**Annex D: Guidance on Prioritisation**

It is recognised that circumstances may arise whereby a vacancy presents a potential suitable alternative employment opportunity for more than one displaced employee. Where the reasons for displacement of such employees differ, it will be necessary to prioritise in terms of the order in which such individuals are considered for the vacancy, with managers only being asked to consider further matched staff where appointment from amongst those with a higher priority has been reasonably refused.

In general terms, the order of prioritisation (from highest to lowest) will be as follows:

* Employees displaced on grounds of organisational change
* Employees displaced on grounds of capability
* Fixed term employees displaced on grounds of non renewal of their contract upon expiry (where termination of employment meets the definition of redundancy)
* Other fixed term employees displaced on grounds of non renewal of their contract upon expiry

While the above will be correct in general terms, it will not apply in every case. Boards should take particular care, for example, where an employee displaced is disabled for the purposes of the *Equality Act 2010*24 or in circumstances where a local decision is taken to explore suitable alternative employment for an employee displaced for reasons other than those set out above.

Where a suitable alternative post is identified and where this involves only one employee, the displaced employee will meet with the recruiting manager to discuss the opportunity for redeployment. As soon as possible thereafter the employee will be required to commence within the post for a 4 week trial period. Displaced employees may wish to liaise with their Staff Side Representative for support to discuss their suitability for alternative vacancies. The Human Resources Officer should ensure that a decision is taken within 5 working days of the offer being brought to the employee’s attention. Any delays at this stage should be brought to the attention of the Redeployment Group.

In situations where there is more than one suitable displaced employee, the relevant HR Officer will confirm interview arrangements with the recruiting manager. All displaced employees with the appropriate skills match will be guaranteed an interview and will be required to attend. Should an employee be unable to attend due to ill health this will be discussed as an integral element of the redeployment discussions involving the employee and their staff representative.

24 <http://www.legislation.gov.uk/ukpga/2010/15/contents>

A formal interview process will be carried out to assess suitability for the post and confirm objective selection; ensuring that the preferred candidate is selected based on their ability to undertake the duties of the post to the minimum essential criteria as detailed within the job description/person specification. The organisation may offer priority for displaced employees subject to organisational change and those subject to the Equality Act, who are displaced as a result of Capability, including Ill Health.

Recruiting managers will provide feedback to the relevant HR Officer following the multiple interviews initially regarding the most suitable candidate. All staff that are unsuccessful at interview can be offered feedback by the recruiting manager if requested.