



West Yorkshire
Fire & Rescue Service

Redeployment Policy (Green) HRPOL014

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Contents

1 Introduction 3

1.1 Scope..... 3

2 Redeployment 4

2.1 Slotting in 4

2.2 Ring Fencing..... 4

3 Protection 5

1 Introduction

This policy outlines the principles and procedures that West Yorkshire Fire and Rescue Service would apply where reductions in service may be required or situations where staff may have to be offered redeployment into another role.

The purpose of this policy therefore is to provide procedural guidance to be followed when, as a result of decisions made by the Fire Authority or its delegated representatives, an employee is placed in one of the following positions in relation to his/her employment-

- The job changes significantly in nature or ceases to exist in that there is a reduced need or no need to carry out work of that particular kind or where budget constraints require organisational changes
- The employee's contract is significantly changed
- The employee is no longer able to carry out the work of his/her substantive contract because of a medical/ill health condition

The Authority recognises that its existing established employees are a valuable and major resource and it is in the Authority's interest to maximise the effective use of its human resources. The Authority will seek to make every reasonable endeavour to offer suitable alternative employment to staff who would otherwise lose their jobs as a result of e.g. reorganisation, changes in working methods or ill health.

1.1 Scope

This policy applies to all employees of West Yorkshire Fire and Rescue Service who are subject to the National Joint Council for Local Government Services (Green Book).

2 Redeployment

Redeployment is a process of securing alternative employment for staff displaced as a result of organisational change, service modernisation, capability or ill health.

Redeployment requires the full co-operation of all participants i.e. managers, trade union representative and the individual concerned to be successful

Redeployment opportunities will be sought for all potentially displaced staff. Priority will, however, be given to employees who have been displaced as a result of a disability issue.

An individual may be declared appropriate to be redeployed if the Authority Medical Advisor and or an Independent Qualified Medical Practitioner/Independent Registered Practitioner consider their current role inappropriate due to psychological, medical or physical reasons.

2.1 Slotting in

It would be unreasonable to expect an employee to undergo any form of interview if he/she occupies a disestablished post which is fundamentally similar to a new post in the reorganised structure.

The authority shall bring forward recommendations for 'slotting in', specifying the posts and the employees to which it is to apply; an agreed period shall be allowed (not less than ten working days) before such recommendation is implemented. During that period if the appropriate representative body have any concerns about a particular recommendation(s), those concerns must be conveyed to the Authority. Any objection will be the subject of further discussion with the representative body but, subject to any individual grievance appeal rights, the Authority reserves the right to proceed to implement any such proposal.

The authority will only offer posts to employees which it considers they can be equitably 'slotted into'. Both the authority and the employee must be in agreement to the proposal and the employee will be required to accept the grade, job description and conditions relating to the new post. 'Slotting in' shall in effect equate to a transfer.

Slotting in shall not be recommended to apply either to employees who have been 'acting up' or to those who have been on secondment.

Wherever 'slotting in' does occur, the post holder shall be required to accept the grade and to work to the job description for the particular reviewed post in the new structure.

Any employee who may have a grievance in connection with 'slotting in' shall have the right to express such a grievance in accordance with the Grievance and Disputes procedure.

2.2 Ring Fencing

It is recognised that it is likely that there shall be posts in the new structure in respect of which several employees may have a prior claim for consideration for appointment.

The Authority shall bring forward proposals that certain posts within specified levels and functions should be ring fenced to a limited number of the employees affected by the review. The Authority shall take into account the effect any particular ring fence might have in relation to personal protection of grade for substantive post holders. A co-ordinated approach shall be taken to posts at the same level and/or within the same function.

Proposals for any ring fence must specify both the post and the employees to which it is to apply. Those specified may include not only substantive post holders in the particular service area(s) but also employees who have either been acting up or on secondment within the service area(s) for an extended period (normally not less than 6 months) and whose substantive posts are one or two grades below the post(s) to which the ring fence is to apply.

Any proposals for ring fencing shall be notified by Management to the appropriate Union concerned and the employees concerned seeking comments within a specified period (normally not more than ten working days). Management shall discuss any such comments with the Union concerned and shall arrange for the initial recruitment stage to commence.

Individual employees may express an option to be included in a ring fence which relates **either** to posts that they have been occupying on an acting up or secondment basis (normally not less than 6 months), or to their substantive posts.

Any employees who may have a grievance in connection with ring fencing shall have a right to express such a grievance through the Grievance and Disputes procedure.

3 Protection

Prior to any redeployment a reasonable regard will be taken of natural wastage, voluntary early retirement and voluntary redundancy.

In any case of redeployment the Fire Authority will:

- Protect the salary/grade of the employee for a period of **12 months** but will not apply any annual salary increases to that post. Cognisance would be taken of any existing car lease scheme arrangements and protection may be put in place for the remainder of the duration of the lease.
- Grant reasonable time off facilities and appropriate travelling expenses for employees to attend interviews within West Yorkshire
- Arrange, where appropriate, training for employees and pay appropriate expenses
- Pay excess travel cost in accordance with conditions of service for a period of **6 months** from the date and for the duration of the specific period of deployment.

At the earliest opportunity employees identified as likely to be affected and their trade union will be notified for the purposes of consultation.

The normal procedure for the filling of appropriate vacancies will cease where it can be seen that an opportunity of a 'broad match' of job exists. Advertisements will be withheld in such cases and agreed post preferencing procedures adopted.

Proposals for redeployment will be put to employees and their Unions together with a reasonable timetable.

At all stages the earliest possible information to employees and trade unions will be given of the Authority's intention and reasonable time will be given to employees to consider an offer of alternative employment.

So far as is practicable the Authority will have regard to reasonable alternative employment which is the same, similar or a broad match and which takes account of travel arrangements, relevant personal circumstances, earnings and nature of the work.

Offers of reasonable employment will be limited to a maximum of two posts. The fullest co-operation would be expected from employees.

Given the co-operation the majority of redeployment should be satisfactory and successful. However in the event of any employee **not** accepting a reasonable offer, the next stage would be compulsory redeployment. Employees in this position may have their case dealt with through the grievance procedures. In the event that an employee refuses what the Authority considers a reasonable redeployment offer, the employee may forfeit their right to a redundancy payment.

The employee will be given a trial period in the redeployed post of 4 weeks to see if they feel the post is suitable for them and for management to assess whether they are capable of performing the duties. During this 4 week period regular reviews of performance should be undertaken by the line manager and fed back to the employee concerned. If both parties are satisfied at the end of the 4 week period a substantive contract will be issued to the employee. If the post is not suitable to either the employee or the manager, then the employee will either return to the redeployment pool until another suitable post is identified or be made compulsory redundant if all redeployment opportunities have been exhausted.