



# Organisational Change, Redundancy and Redeployment Policy and Procedures

<b>Document Control</b>	
Date of Last version	November 2010
Latest review	August 2013
Name of Reviewer	Susan Gardner-Craig
Consultation	EMT/Trade Unions
Approved by	

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## 1.0 Introduction

This policy sets out the council's approach to dealing with reorganisation and potential redundancies. It does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of management.

This policy & procedure applies to all council employees.

The council is committed to treating all staff whose jobs are affected by change in a fair and effective manner. The policy is intended to allow flexibility in handling potential redundancy situations whilst maintaining operational efficiency and ensuring the highest possible standards of customer service throughout any periods of change.

Although the council's policy is to avoid redundancies wherever possible, the needs of the business may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.

Where this is necessary, the organisation will ensure that:

- the total number of redundancies made is kept to a minimum;
- Trade Unions are involved during the process;
- employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation;
- selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;
- every effort is made to redeploy or find alternative work for employees selected for redundancy; and
- support and advice is provided to employees selected for redundancy to help them find suitable work when their employment has come to an end.

The recognised trade unions have been consulted on this policy and procedure.

## PART ONE - POLICY

### 2.0 Principles

South Cambridgeshire District Council's policy does not give a guarantee of no compulsory redundancy. However, the council aims to avoid compulsory redundancy where possible and managers are required to explore measures to avoid redundancies as far as it is reasonable to do so. The commitments in this policy will be underpinned by the following principles:

- To protect, wherever possible the council's workforce from compulsory redundancy, and to mitigate the effect of any such redundancies where they may be unavoidable;
- To be open and fair, and give regard to equality and consistency in treatment for all council employees;
- To support employees during change and help them to explore opportunities for redeployment and continued employment with the council;

- To aim to retain the skills knowledge and experience that the council needs to deliver services;
- The aim to deliver change in the most cost effective way;
- To ensure that appropriate consultations are carried out with recognised trade unions and individual employees in respect of restructuring and redundancy proposals. Consultation will commence at the earliest opportunity and will continue throughout the process.

## 3.0 Definitions

### Organisational Change

This may include one or more of the following:

- Closure, transfer or restructuring of a specific service or facility;
  - Decision to accept a tender for a service previously in-house \*;
  - Specific programme designed to achieve efficiency savings;
  - Response to a statutory requirement.
- \*consider TUPE implications

### At Risk

Where a post has been identified as being substantially altered, has disappeared or is one of a number of similar posts which will reduce as a result of organisational change, 'At Risk' will be the term used to describe the employment status of the individual employee.

### Redundancy

Redundancy arises where employees are dismissed in these circumstances:

- The employer has ceased or intends to cease to carry out the business or services for the purposes of which the employee was employed,
- The employer ceases to carry out the business at a particular place where the employee was employed,
- The requirement to carry out work of a particular kind in the place where the employee was employed have ceased or diminished or are expected to cease or diminish,
- The requirements of the business for the employees to carry out work of a particular kind, in the place where they were so employed, has ceased or diminished or expected to cease or diminish. Where the employer needs fewer employees to carry out work of a particular kind (may be due to ITC efficiencies or budget savings).

TUPE will apply when a function or service within the council is transferred to another organisation. Following a transfer of a service or part of a service, it may be necessary to restructure the retained elements of the former service.

## 4.0 Consultation

### Collective Consultation

The council will consult with recognised trade unions (GMB and Unison) and individual employees at the earliest practical opportunity where there is a proposal to make one or more staff redundant.

Consultation will begin in good time prior to the proposed changes taking place. The statutory minimum consultation periods for proposed redundancies will always be observed. These are:

- Where an organisation is proposing to make changes where redundancy may occur and, where these changes affect 20 to 99 employees at one establishment over a period of 90 days or less, consultation will commence at least 30 days before the first dismissal takes effect;

**OR**

- Where an organisation is proposing to make changes where redundancy may occur and where these changes affect 100 or more employees at one establishment over a period of 90 days or less, consultation will commence at least 45 days before the first dismissal takes effect.

For redundancies involving less than 20 employees, the council will consult with affected employees and their representatives for a minimum of 30 days. This is not a statutory requirement but is regarded as best practice.

No dismissal or issuing of notice will take place until the statutory consultation period with the trade unions has been completed, or the trade unions or a non-represented employee have reached an agreement before the end of the statutory period.

The council will disclose in writing to the recognised trade unions the basic information as follows:

- The reason for the proposals;
- The number and description of the employees affected by the changes;
- The total number of employees of that description at the establishment;
- The proposed method of selecting the employees and the procedure for carrying out the redundancies;
- The proposed methods of calculating redundancy pay.

As part of the consultation process the Council will seek to find ways to:

- Avoid the redundancy
- Reduce the number of employees to be made compulsorily redundant;
- Mitigate the consequences of any redundancies.

### Communication

The council will communicate plans for organisational change through:

- Corporate Briefings
- Team meetings
- Newsletters
- Intranet
- Recognised Trade Unions

Executive Management Team and service managers are responsible for ensuring that individuals and teams are provided with regular briefings and information about how the proposed changes affect them.

## **5.0 Measures to avoid compulsory redundancies**

The council will wherever possible take all reasonable steps to minimise compulsory redundancy including:

- Restrictions on external recruitment;
- Not filling vacancies to allow natural wastage;
- Seeking applicants for flexible retirement or voluntary redundancy subject to the resourcing needs of the council;
- Maximising opportunities for retraining or redeployment to other roles;
- Reducing temporary agency staff, consultants and the use of overtime;
- Voluntary reductions in working time
- Alternative working patterns.

The council will give regard to the Guidance document on change management produced by the East of England regional council.

## **PART TWO – PROCEDURES**

### **6.0 Form HR1**

Proposed redundancies of 100 or more employees at one establishment in a 90 day period or less must be notified to the Secretary of State, Department for Business, Innovation and Skills. Notice must be given, in writing on Form HR1, at least 45 days before the first dismissal takes place.

Where an employer is proposing to dismiss 20 to 99 employees, the Secretary of State must be notified at least 30 days before the first dismissal takes effect

### **7.0 Individual consultation**

Individual consultation will run alongside the statutory 30 day consultation period. The manager of the affected service and a member of the HR team will meet with individual employees to discuss the restructure and how proposed changes will affect the individual. The meeting must be a genuine opportunity to hear the views of the employee; to answer questions and to discuss/explore alternatives to redundancy. The employee has the right to be represented by a trade union or accompanied by a work colleague at this meeting.

Individual employees or staff as a group can request to have further opportunities to meet with their line manager and/or HR to discuss their concerns or questions in relation to the restructure.

The council will make reasonable adjustments for employees who are unable to deal with written correspondence and requirements due to disability.

## **At Risk**

At this point employees may be identified as being at risk of redundancy. A letter will be issued by the HR team to formally advise the employee of this.

The employee will be advised that support will be provided, subject to the individual's needs, this may include, but is not limited to, the following:

- Coaching in job application and interview skills
- Weekly copies of the councils current vacancy list
- Information about redundancy figures and, where appropriate, pension estimates
- Retirement advice
- Counselling

## **8.0 Voluntary redundancy**

The consultation with the appropriate trade unions will examine whether there is scope to consider requests for voluntary redundancy. In defining the categories of employees from whom it is prepared to accept volunteers, the council will apply fair and objective criteria. Applications will then be invited from all relevant employees. A closing date for applications will be applied.

If an employee expresses an interest in accepting this option, they will be provided with an estimate of redundancy figures and, where appropriate, pension estimates.

Employees must put their request in writing to their manager with a copy to HR.

If enough volunteers are not forthcoming from the defined categories of employees then the council may extend the invitation for volunteers to other areas of the Council after consultation with the trade unions.

The council has the right to refuse applications from employees whose skills, knowledge and expertise the council wishes to retain.

The council reserves the right to refuse a request by any employee for voluntary redundancy. Such requests will not be unreasonably refused. Where the request is refused it will normally relate to the needs of the service or the loss of key skills to the council.

Where there are more volunteers than required a selection process will be agreed with the Manager, HR and trade unions.

### **Appeal process**

Employees, whose application for voluntary redundancy has been refused, have the right to one level of appeal to their Executive Director/Director.

Appeals must be submitted in writing, within **five working days** of the decision, to your Executive Director/Director with a copy to HR. A meeting between the employee and Executive Director/Director will then be arranged to discuss the reason for the appeal. The outcome of the appeal will be communicated to the employee in writing within five days of the hearing. The decision of the appeal hearing will be final.



## 9.0 Compulsory redundancy - Selection Criteria

Where voluntary redundancy or early/flexible retirement has not produced suitable or sufficient volunteers, the council, in consultation with the trade unions will consider the criteria to be used for compulsory redundancy selection.

There may be circumstances where selection will not be relevant, such as:

- when there is only one employee or;
- where an entire group of employees are to be declared redundant.

In these cases redeployment will be sought and where this is not possible then redundancy will apply.

The selection criteria for redundancy may include:

- Specific skills;
- Essential qualifications;
- Experience;
- Work performance/standard of work;
- Attendance record and timekeeping, discounting any disability-related absence;
- Disciplinary record;
- Aptitude for work/ability to undertake the duties and responsibilities of the posts which are retained.

The purpose of the criteria is to ensure that employees are fairly selected for redundancy. The council will ensure that the aims of selection criteria will:

- Ensure the Council retains a balanced and appropriately skilled workforce for the future which is able to meet customer and service needs;
- Ensure the Council manages its resources in the most efficient way taking into account the costs of achieving change.

Care will be taken to ensure that the selection process is not directly or indirectly discriminatory. Records will be kept throughout the selection process. Attendance records, disciplinary records, performance and development reviews, work quality records and personnel files will be used. **Appendix 1 – Selection Criteria Assessment Form**

## 10.0 Redeployment

Employees have a shared responsibility with the council in seeking redeployment and should adopt a reasonable and flexible approach when considering alternative jobs.

Where the employee is disabled the council will take all reasonable steps and consider reasonable adjustments to support the employee in securing redeployment.

## **Redeployment List**

A record of all staff who have been identified as 'at risk' will be held by the HR Team. Employees should complete a redeployment questionnaire. **Appendix 2 – Redeployment Questionnaire & Guidance Notes.**

The employee is responsible for submitting the completed form to HR in good time.

## **HR Support**

The HR team will provide support and advice to individuals and line managers throughout this process. You can discuss any redeployment, re-training, interview skills training or job opportunities queries that you may have. Details of the Council's employee assistance helpline and other redundancy support will also be provided.

## **Vacancies**

All suitable vacancies will be restricted to employees who are at risk in the first instance. If the post is considered to be suitable alternative employment then these will become "potential redeployment opportunities" and will be made available to 'at risk' staff.

Vacancies will be advertised on the council's intranet - [Insite](#). Employees, who are 'At Risk' must ensure that they regularly check for job opportunities.

## **11.0 Suitable Alternative Employment**

Suitable alternative employment is defined as a post which provides:

- similar earnings - at the same grade level to the employee's present grade;
- similar status;
- similar weekly working hours;
- similar or acceptable duties;
- is within the employee's capability
- does not involve unreasonable additional inconvenience to the employee.

If a post becomes vacant and is deemed suitable alternative employment the individual will be informed and an informal meeting will be arranged with the manager to discuss redeployment into that post. The potential consequences of refusing alternative work will also be discussed.

If there are no 'at risk' individuals who could be considered suitable then the normal recruitment processes can continue.

### **Offer of Suitable Alternative Employment**

The offer of alternative employment will be in writing and it will explain any differences between the original post and the alternative offer. The offer will be made and communicated to the employee prior to the end of their old contract. The alternative job must start no later than four weeks after the end of the old contract. The employee's acceptance of the offer should be in writing to the recruiting manager. A trial period of four weeks will be offered.

If the employee does not accept the offer they must put this in writing to Human Resources Manager and to their Executive Director/Director and state why the offer is not accepted. Where a reasonable offer of alternative employment is made and rejected unreasonably, the employee will be informed that this could result in the employee forfeiting their redundancy payment. In such cases where there is no other employment in the time period then dismissal would be for redundancy but the employer has the legal right not to

pay any redundancy payment. The employee will be asked to give written reasons for rejection. Factors such as pay, hours, location, status, environment and responsibilities will be taken into account by the Head of the Paid Service when making any decision in this regard.

### **Trial periods and re-training**

A trial period will be offered where an employee moves to suitable alternative employment. This will be for a period of 4 weeks but can be extended by agreement of both parties. An extended trial period may be offered to enable further training, which may be necessary to provide the employee with the skills and knowledge to undertake the full range of duties and responsibilities.

If during the trial period the individual reasonably decides to reject the post or the Council feels the employee is unsuitable for the post then the employee will not forfeit their right to a redundancy payment.

If during the trial period the individual unreasonably decides to reject the post and, the Council feels the employee is suitable for the post then the employee could forfeit their redundancy payment.

## **12.0 Restructuring process**

The following principles will be followed where service restructuring is taking place:

### **Slotting in (Assimilation)**

The Council will have the right to identify within the new structure any posts which can be deemed as near equivalent posts. Employees will be assimilated where the job remains at least 80% unchanged taking account that the level of responsibility, skills, tasks and terms and conditions of the new post are substantially the same as the current post and there is no other 'at risk' member of staff who qualifies for consideration by virtue of holding a broadly similar post. If more than one employee meets the 80% rule there will be ring fenced competition to determine who will be slotted into the post.

Employees who are assimilated will not be served notice of redundancy and will not have a trial period.

### **Restricted competition**

The Council will have the right to identify posts within the new structure, which are open to restricted competition. These posts will be available only to those staff in the service area affected by the restructuring in the first instance.

These will be posts where:

- It is a post which is new in content – the duties are substantially different from any current post therefore less than 80% remains the same.
- A post which carries increased weight in responsibility.
- Where more than one 'at risk' employee could be regarded as a suitable candidate.

Following these steps posts remaining unfilled can be recruited in the normal way.

### 13.0 Notice of Redundancy

If no suitable alternative employment has been found then notice of redundancy will be issued in line with the employee's contract of employment. This will confirm the date at which employment with the council will cease.

Throughout the notice period efforts to secure alternative work will continue to avoid the redundancy. The HR team will help the employee to identify any new vacancies or opportunities that may be suitable for them.

The Head of the Paid Service, in consultation with the Executive Director/Director must authorise all redundancies prior to the issue of the notice.

No dismissal will take place until the statutory consultation period with the trade unions has been completed unless the unions or a non-represented employee have reached an agreement before the end of the statutory period.

### 14.0 Pay in Lieu of Notice

Pay in Lieu of Notice (PILON) will not normally be paid. However, consideration will be made in exceptional circumstances, and where this is supported by a business case (**Appendix 3 – proforma**) and, with the authorisation of the Executive Director/Director.

### 15.0 Assistance for employees under notice of redundancy

The council recognises the anxiety suffered by employees who are under notice of redundancy. The Council will provide as much support as possible during the formal consultation and notice period. This will include:

- Paid time off to look for work
- Assistance in finding alternative work elsewhere including practical assistance writing CVs, attending interviews etc.
- Redundancy counselling
- Reasonable paid time off work to look for other work or to attend a meeting with the Benefits Agency
- Unpaid time off to undertake training for alternative employment outside the Council or to consult a *bone fide* financial advisor

Requests for time off should be made in the first instance to the relevant line manager and will not be unreasonably refused.

### 16.0 Redundancy Payments

The Council will make redundancy payments in accordance with the Council's policy and the Employee Relations Act 1996 as amended from time to time.

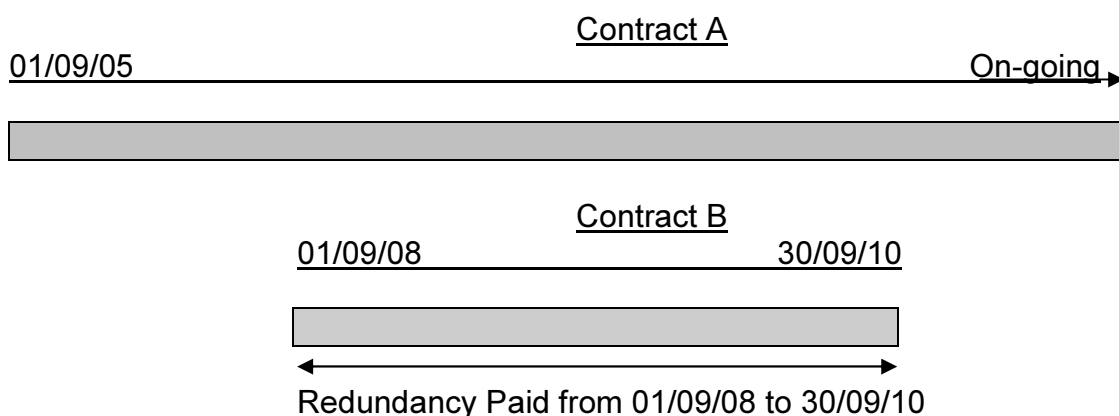
Redundancy compensation will be payable to employees who are dismissed by reason of redundancy in line with statutory redundancy payments. To be eligible for a redundancy

payment the employee must have been continuously employed in local government for 2 years or more at the effective date of termination.

In the event of redundancy, whether voluntary or compulsory, it is necessary to determine the length of an individual's continuous service in order to establish whether they are entitled to a redundancy payment and the amount of redundancy payment. Service accrued via **successive** employment contracts, without a break of a statutory week<sup>1</sup> with certain other employers covered by the Modification Order, counts in determining length of continuous service. Where an employee has simultaneous contracts, either with the County Council or across employers covered by the Order, there can be no 'double counting' of continuous service for redundancy payment purposes. Therefore, each contract must be treated separately and the redundancy payment is based on the particular start date for each individual contract, i.e. longer continuous service accrued by virtue of an earlier start date on another simultaneous contract cannot be used for redundancy payment purposes.

#### Example A

An employee is employed in a part-time position starting 01 September 2005 (contract A). On 01 September 2008, he/she accepts an additional part-time post (contract B) and is employed on simultaneous contracts. Contract B is made redundant with effect from 30 September 2010. The employee's length of service in contract B exceeds 2 years. This means that he/she is eligible for a redundancy payment based on the employee's continuous service start date for that contract, i.e. 01 September 2008 to 30 September 2010



#### Example B

An employee is employed in a part-time position starting 01 September 2005 (contract A). On 01 September 2008, he/she accepts an additional part-time post (contract B) and is employed on simultaneous contracts. Contract B is made redundant with effect from 01 August 2010. The employee is not eligible for redundancy pay in respect of this contract because he/she has less than 2 years continuous service in that contract.

<sup>1</sup> Statutory weeks are counted from Sunday to Saturday

Where an individual is declared redundant, and is entitled to a redundancy payment, a statement will be prepared setting out details of the redundancy payments to which they are entitled **Appendix 4 – Redundancy Payment matrix**

<sup>1</sup> Statutory weeks are counted from Sunday to Saturday

### **Service to be taken into account**

The amount of any statutory redundancy payment will be based on length of continuous (unbroken) service, with an organisation listed on the Modification Order at the date of redundancy, the employee's age and actual weekly pay\* see below

### **Weekly Pay\***

Where an employee's actual weekly pay is less than the statutory redundancy weekly pay (check with HR for the current amount), then this amount will be used to calculate the redundancy figure.

The employee is entitled to receive:

- Half a week's pay for each year of employment in which the employee was aged 21 or under;
- One week's pay for each year of employment in which the employee was aged between 22 and 40; and
- One and a half weeks pay for each year of employment in which the employee was aged 41 or over

The maximum number of years of employment that can be taken into account is 20.

Employees on a variable hours contract and therefore no mutual obligation established regarding offering or accepting work, will have entitlement calculated on an individual basis over a continuous twelve-week period and in line with the number of hours worked.

### **Modification Order**

Employees who are offered and accept employment with another organisation listed on the Modification Order before the date of redundancy, and where the start date for the new job commences within four weeks of the date of termination, will not be entitled to their redundancy payment. Their continuity of service will be preserved.

Employees should check the relevant rules applicable to them if they are seeking or are offered such a job – the exact timescale involved will depend on the day of the week they are made redundant and when that offer is received.

### **LGPS redundancy benefits**

Eligibility for redundancy benefits from the LGPS is separate to eligibility for a redundancy payment. If the employee is a member of the LGPS, is aged 55 or over, and has the required duration of membership they will be entitled to immediate payment of pension benefits.

## **17.0 Appeals process**

### **Internal Appeal**

An employee may appeal against dismissal on grounds of redundancy to the relevant Executive Director/Director where:

- The employee is selected from a group of employees undertaking the same work (i.e. where the requirement is to reduce the total numbers of people doing the same work), regardless of the total number of people doing the same work; OR
- is one of a whole group of employees to be made redundant, where the total group is less than 20 people.

The letter of dismissal should advise that the appeal, if made, must be submitted within **five working days** of the date of the dismissal letter to the Executive Director/Director with a copy to HR.

Appeals will not be appropriate where the decision to dismiss for redundancy results in a whole group of 20 or more employees being made redundant. In these cases the statutory collective consultation procedures apply.

### **Grounds of Appeal**

A redundant employee may appeal against his/her dismissal on grounds of:

- unfair selection for redundancy; and/or
- failure to consult him/her about the redundancy situation; and/or
- failure to reasonably assist the employee to seek alternative employment in line with the Council's redeployment policy.

A meeting will then be arranged with the Executive Director/Director who will consider the case and determine whether or not to confirm the decision to make the employee redundant. The outcome of the appeal will be communicated to the employee in writing within five days of the hearing. The decision of the appeal hearing will be final.

## **18.0 Re-engagement of ex-South Cambridgeshire District Council employees**

**Please refer to the council's Pay Policy Statement**

### **Chief Executive, Executive Director, Directors**

The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment.

Only in exceptional circumstances\* will re-engagement be considered.

### **All other grades of employee**

The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment within three years from cessation of employment, this includes casual bank assignments.

Only in exceptional circumstances\* will earlier re-engagement be considered.

### **\*Exceptional circumstances**

There are very few circumstances in which the council will consider re-engagement of former employees who have been previously made redundant as outlined above.

Exceptional circumstances is defined as imminent risk of service failure.

## **19.0 Relevant documents and associated policies**

- East of England regional council – Guidance on change management (joint document with trade unions)
- Flexible Retirement policy

- Pay Policy Statement – re-engagement policy
- Acas - Redundancy handling guidance and TUPE transfer guidance

## **20.0 Equality Impact Assessment**

An Equality Impact Assessment Screening form has been completed. No adverse impacts were identified.



**Appendix 1 – Selection Criteria Assessment Form**

**Selection Criteria Assessment Form**

Name	
Section/Service area	
Job title	
Grade	
Start date at SCDC	

	<b>Weighting</b>	<b>Score</b>
Specific skills		
Essential qualifications		
Experience		
Work performance/standard of work		
Attendance record and timekeeping		
Disciplinary record		
Aptitude for work/ability to undertake the duties and responsibilities of the posts which are retained		

## **Selection Criteria Assessment Form**

### Guidance notes

- The proposed selection criteria and weightings will be subject to consultation with the trade unions
- The criteria and their relative weightings will be determined by the current and future needs of the organization. Weightings will take into account the council's service delivery requirements and need to maintain a balanced workforce.
- To achieve a total score for each employee, criteria should be weighted by a factor to reflect its relative importance.
- Assessments must be objective and supported by documented and verifiable evidence wherever possible. Managers should not allow preconceived opinions to influence the assessment process.
- Scoring should be carried out independently by two managers who know all the employees in the selection pool.
- Detailed notes should be kept at all stages of the assessment process, in order that they can be referred to in the case of an appeal.

## Appendix 2 - Redeployment Questionnaire

<b>Redeployment Questionnaire</b>
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All employees who are at risk of redundancy will need to complete this form to help the Council to find suitable alternative employment. Please complete the form and return it to Human Resources (Cambourne). Please attach separate sheets if used.

<b>Section A</b>																																											
<b>First name(s)</b>	<b>Surname</b>																																										
<b>Department</b>	<b>Section</b>																																										
<b>Work phone</b>	<b>Home phone</b>																																										
<b>Current job title</b>	<b>Grade</b>																																										
<b>Current working hours</b>	<b>Location</b>																																										
<b>Section B</b>																																											
<b>Transferable skills</b> (skills you use in your current job or outside work, which you could use in a different job)                      																																											
<b>Section C</b>																																											
<b>Qualifications, training, study, personal development</b> ( this may be related to your current or past jobs or a hobby, outside interest or voluntary work)  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"><b>Qualifications</b></th> <th style="width: 20%;"><b>Date</b></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		<b>Qualifications</b>	<b>Date</b>																																								
<b>Qualifications</b>	<b>Date</b>																																										

**Section D**

**Experience** (can include experience gained in your current job, any other job, voluntary work, outside interest, study, etc)

**Section E**

**Describe the kind of job you are interested in**

**Describe the kind of job you believe is suitable for you**

Would consider changing your work location, altering your working hours, accepting a fixed-term contract, accepting a lower graded post, and/or move to a different staff category?

**Is there anything that we need to take account of in terms of redeployment?**  
(physical restrictions, family needs, location etc)

**Do you wish to apply for vacancies on a Job Share basis**

**Yes / No**

**Signature**

**Date**

## Guidance Notes: Redeployment Questionnaire

These guidance notes have been provided to assist you in the completion of the relevant sections of the Redeployment questionnaire.

You must complete the Redeployment questionnaire to be placed on the Redeployment list. This is your opportunity to tell us about your skills and experience so take time to complete the form providing examples to demonstrate any skills and experience (what you did, how you did this, the outcome).

This Profile will be used to initially assess whether vacant posts could be suitable alternative/alternative employment for you. It will form part of your application for any alternative posts which you express an interest in so you should include information from your current role but also any transferable skills, training, achievements, knowledge or abilities from previous roles or past experience. There is also the opportunity to add any additional information that you think would be relevant.

You should look on the council's [Intranet - Insite](#) for details of any new vacancies. The link to this page will be emailed to you on a weekly basis.

Employees have a shared responsibility with the council in seeking redeployment and should adopt a reasonable and flexible approach when considering alternative jobs.

Where you wish to be considered for a vacancy which has not been flagged to you as potentially being Suitable Alternative Employment, you will be required to complete a regular application form to indicate your interest. You will need to do this for each specific vacancy that you wish to be considered for. The Redeployment questionnaire will then be used to assess your suitability for the post, particularly in terms of determining similarities between your current role and the redeployment opportunity and also assessing your key skills and experience against the essential criteria.

At the time of application, you may, however, upload additional information such as a supporting statement or CV, along with your application form. This will give you the opportunity to provide information about your skills and experience in relation to the person specification for that particular vacancy which is not already adequately covered within the Skills Profile.

### Completing the Skills Profile:

#### Section A: Personal Details

Please ensure that all fields in Section A are fully completed.

HR will be able to assist you with any details or dates that you are not sure about.

## **Section B: Transferable skills**

Please think about the main duties and responsibilities for your role, what skills and abilities that you use and how these could be applied to other job roles.

You may also have other skills, knowledge and abilities which do not form part of your current work role, they may have been gained through outside activities, personal interests and responsibilities you have become involved in for personal interest or development.

These may include the skills under headings such as: communication (oral and written), interpersonal, customer service, financial awareness, technical, planning and organising skills, creativity and innovation, initiative and problem-solving, your ability to work for and with others and your knowledge of the council's services. These are only examples, and you may categorise your skills base as you consider appropriate.

You may wish to use extracts from your PDR.

## **Section C: Qualifications, training, study, personal development**

Please tell us about any qualifications, training, study or personal development that you have undertaken. These may have been gained at college, university, home learning or through another organisation or body that you are connected with.

## **Section D: Experience**

Please tell us about any experience that you have had. This may be work related (previous jobs or work experience) or voluntary experience (volunteering, local community groups, school governor, coaching or mentoring).

## **Section E: This covers the type of job role that you may be interested in**

Please describe the type of role that you are interested in being redeployed to. For example, you may wish to move from a back office role to a customer facing position, or you may wish to only be considered for office based roles.

You will need to tell us if there is anything, such as location, hours of work, family care needs or physical restriction that we need to take into account.

It also allows you to confirm whether you would consider changing your work location, altering your working hours, accepting a fixed-term contract, accepting a lower graded post, and/or moving to a different staff category.

**Appendix 3 - Pay in lieu of notice (PILON) business case form**

**Pay in lieu of notice (PILON) business case form**

Name of employee being made redundant	
Job role	
Service area	
Manager/Service Head	
Date of notice of redundancy	
Contractual notice period	
<b>Business case for recommending PILON</b>	
Business impact including any impact on customer service	
<b>OR</b>	
<b>Case on Compassionate grounds</b>	

Pay in Lieu of Notice (PILON) will not be paid unless authorised by the Executive Director/Director

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_