Redeployment Procedure

Greater Manchester Police

May 2013
**PROCEDURE IMPLEMENTED:** May 2013

**REVIEW DATE:** May 2014

**PROCEDURE OWNER:** Policy and People Relations, HR Branch

**APPROVED BY:** Head of HR

**PROTECTIVE MARKING:** Not Protectively Marked

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**IS THE PROCEDURE**  
☑ New  
☐ Revised

**IF REVISED, PLEASE COMPLETE TABLE BELOW**

<table>
<thead>
<tr>
<th>VERSION NO</th>
<th>DATE</th>
<th>SUMMARY OF CHANGES</th>
<th>AUTHOR(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 2013</td>
<td>The procedure has been separated from the Redundancy Policy. The procedure has been re-written in a Plain English format.</td>
<td>Policy and People Relations, HR</td>
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1. Introduction and Background

Greater Manchester Police (GMP) is committed to maximising job security for police staff. However, there will be times when organisational change or personal circumstances will mean that we need to try to find you an alternative job.

The aims of this procedure are to explain:
- what we’ll do to try to find you a suitable alternative job when you become a redeployee for any reason
- your role in the process
- what will happen if you’re redeployed, and
- what will happen if we can’t find you a suitable alternative job.

2. Scope

This Procedure applies to Police Staff. You might become a redeployee under:
- The Redundancy Policy (if you are given notice of redundancy and have at least one year’s service)
- The Standards, Performance and Attendance Policy (as an outcome of a Stage 1, 2 or 3 meeting)
- The Discipline Policy (as a decision by the Panel), or
- The Career Break Policy (when you wish to return to work if your old job was not held open for you).

3. Roles & Responsibilities

Current Manager

Your current manager is responsible for:
- ensuring that the Recruitment Unit are made aware that you are a redeployee
- supporting you throughout the redeployment process, and
- ensuring the next relevant steps are taken if you’re not successfully redeployed.

Manager of Vacant Post

The manager of a vacant post is responsible for:
- accepting redeployees for roles if the job is similar and requires similar skills
- supporting you in your new role
- making an assessment towards the end of your trial period as to whether or not you are suitable to be confirmed in the role, and
- informing the Recruitment Unit of the outcome of the trial period.

Recruitment Unit

The Recruitment Unit will:
- make sure redeployees have access to current vacancies
- prompt managers to consider whether any current vacancies might be suitable alternative jobs for you,
- arrange any assessments / interviews required, and
- making offers to redeployees in accordance with the priority.
Staff

You are responsible for engaging fully with the redeployment procedure as set out below and acting reasonably at all times.

4. Terms and Definitions

Redeployment

Redeployment is the process of trying to find you a suitable alternative job within GMP.

Suitable Alternative Job

A similar job to your current job (in respect of terms, conditions, location and status).

5. Principles

5.1 Length of Time Seeking Redeployment

The amount of time we spend looking for another job for you depends upon the reason for redeployment, as follows:
- Redundancy – during your contractual notice (4 – 12 weeks) as a minimum, but we will try to start looking earlier wherever possible
- Performance or Medical reasons – for the length of time agreed as an outcome of your meeting under the Standards, Performance and Attendance Policy
- Discipline – existing vacancies at the time of the decision to attempt redeployment only
- Returning from Career Break – for three months from when you inform us you wish to return, and during any period of notice.

5.2 Priority Order for Redeployment

When considering more than one redeployee for any vacancy, the following order of priority will apply:
- a) redundancy redeployees on maternity / adoption / additional paternity leave (as required by employment law)
- b) redeployees under the Standards, Performance and Attendance Policy solely due to disability
- c) other redundancy redeployees
- d) all other redeployees.

5.3 Protection Arrangements

If the reason for your redeployment is a redundancy situation, you may be entitled to:
- Salary protection
- Enhancement buyout
- Excess travel

See the Police Staff Handbook for details.
5.4 **Equality**

We’ll have due regard to the requirements of the Equality Act when following this procedure. This includes making reasonable adjustments for you if you have a disability.

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6. **Procedure**

6.1 **Skills Form**

When you become a redeployee we’ll ask for your email address(es) so you can use the online recruitment system. We’ll ask you to complete an online Skills Form.

6.2 **Identifying suitable jobs**

When the Recruitment Unit receive your Skills Form, they’ll consult with managers of vacant posts to consider which vacancies you might be suitable for.

We may consider jobs of up to two grades below your substantive grade to be suitable. For a job to be a Suitable Alternative you must meet 60% of the essential criteria for that job and be able to do the job with reasonable training.

On the intranet, you’ll also be able to see details of existing job vacancies. If you think a vacancy is suitable for you, you should let the Recruitment Unit know.

If you can’t be considered for a vacancy as a redeployee (for example if the vacancy is of a higher grade), you can still apply as an internal applicant following normal procedures.

6.3 **Assessing your suitability**

We may be able to decide from your Skills Form that you’re suitable for a role. If there are no other suitable redeployees, you may be offered the role immediately.

We may need further information from you or an assessment or interview to determine whether you’re suitable for a role. If this happens, the Recruitment Unit will contact you.

If two or more redeployees are suitable for a role we’ll consider the order of priority (see section 5.2). If there’s still more than one candidate, the highest scorer at assessment or interview will be offered the job.

6.4 **Refusing a role**

You must tell us your reasons if you refuse:

- to provide further information in relation to your suitability for a role
- to attend an assessment or interview, or
- an offer of redeployment.

If we agree that your refusal is reasonable then the search for alternative redeployment will continue as normal. If we consider your refusal is unreasonable, you could lose any right you may have had to a redundancy payment.
6.5 Trial Period

If you’re redeployed, you’ll be given a trial period, during which we can decide if you’re suitable for the job. Similarly, you can use this trial to decide if the job is suitable for you.

The trial period will be a minimum of four weeks. In some cases we may set a longer period (maximum three months) to allow for training and assessment. We’ll tell you the length of the trial period before you start the trial.

The trial period may be extended in exceptional circumstances (for example if the necessary training for the post is not available within the 4 week period).

During the trial period your new manager will give you appropriate support, training, and regular and timely feedback.

6.6 Confirmation in Role

If the trial period is successful, your appointment will be confirmed and you’ll no longer be regarded as a redeployee. The appointment to the post will be on the grade, terms and conditions relevant to that post. See section 5.3 for information on protection arrangements.

6.7 Unsuccessful trial periods

If your new manager decides the trial has been unsuccessful they’ll meet with you to explain reasons why the trial period has been unsuccessful.

If you decide the trial has been unsuccessful you must meet with your manager to explain the reasons why.

If your redeployment is unsuccessful, the next steps will depend on the reason for redeployment as follows:

- Redundancy Policy redeployees – you’ll stay in the role whilst we continue to seek redeployment for the remainder of your notice period.
- Standards, Performance and Attendance Policy redeployees – You’ll return to your original Division / Branch and be given alternative work whilst we continue to seek redeployment. Your original manager will still be responsible for you until a meeting under the next stage of the Policy is arranged or you’re successfully redeployed.
- Discipline Policy redeployees – the Police Staff Misconduct Manager will be informed. Any resulting dismissal would be on the grounds of discipline and no notice of termination would be given.
- Career Break Policy redeployees –we’ll continue to seek redeployment for the remainder of the redeployment period.

You should also refer to those Policies for more information.

7. Associated Documents

- Redundancy Policy
- Standards, Performance and Attendance Policy
- Discipline Policy
- Career Break Policy
8. Consultation & Statutory Compliance

8.1 Consultation

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<thead>
<tr>
<th>Department</th>
<th>Comments</th>
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<tr>
<td>Unison</td>
<td>Unison have been consulted on the amendments to the Procedure. Whilst the procedure has been re-written in a new structure and style, the fundamentals of the right to redeployment and the process of redeployment have not changed. Unison have contributed to consultation and provided feedback and suggestions on elements of the wording of the Procedure.</td>
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8.2 Statutory Compliance

Data Protection Act (1998)

The Procedure complies with the Data Protection Act 1998.


The Procedure is disclosable to the public.

Equality Act 2010

Due regard has been had to the General Equality Duty. Having a protected characteristic will not impact on a member of staff’s eligibility to redeployment. In order to advance equality of opportunity, we pay particular attention to ensuring that we consider reasonable adjustments in redeployment for staff with disabilities. The associated management guidance also pays attention to this. In order to eliminate discrimination, staff who are on maternity (or paternity or adoption) leave are given priority to redeployment in redundancy situations.

9. Appendices