

# HUMAN RESOURCES

## REDEPLOYMENT POLICY AND PROCEDURE



### Equality and Diversity

This policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

### 1.0 Introduction

- 1.1 In the interests of avoiding staff redundancies, the London School of Hygiene and Tropical Medicine ("the School") will seek to redeploy staff into suitable alternative vacancies elsewhere. Successful redeployment of staff whose posts are under threat of redundancy allows the School to retain valuable skills, knowledge and experience, reduces the cost and time required to fill vacancies, and reduces time needed for induction and training of staff new to the School.
- 1.2 Whilst the School will attempt to redeploy staff at risk of redundancy, it is acknowledged that this will not always be possible.
- 1.3 Special statutory arrangements apply for staff on maternity leave, and for staff who require redeployment as the result of a disability. Please contact Human Resources for more information.

### 2.0 Scope

- 2.1 This policy applies to all School staff who have been identified as being at risk of redundancy. This includes those who are at risk because of the expiry of a fixed-term or fixed-funding contract.

### 3.0 Redeployment and Immigration Control

- 3.1 Redeployment is subject to immigration rules and regulations. Under the Asylum and Immigration Act 1996, and subsequent legislation including the Nationality, Immigration and Asylum Act 2002, it is a criminal offence for an employer to employ an individual who does not have the right to work legally in the UK. Under current rules the School issues a Certificate of Sponsorship in line with UK Visas and Immigration (UKVI) regulations for the purpose of allowing an individual to come to or remain in the UK to carry out a specified job. Once the post ends, the Certificate of Sponsorship is no longer valid.
- 3.2 Before issuing a Certificate of Sponsorship the School must be able to demonstrate that it has tried and failed to find an EEA candidate capable of carrying out the duties associated with a given post. The School will therefore need to go through the recruitment process in the normal way and advertise in national/international media. The redeployee (subject to Certificate of Sponsorship), if shortlisted for interview, will be required to attend a competitive interview.

### 4.0 Process - Registration

- 4.1 Staff will be eligible for redeployment once their posts have been formally identified as at risk of redundancy. For staff on fixed-term or fixed-funding contracts, this will be a minimum of three months before the contract is due to

end subject to the line-manager holding a redundancy consultation meeting with the staff member and the subsequent paperwork being submitted to HR, in order to ensure that staff have the maximum opportunity to seek redeployment.

- 4.2 Following receipt of the completed paperwork, redeployees will receive a letter from HR confirming their “at risk” status, and asking them to contact HR if they wish to be added on the School’s Redeployment Register.
- 4.3 Redeployees are expected to take a pro-active role in trying to secure redeployment, to include following up on suitable vacancies within the School, making every effort to cooperate in any assessment and interview processes in which the School requires them to participate, and exercising flexibility with regard to potential alternative posts.
- 4.4 Redeployment will be constrained to either posts at the same grade, or one grade lower. Where their current post is already a redeployment at a lower grade than their previous post, consideration for further redeployment may also be given for the higher of the two grades. Redeployment cannot, however, be a route to career progression as this would give redeployees unfair access to vacancies before they are advertised.
- 4.5 Once a member of staff is placed on the Redeployment Register, they will be notified by e-mail of all applicable vacancies that match the job family and grade(s).
- 4.6 Where a redeployee is redeployed into a post of a lower grade, their salary will be protected for a period of one year, subject to a maximum of £10,000 per annum. After one year, the salary will revert to the non-contributory maximum point of the grade of the new post. Pay protection applies to basic annual salary only, and does not include any earnings from overtime, on-call payments etc.
- 4.7 Other terms and conditions of the new post will apply.
- 4.8 An employee will remain on the Redeployment Register until the earlier of the following events:
  - the end of the redundancy notice period, or;
  - an offer of redeployment is made and accepted, or;
  - the contract is extended for a period longer than the notice period.

## **5.0 Process - Priority Consideration**

- 5.1 All advertised posts in the School will be publicised on the Redeployment Register prior to going out to external advertisement.
- 5.2 Once funding approval and job evaluation have been completed, vacancy details will be advertised exclusively to staff on the Redeployment Register for 5 working days (“the redeployment period”).
- 5.3 Staff on the Register will be notified by e-mail of any vacancies that match the job family and grade(s) they have specified. Staff are encouraged to explore the potential suitability of a vacancy by meeting with the Vacancy Owner or other enquiry contact for the post at an early stage.
- 5.4 Staff on the Register should apply for any suitable posts within the redeployment period. If this deadline is missed, redeployees would still be able to apply for a post once it goes to external advertisement, but would have to compete alongside other applicants.
- 5.5 Following the end of the redeployment period, a process similar to normal shortlisting will take place; any redeployment applicants will be scored in the

usual way, using the electronic recruitment tool, and a selection interview will be arranged for any who are shortlisted. If there are no redeployment applicants, the job will be released for external advertisement.

- 5.6 If any redeployees meet the essential criteria on the person specification of the post, the Vacancy Owner should call them for interview. If no suitable redeployee is available, the Vacancy Owner may proceed to external advertisement.
- 5.7 In making their decisions, scorers will need to consider how far the individual's skills, knowledge and experience match the requirements of the person specification. Where there are gaps, the Vacancy Owner is required to assess if training could bridge these gaps within a reasonable period, and consider whether this, or making reasonable adjustments for a disabled candidate, would be a viable option.
- 5.8 If, following the interview, a redeployee is suitable for the post, HR will take up a reference from the current line-manager. Any concerns or issues that arise as a consequence of the reference should be discussed with a member of the HR department before an appointment decision is made.
- 5.9 Where a sole redeployee meets the essential criteria for a post, it will be deemed to be potentially suitable, and they will be appointed to it.
- 5.10 Where two or more redeployees are considered appointable to the post, the selection panel shall appoint the candidate who in its judgement is the better candidate.
- 5.11 Where a redeployment candidate is not considered appointable following interview, clear written reasons relating to the person specification need to be given to the Vacancy Owner for the post. This feedback will be made available to the redeployee.

## 6.0 Trial Period

- 6.1 In order for both the department/line-manager and the redeployee themselves to assess whether they are suitable for the redeployment post, and where the terms and conditions of the post differ wholly or in part from their original contract of employment\*, a 4-week trial period will be attached to the post. During the trial period, clear and realistic performance targets should be provided to assist the redeployee and the line-manager in reaching their overall assessment as to the suitability of the post as an alternative employment.  
*\*[Note: it is expected that a trial period will be attached to most redeployed posts.]*
- 6.2 During the trial period, the manager should meet with the redeployee on at least a weekly basis to review and discuss progress, and keep a record of these meetings. This will help both parties to determine the suitability of the post.
- 6.3 Any agreement of a longer trial period to facilitate retraining must be made in writing before the employee starts work under the new contract.
- 6.4 In exceptional circumstances, the trial period can be extended for a maximum of 4 weeks by mutual agreement. This should be on the basis that further assessment of progress needs to take place.
- 6.5 If at the end of the trial period the redeployment is considered unsuccessful, the redeployee will be given full and clear written feedback by the line-manager on the reasons for this. The redeployee will be entitled to request access to the Register and re-enter the redeployment process for the remainder of the notice period or for a period of 4 weeks, whichever is the longer.

- 6.6 In that event, for the purposes of the redundancy payment, the employee will be treated as having been dismissed by reason of redundancy at the date on which the original employment ended.
- 6.7 If there is no successful redeployment in the redundancy notice period, the redeployee will be dismissed under the terms of their redundancy notice.

### **Accessibility**

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

Revised November 2018 to reflect current practice for adding staff to the Redeployment Register.

Responsible Officer: Director of HR

For further review: February 2019