

Report

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Report to:	Employee Issues Forum
Date of Meeting:	15 December 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Redeployment Procedure
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the proposed changes to the Redeployment Procedure

2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

- (1) that the changes to the Redeployment Procedure be endorsed.

3. Background

3.1. The Redeployment Procedure replaces both the Workplace Transfer and Redeployment Schemes which have operated within the Council. Employees will no longer complete a skills profile; they will now complete an online application which makes the recruitment and selection process more robust.

4. Policy Aim

4.1 The Redeployment Procedure aims to ensure that a fair and consistent approach is adopted in the management of redeployment and to ensure that effective support is provided to all employees in these situations.

5. The Scope of the Procedure

5.1 There are 4 categories for redeployment:-

- ◆ redeployment due to ill health/disability
- ◆ redeployment due to Service/Resource restructure
- ◆ redeployment due to receipt of excess travelling expenses
- ◆ redeployment due to request to an alternative location

5.2 Where an employee develops ill-health or becomes disabled and it is not possible for the employee to remain in their existing post, redeployment will be considered. Assistance will be given to the employee in terms of training and support to ensure that they have the necessary skills and competence to carry out their new role.

5.3 When structures are reviewed it may be necessary to offer alternative employment to employees to another location, service, or to another suitable role. If a restructure results in the number of posts being reduced or posts undergo significant changes, affected employees will be invited to take part in a competitive selection process. Where employees are not successful at the selection process they will be required to register their details on the redeployment list with support from Resource Personnel Teams.

- 5.4 Employees who are in receipt of excess travelling expenses are eligible for relocation back to or nearer to their original work location or their home if the same or a comparable post becomes available. If the same post becomes available within their Resource the employee will be eligible for an offer of alternative employment without an interview. If a comparable post arises within their Resource or across the Council then employees registered under the Redeployment Procedure will be interviewed prior to the post being advertised.
- 5.5 Employees can reduce their travel to and from work by requesting a transfer nearer to their home location. If the same or comparable post arises within their Resource or across the Council then employees registered under the Redeployment Procedure will be interviewed prior to the post being advertised.

6. How to Apply

- 6.1 Employees who are eligible to apply for transfer or redeployment should do so via www.myjobscotland.gov.uk. Employees will be directed to the South Lanarkshire Council recruitment website where they will be prompted to enter their account details and complete an on-line application. During this process support will be available from either, Resource Personnel, Employee Support Team, Resource Diversity Liaison Officers or the Recruitment Team. Employees can make an appointment to receive help with registering their account on-line and completing their application.
- 6.2 If an employee is being considered for redeployment due to disability or ill-health the employing Resource Personnel Team will assist with the completion of the application process. This will maximise the opportunities available to allow the employee to return to work. Support will also be provided to employees affected by Service or Resource re-structures.
- 6.3 The Recruitment Team will hold the list of all employees requiring redeployment. Resources will continue to raise recruitment requisitions for all vacancies as per the normal recruitment procedures. All vacancies will be checked against the redeployment list when it is approved by Corporate Personnel. Employees will be contacted by the Recruitment Team as and when suitable vacancies arise and will be invited to selection events prior to vacancies being advertised.

7. Employee Implications

- 7.1 If an employee wishes or requires to be redeployed they will be required to complete an online application. Support will be provided by the Recruitment Team and the Resource Personnel Teams to enable them to complete this application.

8. Financial Implications

- 8.1 None

9. Other Implications

- 9.1 None

10. Equality Impact Assessment and Consultation Arrangements

- 10.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 10.2 Consultation has taken place with Resource Personnel Teams and Trade Unions.

Robert McIlwain
Executive Director (Corporate Resources)

27 November 2009

Link(s) to Council Objectives

- ◆ Excellent employer

Previous References

None

List of Background Papers

Redeployment Procedure

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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