbox"/>	Health	<input type="checkbox"/>
Other (Please specify)			
Employee Details			
Name			
Home Address			
Home Phone		Work Phone	
Current Role Details			
Job Title			
Band			
Work Base			
Hours			
Work Pattern			
Relevant Skills, Experience & Qualifications			
Skills			
Experience			
Qualifications			

Redeployment Information		
<p>Explain:</p> <p>i) “suitable alternative employment” and the tests of reasonableness which the Trust has adopted.</p> <p>ii) they would compete / have first opportunity of a post if the type of work was the same as their present post (dependent on how many staff are on the redeployment system)</p> <p>iii) they would ordinarily have a preferential interview having completed an application form and pass an interview, especially if the post is a different specialty.</p>		
New Role - Preferences		
Type of Work		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Acceptable hours of work range		
Shift / rota pattern limitation		
Work Locations		
How do you travel to work?		
How long does it take you?		
Are you a car driver and Have use of a car?		
Other Relevant Information		
Present		
	Name	Signature
Employee		
Line Manager		
TU Rep		
HR Rep		
Other		

DEFINITIONS – Appendix 2

Organisational Change

Organisational change means any structural change in the organisation.

Personal downgrading

Personal downgrading is when an individual is moved to a new post, irrespective of the post title, or band, and that post carries a salary less than that which applied to the post previously held or than that of a personal grade held in the previous post.

Basic Salary or Wage

Basic salary or wage is the annual salary or wage for basic hours, as reckoned on the day immediately preceding the first day of employment in the new post in which protection will operate. Where an employee's basic pay is already subject to protection at the point of any new protection arrangements being implemented the protected level of basic pay should be used. The calculation will exclude any payments made in respect of acting up, standby and on-call duty.

Reckonable Service

Reckonable service is the continuous service determined by the date the employee joined the Trust.

Protectable earnings

Protectable earnings are the basic wage or salary, plus unsocial hours enhancements and contractual overtime calculated over an agreed period.

'Mark time basis'

"Mark time basis" means the protectable earnings are payable during the appropriate period, with no increase to that rate during that time unless the rates these are paid in the new post catch up with the "mark time" pay. If they do, and are more than the "mark time" pay, you will move over to the new pay rates applicable for the new job earlier than the end of the protection period. In any event, at the end of the appropriate period short term protection will cease and all overtime, shift work or other additional duties will be calculated and paid at the rate applicable to the new post.

APPENDIX 3 – CORP/EMP 27 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Policy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/EMP 9 v.5	People and OD	Dawn Jarvis	Existing	January 2014
Who is responsible for this policy? People and OD Directorate				
Describe the purpose of the policy? Sets the framework for organisational change and pay protection				
Are there any associated objectives? Trust strategy and improvements to service delivery/patient experience				
What factors contribute or detract from achieving intended outcomes? Organisational change and/or redundancy policy and process applied incorrectly				
Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? No				
If yes, please describe current or planned activities to address the impact N/A				
Is there any scope for new measures which would promote equality? N/A				
Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
Age	No			
Disability	No			
Gender	No			
Gender Reassignment	No			
Marriage/Civil Partnership	No			
Maternity/Pregnancy	No			
Race	No			
Religion/Belief	No			
Sexual Orientation	No			
Provide the Equality Rating of the service/ function/policy /project / strategy				
Outcome 1 x	Outcome 2	Outcome 3	Outcome 4	
1.9 Date for next review February 2017				
Checked by: Dawn Jarvis			Date: January 2014	