ANNEX E

Redeployment Questionnaire completed within 10 days

HRO enters details onto Redeployment Register of commencement redeployment period

Redeployment Group meets weekly to consider skills matches

If Capability /Ill Health further advice from OHSAS may be sought

No skills match

Skills match identified

Recruitment Team advised recruiting manager that normal recruitment may progress.

If only one suitable candidate discussion with line manager

If more than one candidate interviews will be held.

If declined

Reasons given in writing to Human Resources Officer

Regular Reviews during 4 week trial period to identify issues including further training

If any health related issues arise during the trial period further advice from OHSAS may be sought

If reasonable employee remains on redeployment register

If unreasonable employee required to move to the alternative post identified

If deemed unsuitable objective justification must be provided and agreed with DDHR

If deemed suitable employee confirmed in post – successful redeployment

If agreed by DDHR Employee may return to original department or another suitable arrangement. Individual will be retained on redeployment register or temporary arrangement until a suitable alternative is found.

If not agreed by DDHR employee will be made to remain in post

If redeployment not successfully achieved after a period of normally 12 weeks it may be necessary to consider dismissal on grounds of capability, early retirement or ill health retirement

In circumstances where an individual member of staff has unreasonably refused suitable alternative employment they will be removed from the redeployment register. In these circumstances the individual’s contract of employment will be terminated without the right to be considered for redundancy.

Preferred candidate identified

Feedback given to unsuccessful candidates by recruiting manager

4 week trial period offered decision within 5 days

Employee identified as displaced. Notified in writing