

**ILL HEALTH REDEPLOYMENT  
MANAGERS GUIDE**

## **Introduction**

This document provides you with full guidance on Hertfordshire County Councils Ill Health Redeployment procedure. It will ensure that we meet our obligations under the provisions of the Local Government Pension Scheme, the Employment Rights Act 1996 and the Disability Discrimination Act 1995. There is a separate 'Employees Guide' and Toolkit available on Connect or from your HR department, and this should be referred to in conjunction with this document.

## **The Redeployment Process**

**An outline of the process can be found as a flowchart diagram within the Toolkit (link).**

### **Stage 1 – Pre-registration**

- At the appropriate point in the health and attendance procedure the line manager will inform the employee that they are being considered for redeployment.
- The home Department HR link will complete the redeployment referral form, in liaison with the current line manager and send it to the Employee Relations and Equalities team.
- The form includes details:
  - Of adjustments made to the current post
  - Of adjustments not made to the current post, and the reasons for this.
  - Any additional information to assist the job matching/search. For example, equipment bought, third party support and Occupational Health advice
- The Employee Relations & Equalities team will pass the form onto the Redeployment Consultant at the Recruitment Centre who will contact the redeployee and their HR link within two working days to arrange the registration interview, which should occur within a week of the referral.
- If the Employee Relations & Equalities team have any queries on the redeployment referral form they will ask for more information/action from the home HR department before passing it on to the Recruitment Centre.
- The Redeployment Consultant will send a copy of the Redeployment Registration Form to the employee for completion prior to the registration interview.

During this stage a capability review hearing will be arranged in line with the Health and Attendance procedure (link).

### **Stage 2 – Registration Interview**

The Redeployment Consultant will arrange and hold this meeting. Its purpose is to: -

- Explain the redeployment process and the redeployee's role
- Confirm support and contact details

- Discuss the impact of any advice provided by the Occupational Health Unit on future redeployment options
- Discuss which adjustments (if any) have been made/unable to be made in the current post
- Discuss the Redeployment Registration Form and any amendments required
- Undertake a skills/training needs assessment
- Agree on the matching criteria
- Encourage the employee to consider as many job options, locations and hours as possible
- Explain implications of being unsuccessful in finding suitable redeployment

If the Redeployment Consultant identifies the need for additional support services, for example, interview practice sessions then these should be agreed with the home department. The home HR link will need to seek budget approval for these 'extras' and should confirm details to the Redeployment Consultant and redeployee within five working days.

The Redeployment Consultant will register the redeployee on their database and copy all details to the home department within five working days of the interview.

### **Stage 3 – Job Search and Matching**

- Departmental HR will check the central redeployee database against their vacancies weekly. They should mark potential matched vacancies on the Ultrasource order with the appropriate redeployee number prior to sending them to the Recruitment Centre.
- The Redeployment Consultant will check the redeployment register against all received vacancies. Where there is a potential match they will contact the employee to discuss suitability. They will also discuss any matches identified by HR.
- The Redeployment Consultant will provide a weekly update on the matches to the HR link.
- If the vacancy is suitable the Redeployment Consultant will contact the employing department to inform them that the vacancy will be held initially for up to two days, or until the redeployee has confirmed an interest if this is sooner.
- If the redeployee confirms they will be applying for the vacancy then the advert will be held until their application has been considered. Redeployees are asked to complete their applications within 2 working days. After this time, their redeployment rights may not be preserved.
- The Redeployment Consultant must send the redeployee full details of the job match immediately. These application packs must take priority over other possible candidates. They will also forward a copy of the Redeployment Registration form to the recruiting manager.

## **Stage 4 – Job application**

- The home HR link contacts the recruiting HR Department to discuss the application and ensures the shortlisting is fair and with full knowledge of the redeployees skills and abilities, including information on adjustments to the selection process and any possible training needs.
- The recruiting HR department will ensure that the above information is considered by the recruiting manager.
- The recruiting manager must contact their HR department for advice and support throughout the process.

## **Stage 5 – Shortlisting, Interview and Feedback**

- If the recruiting manager decides not to shortlist/interview the redeployee, they must : -
  - i) discuss this with the redeployee home HR link
  - ii) provide detail on the shortlisting/interview forms (LINK to toolkit) of which Person Specification criteria have not been met, what adjustments (including training) were considered and why these were not an option.
- The form(s) must be sent to the recruiting department Head of HR within one working day of the decision and a copy sent to the Redeployment Consultant. If the departmental Head of HR has any concerns or queries, the appointing manager will be contacted.
- These actions must be completed before the recruiting manager can notify the individual of the decision or progress advertising the vacancy.
- The normal interview process including appropriate work sample/psychometric tests should be used where possible. Adjustments to the selection process should be considered to take into account the employees ill health or disability. Where an identical test has been completed by a redeployee within a month, they should not be expected to undertake the same test again. Evidence should be sought from the previous test results.
- If the redeployee demonstrates that they can do the essential requirements of the job, after adjustments (including training) they must be offered the job. The recruiting manager may, at this stage, refer the employee to the Occupational Health Unit if there are specific concerns regarding the health and safety of the employee.
- The Redeployment Consultant will conduct a debrief at the end of any unsuccessful redeployment, to cover development areas, learning points and make any necessary changes to matching criteria.

**ALL redeployees matched to a vacancy and who meet the person specification will be interviewed and the best candidate appointed.**

## **Stage 6 – Appointment**

The redeployee will be entitled to a 6 week settling-in period which will replace the need for a reference and provides time for the employing manager to put in place any required training and other support as appropriate.

In circumstances where the redeployee is appointed to a post on a lower grade than their existing role, salary protection, funded by their home department, will be on the following basis:

- The rate of pay (not grade) at the time they take the lower graded post will be frozen (i.e. no future increments or pay awards) for 4 years.
- At the end of the 4 year period the employee will be paid the maximum of the new (lower) grade.
- But, if the maximum of the new (lower) grade catches up, through national pay increases, before the 4 years is up, the protection will cease then.
- From that date onwards the rate of pay at the new (lower) grade will be paid.

**A maximum protection of up to two grades applies.**

Further financial support will be made available to the redeployee, if necessary, in the form of the training 'dowry'. This will come from the home department in agreement with the employing department to support any essential training needs identified within the 6 week settling in period for the new post.

For further details of the recruiting manager responsibilities following appointment please refer to the Ill Health Redeployment guide for employees ([LINK](#)).

### **Unsuccessful redeployment.**

Redeployment will continue until expiry of the notice period. See the capability procedure ([LINK](#)) and the Health and Attendance procedure, ([LINK](#)) for more information.