



# Policy:

## HR 049 - Redeployment

<b>Executive Director Lead</b>	Executive Director of People
<b>Policy Owner</b>	HR Advisor
<b>Policy Author</b>	HR Advisor

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<b>Date of Issue</b>	16/12/2020
<b>Date for Review</b>	30/11/2023

### Summary of policy

This policy is set out to support staff members and managers with the redeployment process.  
The changes made to this version of the policy are summarised on page 3 (Amendment Log).

<b>Target audience</b>	All staff
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<b>Keywords</b>	Redeployment, support, transfer, change, TUPE
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### Storage

This is Version 3.1 and is stored and available through the SHSC Intranet/Internet.  
This version supersedes the previous Version 2.2 [May 2017].  
Any copies of the previous policy held separately should be destroyed and replaced with this version.

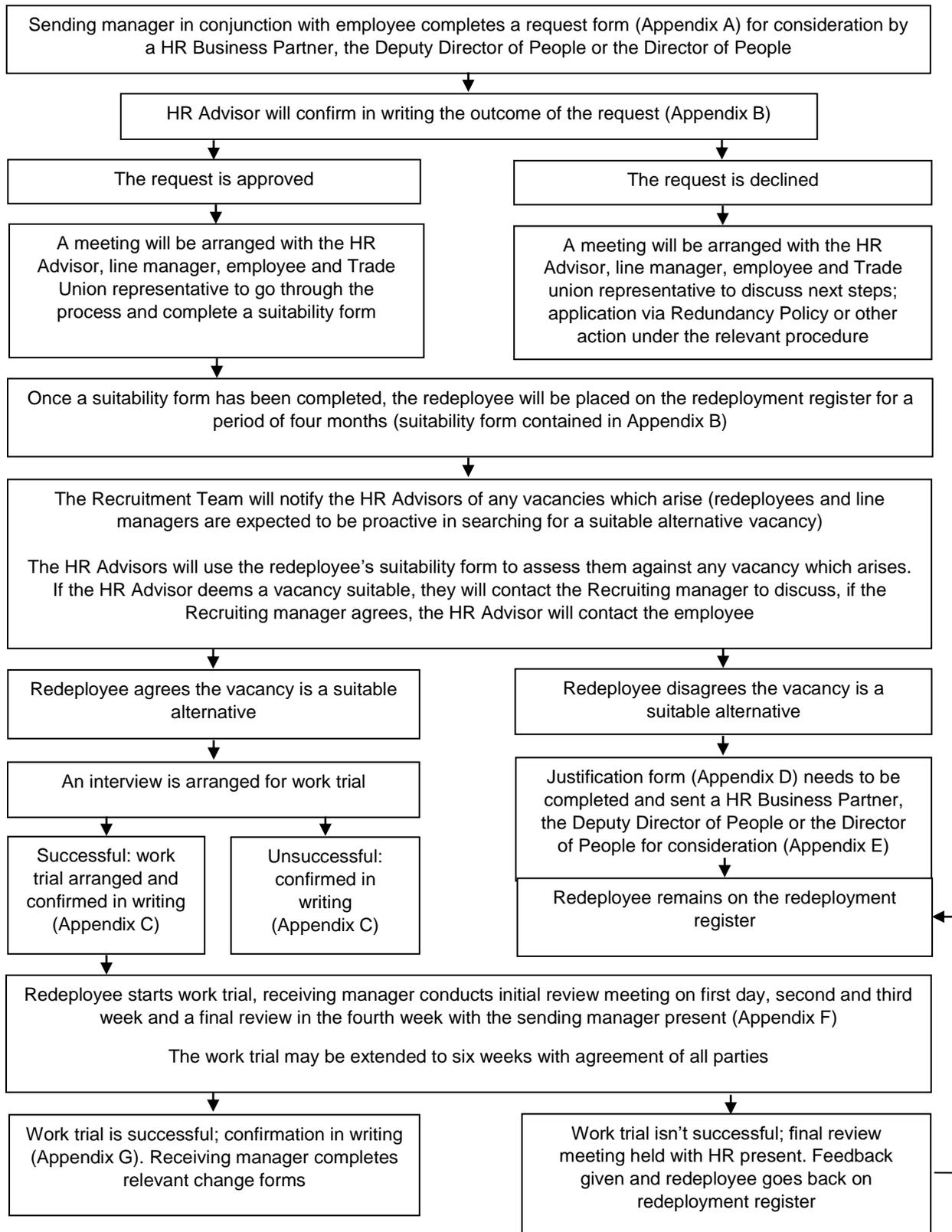
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## Version Control and Amendment Log

Version No.	Type of Change	Date	Description of change(s)
1	New draft policy created	October 2016	Policy transferred to new format and review of work-trials, redeployment time on the register, refusal of a suitable alternative, routes to appeal and related policies
	Ratification and issue	October 2016	Revisions made to policy following HR review. Ratification and issue.
2	Modification	February to April 2017	Removal of duplicate sections (e.g. checklist). Changes to Suitable Alternative criterion, links to supporting documents and linked policies, removal of HR compact reference.
	Ratification and issue	April 2017	
2.1	Extension to review date ratified at WODC in May 2020.	May/June 2020	Extension to review date ratified by WODC in May 2020. New review date is 30/09/2020.
2.2	Extension to review date ratified by the People Committee in September 2020	September 2020	Extension to review date ratified by the People Committee in September 2020. New review date is 30/11/2020.
3	Consultation and total re-write	July 2020 - November 2020	Policy made easier to follow. Clearer structure.
	Approved, Ratified and issued (never issued)	November 2020	Modification to duration on redeployment register - extended to 4 months and justification to decline suitable alternatives by employee.
3.1	Amendments made to P5 and P11 following ratification.	December 2020	Policy Governance informed of amendments via e-mail.

## Flowchart



## **1. Introduction**

The framework of this policy is to outline the process and the procedure of redeployment, the roles and responsibilities of those involved, the timeframe and the approach for supporting employees during this process. The core principles and actions of this policy is to avoid the loss of skilled and dedicated staff within the Trust, but at the same time recognising that there may be occasions where this is necessary.

Sheffield Health and Social Care, NHS Foundation Trust (the Trust) will seek to redeploy employees to sustain job security, where possible, by ensuring successful matching of people to vacancies consistent with the Trust's financial viability and service needs.

The Trust recognises the importance of attracting and retaining skilled and committed employees. From time to time employees who have been unable to be redeployed within their Directorate (see Organisational Change Policy) may be placed on the Redeployment Register. There are also other prescribed circumstances, detailed within the Policy, where placement on the Redeployment Register will be appropriate.

This policy has been developed in partnership with local Trade Unions. It meets the minimum standards set out within the NHS and reflects relevant current employment legislation. It should be noted that this Policy will not be used as an alternative to effective performance management through other appropriate policies.

## **2. Purpose**

The purpose is to assist with the successful redeployment of staff into suitable alternative employment by means of the Trust's Redeployment Register. The circumstances when such a placement will be considered are:

- Once redeployment with the same area/service/directorate has been exhausted (see policies on Organisational Change and Redundancy)
- Where there is a health issue and it is decided that placement on the register would be appropriate
- Where it is considered beneficial for an individual who has raised a Grievance, Bullying and Harassment claim or Whistleblowing claim

Individuals who are placed on the Redeployment Register for reasons not directly arising from organisational change will not be subject to the Redundancy Policy and so there would be no dismissal for redundancy or associated redundancy payment.

## **3. Scope**

This policy shall apply to all staff members employed by Sheffield Health and Social Care, NHS Foundation Trust (the Trust). This policy does not apply to employees on medical grades, bank workers, agency workers or contractors.

#### **4. Definitions**

Sending manager: the current line manager of the employee requesting to go onto the redeployment register.

Request form: the initial form, completed by the employee and sending manager to request approval to go onto the Redeployment Register.

Suitability form: the form which collates information which the employee has provided to assess them against suitable vacancies.

Receiving (Recruiting) manager: the manager which has the vacancy within their service and facilitate the work trial

Justification form: the form which is to be completed by the redeployee and assessed by Senior HR Team if, they disagree the vacancy identified by the HR Advisor and Recruiting manager is not suitable.

Work-trial: a trial period of 4 weeks which may be extended to 6 weeks in agreement by all parties, facilitated by the Recruiting manager. Any training needs will be met and a further extension may be requested.

#### **5. Detail of the policy**

Please refer to the introduction at section 1.

#### **6. Roles and responsibilities**

All employees of the Trust should be made aware of their roles and responsibilities to ensure that staff receive the best support during the redeployment process.

##### **Sending manager**

- In conjunction with the employee, complete a request form and send this to the appropriate HR Advisor
- Conduct the initial redeployment meeting and any significant review meetings during the redeployment period in an appropriate and accessible location with HR support, and Trade Union representative or work colleague support
- Ensuring appropriate support is given to the staff member through the redeployment process and allowing reasonable time for the staff member to explore for a suitable alternative position
- To ensure that appropriate medical advice is given regarding health redeployments and occupational health referrals if appropriate
- Offer the employee wellbeing support, for example: Workplace Wellbeing and IAPT
- Ensuring any decisions are made in line with the linked policies

- Ensuring the staff member is given the right to representation at the appropriate times
- To ensure any reasonable adjustments under the Equality Act 2010 are met
- To allow suitable time off to attend interviews outside of the Trust

### **HR Advisor**

- Support and liaise with all parties throughout the process
- To liaise with sending manager to set up 4 weekly meetings whilst the redeployee is actively on the redeployment register
- To liaise with sending manager to set up review meetings and support with associated meetings
- Ensuring any decisions are made in line with the linked policies
- Issuing correspondence throughout the process and support with drafting correspondence
- To ensure staff members are referred to Occupational Health when appropriate, particularly in situations due to ill health and disability

### **Employee (redeployee)**

- In conjunction with the sending manager, complete a request form and send this to the appropriate HR Advisor
- Contact their Trade Union representative and inform them of all subsequent meetings they would wish them to attend
- If the request to go onto the Redeployment Register is approved, complete a suitability form
- Be flexible and available to attend meetings
- Have a responsibility to consider and pursue all suitable alternative positions, and to keep HR, Trade Union representative and their line manager updated
- Putting themselves forward for suitable vacancies
- Understanding that reasonable changes in working arrangements, pay and responsibilities may occur in line with criteria
- Not unreasonably turning down a suitable alternative employment
- Should an offer of suitable alternative employment be turned down then the staff member will need to complete a justification form. By not accepting a role which

the Trust deems as a suitable alternative, the staff member may forfeit their redundancy rights

- Contact Workplace Wellbeing or IAPT if required
- Attend Occupational Health or other medical appointments as requested

### **Trade Union representative**

- Liaise with all relevant parties to agree a redeployment policy which meets the minimum standards set out within the redeployment and reflects relevant current employment legislation
- Provide support to members, including ensuring that their members are aware of their rights and responsibilities under this and other relevant policies and, in particular, ensuring that any concerns are raised as soon as possible in order to enable early discussion and, where possible, facilitate early resolution
- Contribute in monitoring, evaluation and review of this policy

### **Recruitment Team**

- Inform the HR Advisors in a timely manner of any suitable vacancies for redeployees
- Place suitable vacancies on hold for redeployee priority
- If necessary ensure background checks are carried out

### **HR Business Partners, Deputy Director of People & Director of People**

- Providing support to employees undergoing the redeployment process
- Accepting corporate responsibility for Trust staff by responding positively to requests to consider staff undergoing redeployment
- Responding to redeployment requests in a timely manner

### **Recruiting (Receiving) manager**

- Advise whether redeployee would be suitable for their vacancy
- Be involved in the interviewing process for work trial
- Support redeployee during the work trial and hold review meetings
- If work trial is successful, complete relevant forms for contractual changes

## 7. Procedure

The line manager (sending manager), in conjunction with the employee will need to request to go onto the redeployment register by completing a request form which is submitted to the relevant HR Advisor. The HR Advisor will consult with either a HR Business Partner, Deputy Director of People or the Director of People. See Appendix A for request form.

The HR Business Partners and/or the Deputy Director of People or the Director of People will consider the request and advise the HR Advisor whether the request has been approved or declined.

Once HR Advisor is advised of the outcome and rationale they will need to confirm in writing to the employee and sending manager. If the request is approved, a meeting will be arranged with the employee (redeployee), sending manager and Trade Union representative (if appropriate) to discuss the process and complete the suitability form.

If the request is declined, the same process applies; the outcome and rationale will be communicated to the employee and a meeting will be set up to discuss next steps. See Appendix B for the outcome letter and suitability form.

Once the meeting has taken place and form completed the redeployee will be placed on the redeployment register from a mutually agreed date.

The redeployee will be placed on the redeployment register for four months, a request for any extension may be submitted to a HR Business Partner, the Deputy Director of People or the Director of People.

The Recruitment Team will advise of any vacancies which arise, the HR Advisor will initially assess the redeployee against the person specification using their suitability form. If they are a potential match, the HR Advisor will contact the Recruiting manager to clarify and confirm if they would be suitable. If so, the HR Advisor will contact and discuss with the redeployee.

If the redeployee agrees, an interview will be arranged by the HR Advisor. There may be limited competition if other redeployees are identified as being suitable. Here the redeployee and Recruiting manager will be able to discuss the position in detail.

The HR Advisor will be responsible for delivering the outcome of the interview to the redeployee and pass on feedback from the Recruiting manager. If the redeployee is successful, a work trial will be arranged (please see Appendix C)\*. If the redeployee is not successful, they will return to the redeployment register.

If the Recruiting manager agrees the redeployee would be suitable, and the redeployee declines the opportunity of an interview, the redeployee will need to confirm in writing justifiable reasons as to why it is not suitable and complete a justification form (please see Appendix D) which is submitted to the relevant HR Advisor. The HR Advisor will consult with the HR Business Partners/ Deputy Director of People or the Director of People. Confirmation of the outcome will be sent to the redeployee in writing, outlining if the justification is upheld or not (Appendix E).

The redeployee can only decline three positions which they have been identified suitable for (by the HR Advisor, recruiting manager and HR Business Partner or Deputy Director of People or the Director of People) while on the redeployment register, after this dismissal options will be explored with the redeployee.

\*The work trial will last for 4 weeks, which may be extended to 6 weeks with agreement by all parties. Any training needs will be met and a further extension may be requested.

If the redeployee is absent due to sickness during the work trial then either an extension or an end to the work trial may be agreed by all parties.

When the employee is on a work trial the time which they are on the redeployment register is suspended, so in the circumstances that the trial didn't work out, the duration will be reinstated.

The Receiving manager (Recruiting manager) is to hold a minimum of four meetings with the employee. An initial meeting to set out the duties and responsibilities of the role and understand if the employee will need any initial support, including any additional training which may be required.

A check in on the second week, a check in on the third week and a final review meeting to conclude whether the work placement has or hasn't been successful, the final meeting will include the sending manager (HR and Trade Union representative support available if required).

These review meetings will act as a solid reference for if the work trial isn't successful. HR will need to be consulted if the Receiving manager has any concerns. Refer to section 7 of the policy on how to conduct the review meetings, please also see Appendix F.

If the work trial is successful, it needs to be confirmed to HR and a letter will be issued by HR to confirm this. Please see Appendix G.

The receiving manager will need to complete the change/ESR forms to complete the transfer.

## **7.1 Review meetings**

The purpose of these meetings is to keep a written record of the employee's progress throughout the work trial; highlight any training needs, provide wellbeing support and to initiate reflection. These reviews will help form the decision of the outcome.

The Receiving manager is to consult with HR if there are any concerns at any stage, especially before an outcome of the work trial is delivered at the final review meeting. Please see Appendix F for template review forms.

## **Initial meeting**

- Outline the responsibilities and duties of the position in line with the job description and person specification and set the employee objectives to measure their progress through the trial.
- Identify any minor to moderate training needs which the employee may need supporting with.
- To introduce and settle the employee into their new working environment.
- Provide a setting/ mentor for the employee to ask any questions.

## **Second and third week**

- Review the objectives set in the initial meeting, review the employee's progress.
- Identify any further training needs.
- Provide and receive any feedback to/ from the employee and to check their wellbeing.

## **Final review**

- Review and reflect on the work trial
- Discuss with the employee and confirm to the employee the outcome
- Sending manager, receiving manager and HR Advisor to meet with the employee (Trade Union representative can be present at this meeting if required).

## **7.2 Employee support**

Employees should be offered support throughout the redeployment process as this can be a worrying time. The relevant HR Advisor will ensure that the appropriate support is offered during the redeployment process. The Trust offers a wide range of support from wellbeing, personal support, personal and professional development, SHSC networks and support groups and staff wellbeing groups (physical and mental health). Employee support can be found on the SHSC intranet on the Health Wellbeing pages ([Wellbeing page](#))

Employees may also need support or training in interview techniques via HR.

## **7.3 Ill health**

Redeployment should be considered if due to ill health or disability an employee is unable to fulfil their current role, ensuring that all appropriate reasonable adjustments have been exhausted before considering. This should only be done with the consent of the employee and in line with the Equality Act 2010. Eligible employees who have to change jobs permanently to a position on lower pay due to work related injury, will receive a period of protected pay that is the same as local provision for pay protection during organisational change. The Occupational Health report will provide information on the employee abilities and restrictions, which will support in finding a

suitable alternative role for the employee. A meeting involving the employee, manager and HR Advisors should take place to consider alternative employment, the skills and suitability of the employee, any adjustments which may have to be made, the length of time over which redeployment will be sought and the needs of the service, any extension to the redeployment process. The employee has the right of representation, by a Trade Union representative or a work colleague at this meeting.

#### **7.4 Maternity**

Advice should be taken from HR in relation to any individuals who are pregnant or on maternity leave at the time they are on the redeployment register to ensure appropriate support is in place and any legal implications are properly understood.

#### **7.5 Pay and banding**

Whilst the same banding and/ or status cannot be guaranteed (employees would not be matched to higher banded posts), it is accepted that the pay and status has to be reasonably similar. There is also a separate Policy on Pay Protection and Conditions of Service. If the employee is interested in an advertised post at a higher band, a job application would have to be submitted in the normal way as priority of consideration could not be made.

Employees will be expected to change from being weekly paid to monthly paid, with financial support, as necessary.

#### **7.6 Ringfencing**

In order to ensure that appropriate vacancies can be available to those staff on the Redeployment Register, the Trust will operate the following arrangements:

No vacancy should be filled on a permanent basis, nor should any temporary or fixed-term contract holder be offered a permanent contract without the post being considered for its suitability for those on the Redeployment Register first (this consideration will be undertaken by designated officers within the Trust).

The Trust may advertise posts simultaneously internally and externally but ring-fencing arrangements will be applied to all applications.

All redeployees who meet the shortlist criteria will be offered a priority redeployment interview. Reasonable adjustments will be made to assist employees with a disability to gain redeployment providing the minimum essential requirements of the person specification are met (advice must be sought from HR).

## **7.7 Conclusion**

This policy has outlined the redeployment process, the roles and responsibilities of those involved and set out clear guidance on what's expected of all the parties involved during this process. If you require further support and guidance that has not been covered in this policy, please contact the Human Resources Department on 0114 2263301 or email [HRAdvisors@shsc.local.nhs.uk](mailto:HRAdvisors@shsc.local.nhs.uk)

## **8. Development, consultation and approval**

The following staff / groups were consulted with in the development of this policy document:

- HR Advisors
- Senior HR Management Team
- Staff Side at the Joint Policy Group 19<sup>th</sup> October 2020
- Approved by the Policy Governance Group 9<sup>th</sup> November 2020
- Verified at the Joint Consultative Forum 28<sup>th</sup> October and 24<sup>th</sup> November 2020
- Ratified by the People Committee 25<sup>th</sup> November 2020

## 9. Audit, monitoring and review

<b>Monitoring Compliance Template</b>						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
Individual case review	Completion of casework review	Commissioning manager and HR	Ad hoc	HR Business Partners	HR	People Committee
Monthly reporting	Redeployment Register	HR Business Partners	Monthly	HR	HR	People Committee

The policy review date is 30<sup>th</sup> November 2023.

## 10. Implementation plan

Action / Task	Responsible Person	Deadline	Progress update
Upload new policy onto intranet / website and remove old versions	Policy Governance via the Communications Team	November/December 2020	November 2020
Overall accountability	Executive Director of People Deputy Director of People	N/A	N/A

## 11. Dissemination, storage and archiving (version control)

Version	Date on website (intranet and internet)	Date of entry in Connect (all staff communication)	Any other promotion/ dissemination (include dates)
1	October 2016	N/A	HR Advisory Team informed
2	April 2017	April 2017	
2.1	May/June 2020	June 2020	
2.2	September 2020	September 2020	
3	November 2020	November/December 2020 (Needed amending therefor never up-loaded)	
3.1	December 2020	December 2020	

This is Version 3.1 and is stored and available through the SHSC Intranet/Internet.

This version supersedes the previous Version 2.2 [May 2017].

Any copies of the previous policy held separately should be destroyed and replaced with this version.

All versions of HR policies are stored on the HR Shared Drive by the policy author and the PA to the Executive Director of People.

Word copies of final versions of policies can be obtained from Policy Governance via the PA to the Executive Director of People.

## **12. Training and other resource implications**

Specific training isn't relevant to the policy. Managers may obtain advice on the use of this policy from the HR Advisory Team.

## **13. Links to other policies**

Promoting Attendance and Managing Sickness Absence Policy  
Redundancy Policy  
Pay Protection Policy  
Organisational Change Policy  
Equal Opportunities and Dignity Policy  
Recruitment and Retention Procedures  
Unacceptable Behaviours Policy  
Capability Policy  
Grievance Policy  
Disciplinary Policy  
Whistleblowing Policy  
Location Flexibility Allowance

## **14. Contact details**

HR Advisors: [HRAdvisors@shsc.nhs.uk](mailto:HRAdvisors@shsc.nhs.uk)

HR Business Partners: Emily Seville and Maria Jessop

Deputy Director of People: Sarah Bawden

Executive Director of People: Caroline Parry

Recruitment Team: [Recruitmentteam@shsc.nhs.uk](mailto:Recruitmentteam@shsc.nhs.uk)

Trade Unions: Recognised Trade Unions under the Trust Recognition Agreement

## Appendix A

### Redeployment: request form

This form is to be completed by the sending manager in conjunction with the employee who is requesting to be redeployed. The employee's request will be reviewed by a HR Business Partner, the Assistant HR Director, or the HR Director. Notification of the outcome will be emailed to you by your relevant HR Adviser.

Please complete all sections and send to your relevant HR Adviser.

This form will be processed and retained in accordance with the General Data Protection Regulations 2018.

<b>Employee name:</b>	
<b>Job title:</b>	
<b>Reason for redeployment:</b> Please thoroughly outline the reasons for the employee's need to be put on the redeployment register.  For example: sickness/ capability/ restructure/ ongoing cases i.e. bullying/ grievance / whistleblowing  Please attach any associated documents to support the employees case i.e OH report  Please list any reasonable adjustments required	

HR use only:

<b>Approved:</b>	Yes/No
<b>Rationale if declined:</b>	
<b>Approved by:</b>	

**Note to HR Adviser: email this letter to employee and copy in sending manager.  
Delete as appropriate the outcome and form (delete this before sending).**

**DATE**

**STRICTLY PRIVATE AND CONFIDENTIAL  
ADDRESSEE ONLY**

**NAME**

**ADDRESS**

VIA EMAIL

Dear xxx

**Redeployment request approved**

I am writing to confirm that your request to be placed on the redeployment register has been approved/**declined**.

**Insert rationale for declined request and delete form content below and on following page.  
Provide details on next steps moving forward i.e. dismissal, redundancy, follow sickness  
policy.**

I have therefore arranged for a meeting to take place on **INSERT DATE** in **INSERT VENUE** at **INSERT TIME** to discuss the redeployment process and complete the suitability form. The policy is located on the intranet and form below, I would advise you to familiarise yourself with both. If you wish to start completing the form, please do so and bring to the meeting.

I would be grateful if you could notify me of the receipt of this letter and confirm attendance no later than **INSERT TIME AND DATE**.

You are encouraged to bring either a trade union representative or work colleague from the Trust to this meeting as appropriate. Please be advised that it is your responsibility to contact your trade union to arrange representation for the meeting.

Kind regards

**ADVISORS NAME**

HR Advisor



## Redeployment: suitability form (Appendix B)

This form is to be completed by the employee, once your request has been approved. This form will collect details for us to assess your suitability for any appropriate vacancies which arise while you are on the Redeployment register.

This form will be processed and retained in accordance with the General Data Protection Regulations 2018.

<b>Employee name:</b>	
<b>Employee's contact details:</b> Email and mobile/home	
<b>Managers name:</b>	
<b>Union representative:</b>	
<b>Substantive job title:</b>	
<b>Salary/ band:</b>  Whilst the same banding and / or status cannot be guaranteed (employees would not be matched to higher banded posts), it is accepted that the pay and status must be reasonably similar (within a reduction of 1 band).	
<b>Skills:</b>  Please provide as much information as possible.	For example: IT literate/ confident on telephone, administration/diary keeping
<b>Previous jobs and experience:</b> Reflect on past occupations as well as current one.  Please provide as much information as possible.	For example: HR Assistant SHSC 2010-2019 Recruitment experience  Administration Assistant SHSC 2008-2010 Report analysis
<b>Training or qualifications</b>	
<b>Substantive hours and working pattern:</b> I.e current working hours; what are the minimum hours you would be able to work.  The same number of hours cannot be guaranteed; however, they must be within reason. <i>When assessing consider:</i> <ul style="list-style-type: none"><li>• <i>Impact of changing hours where benefits are involved (e.g. if going below 16 hours</i></li></ul>	For example: 37 hours per week, could reduce to 30 hours per week as a minimum.  For example: 18.5 hours per week, could increase to 30 hours per week as a maximum.

<p><i>per week)</i></p> <ul style="list-style-type: none"> <li>• <i>Within the boundary of up to 12.5% either way</i></li> </ul>	
<p><b>Postcode, work base and travel arrangements:</b>          Whilst location will not normally be sufficient reason for an employee to turn down a potentially suitable post, consideration would be given to additional travel time.</p> <p>No more than an additional 45 minutes each way to daily travelling time but with consideration to an individual's personal circumstances e.g dependant commitments, methods of travel ie. Car, bus</p>	<p>For example: S10 3TH. available over all sites/ no restrictions on commuting time. Public transport.</p> <p>For example: S10 3TH. Within a 3-mile radius of home/ need to be 20 minutes away from child's nursery. Own vehicle.</p>
<p><b>Personal circumstances:</b></p> <p>Are there any adjustments/ flexible working arrangements/ reasonable adjustments under the Equality Act 2010 which are currently in place in your substantive role which will need to be considered.</p>	
<p><b>Training:</b>          What training do you need which may help you in the redeployment process.</p>	<p>For example: IT skills</p>
<p><b>Any additional comments:</b></p>	
<p><b>Date to be placed on redeployment register:</b></p>	
<p><b>Employee signature:</b>          Or confirm in email when attaching the form</p>	
<p><b>Date:</b></p>	

Human Resources  
Sheffield Health & Social Care  
NHS Foundation Trust  
Fulwood House  
Old Fulwood Road  
Sheffield, S10 3TH

Tel: (0114)

**Note to HR Adviser: email this letter to employee and copy in sending manager.  
Delete as appropriate the outcome (delete this before sending).**

**DATE**

**STRICTLY PRIVATE AND CONFIDENTIAL  
ADDRESS ONLY**

**NAME**

**ADDRESS**

VIA EMAIL

Dear **NAME**

**Interview outcome and work trial**

Further to your interview, I am writing to confirm that we would like to offer you one months' work trial, which may be subject to an agreed extension for the position of **job title**. **OR I am writing to confirm that unfortunately you have been unsuccessful in obtaining a work trial for the position of XX**

**To assist you with future opportunities, please see the below feedback. [Insert rationale and feedback. Provide details on next steps moving forward].**

Your work trial will start on **date**. Your line manager during the work trial will be **managers name and job title**. They can be contacted on **contact number**.

Please report to **venue**, on the above date at for **time** and ask for **manager**.

Yours sincerely

**ADVISORS NAME**

HR Advisor



## Appendix D

### Redeployment: justification form

This form is to be completed by the employee, to express why the vacancy is not a suitable alternative.

The HR Adviser will consult with a HR Business Partner, Assistant HR Director or HR Director. Confirmation of the outcome will be sent to the employee in writing, outlining if the justification is upheld or not.

<b>Employee name:</b>	
<b>Union representative:</b>	
<b>Objective justification as to why the vacancy is not a suitable alternative:</b>	
<b>Employee signature:</b> Or confirm in email when attaching the form	
<b>Date:</b>	

Human Resources  
Sheffield Health & Social Care  
NHS Foundation Trust  
Fulwood House  
Old Fulwood Road  
Sheffield, S10 3TH

Tel: (0114)

**Note to HRBP: email this letter to employee and copy in sending manager and HR Advisor. (delete this before sending).**

**DATE**

**STRICTLY PRIVATE AND CONFIDENTIAL  
ADDRESS ONLY**

**NAME**

**ADDRESS**

VIA EMAIL

Dear xxx

### **Response to justification form**

I am writing to confirm that your justification to decline the redeployment opportunity of **JOB TITLE**, identified suitable for you has / has not been upheld.

**Insert rationale for accepted/ declined justification.**

Please be aware that under the Redeployment Policy, employees have the right to decline up to three opportunities deemed suitable for them.

In the circumstance that these three opportunities are exhausted, dismissal options will be explored.

Yours sincerely

**HRBP NAME**

HR Business Partner



**Redeployment: Initial meeting form (first)****Appendix F**

This form should be completed by the receiving manager when meeting with the employee on their first day of their work trial.

The purpose of the meeting is to:

- Outline the responsibilities and duties of the position in line with the job description and person specification and set the employee objectives to measure their progress through the trial.
- Identify any minor to moderate training needs which the employee may need supporting with.
- To introduce and settle the employee into the Department.

<b>Employee name:</b>	
<b>Work trial start date:</b>	
<b>Position:</b>	
<b>Objectives:</b> Note to manager: Discuss in detail the responsibilities and duties of the position found in the job description. Also cover any local arrangements, procedures and processes.	
<b>Training:</b> Note to manager: When discussing the above explore and identify any training needs in line with the person specification.	
<b>Wellbeing:</b> Note to manager: Check in with the employee regarding their wellbeing.	

Signed manager:

Signed employee:

Date:

Next review date:

## Redeployment: meeting form (second)

This form should be completed by the receiving manager within the second week of the employees work trial.

The purpose of the meeting is to review the objectives set in the initial meeting, review the employee's progress/ identify any further training needs, provide and receive any feedback to/ from the employee and to check their wellbeing.

Please consult with Human Resources in the first instance if there are any concerns.

<b>Employee name:</b>	
<b>Review date:</b>	
<b>Position:</b>	
<b>Objectives:</b> Note to manager: Review the objectives set in the initial meeting. Set new objectives if appropriate. Review progress and provide any feedback.	
<b>Training:</b> Note to manager: Discuss progress of any training. Set new training if appropriate.	
<b>Wellbeing:</b> Note to manager: Check in with the employee regarding their wellbeing. Discuss how they feel the trial is going.	

Signed manager:

Signed employee:

Date:

Next review date:

### Redeployment: meeting form (third)

This form should be completed by the receiving manager within the third week of the employees work trial.

The purpose of the meeting is to review the objectives set in the second review meeting, review the employee's progress/ identify any further training needs, provide and receive any feedback to/ from the employee and to check their wellbeing.

Please consult with Human Resources in the first instance if there are any concerns.

<b>Employee name:</b>	
<b>Review date:</b>	
<b>Position:</b>	
<b>Objectives:</b> Note to manager: Review the objectives set in the initial meeting. Set new objectives if appropriate. Review progress and provide any feedback.	
<b>Training:</b> Note to manager: Discuss progress of any training. Set new training if appropriate.	
<b>Wellbeing:</b> Note to manager: Check in with the employee regarding their wellbeing. Discuss how they feel they trial is going.	

Signed manager:

Signed employee:

Date:

Final review date:

### Redeployment: final meeting form (fourth)

This form should be completed by the receiving manager within the last week of the employees work trial.

The purpose of the meeting is to review and reflect on the work trial, to discuss and justify any extension requirements if needed\*

\*If the receiving manager identifies substantial concerns which warrants not confirming the work trial to become a permanent/ fixed term position then Human Resources will need to be consulted prior to delivering the outcome to the employee.

<b>Employee name:</b>	
<b>Review date:</b>	
<b>Position:</b>	
Reflect and discuss the work trial and confirm to the employee if it has been successful.  Advise HR of the outcome so that paperwork can be issued or employee put back on the redeployment register.  Ensure there is not a need for an extension/ if there is discussion required (if an extension is required please provide a justification)	

Signed manager:

Signed employee:

Date:

## Equality Impact Assessment Process and Record for Written Policies

## Appendix G

**Stage 1 – Relevance** - Is the policy potentially relevant to equality i.e. **will this policy potentially impact on staff, patients or the public?** This should be considered as part of the Case of Need for new policies.

**NO – No further action is required – please sign and date the following statement.**  
**I confirm that this policy does not impact on staff, patients or the public.**

***I confirm that this policy does not impact on staff, patients or the public.*** Name/Date: see below

**YES, Go to Stage 2**

**Stage 2 Policy Screening and Drafting Policy** - Public authorities are legally required to have ‘due regard’ to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain ‘protected characteristics’ and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don’t know and note reasons). Please see the SHSC Guidance and Flow Chart.

**Stage 3 – Policy Revision** - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	No	No	No
Disability	No	No	No
Gender Reassignment	No	No	No
Pregnancy and Maternity	No	No	No

<b>Race</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Religion or Belief</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Sex</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Sexual Orientation</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Marriage or Civil Partnership</b>	<b>No</b>		

Please delete as appropriate: - Policy Amended / Action Identified (see Implementation Plan) / no changes made.

Impact Assessment Completed by:  
Name/Date: Sarah Bawden 20-10-16