

Redeployment Policy

July 2026

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1. Purpose

- 1.1 The purpose of this policy is to provide a fair and consistent framework for supporting employees who are at risk of losing their role, to seek alternative employment within the organisation, where reasonable. Redeployment aims to retain skills, experience, and organisational knowledge wherever possible.

2. Scope

- 2.1 This policy applies to all employees who meet the eligibility criteria set out below and who are seeking redeployment within the organisation.
- 2.2 This policy should be read in conjunction with other organisational policies, including but not limited to the Consultation procedure, Capability Policy, Managing Attendance Policy, Secondment Policy and Fixed-Term Contracts Policy.

3. Responsibilities

- 3.1 **Employees** are expected to:
- Actively engage in the redeployment process
 - Consider suitable alternative roles
 - Attend meetings and respond to communications
- 3.2 **Managers/HR** are responsible for:
- Ensuring redeployment discussions take place at the appropriate time
 - Maintaining appropriate records
 - Providing guidance and support throughout the process

4. Eligibility for Redeployment

- 4.1 Employees may be eligible for redeployment where their role is at risk or no longer suitable due to one of the following circumstances:
- Capability
 - Ill health or long-term sickness
 - Notice of termination (including the end of a fixed-term contract)
 - Redundancy

To be eligible for redeployment, employees must have a **minimum of six months'** continuous service with the organisation.

5. Priority Status

- 5.1 For the purposes of redeployment, employees will be assigned a priority status:
- **Priority 1** – Employees who are under formal notice of their employment ending
 - **Priority 2** – Employees who are not under notice of their employment ending but are eligible for redeployment under this policy

6. Redeployment Process

- 6.1 Redeployment will be discussed with employees at the appropriate formal meeting, such as the start of a consultation/an absence review or capability meeting, at which point employees will be advised of the process, their priority status, and their responsibilities during the redeployment period.
- 6.2 Eligible employees will be added to the redeployment register to record priority status, monitor progress, and ensure fair and consistent treatment.
- 6.3 Employees on the register will receive a weekly email, listing current vacancies and are expected to review opportunities, express interest in suitable roles, and engage with the recruitment process, with support from HR and/or their line manager where appropriate.
- 6.4 Progress will be reviewed at monthly meetings with HR and/or the line manager, or more frequently if required, where any applications made will be discussed, any barriers to redeployment will be identified and the next steps will be agreed.
- 6.5 If redeployment is unsuccessful, the employment will come to an end in line with the appropriate policy.

7. Recruitment Process

- 7.1 All vacancies will be advertised via Greater Jobs. At the same time, roles will be circulated to employees on the redeployment register. Where redeployees express an interest in the role, recruiting managers must give priority consideration to these individuals and assess their suitability before progressing any other candidates. In some circumstances, it may be appropriate for a role to be advertised to redeployees only.
- 7.2 Where a role does not require any formal qualifications and/or professional experience, managers should consider appointing redeployees who can demonstrate they can meet the essential criteria following a reasonable period of training and development.

- 7.3 Assessments for redeployees could include a working interview or an informal conversation/ interview. Notes should be made to enable feedback to be provided, as required.
- 7.4 The assessment process for redeployees may not necessarily replicate a normal recruitment process. More flexibility should be considered, taking account of the nature of the work experience and skills of the redeployees being considered for the vacancy. A reduced benchmark may be suitable.
- 7.5 Managers should inform the HR representative of the outcome.
- 7.6 Salary protection is only applicable where redeployment has occurred as a result of organisational change and not in situations of capability, sickness or end of fixed-term contracts.

8. Suitable Alternative Employment

- 8.1 In redundancy situations, where a potentially suitable alternative role is identified, this will be discussed with the employee. Consideration will be given to:
- Skills, experience, and qualifications
 - Pay, hours, and location
 - Any reasonable adjustments required
- 8.2 Where it is deemed not suitable, employees should outline in writing why to their manager.
- 8.3 Where a suitable alternative role is unreasonably refused, the Council reserves the right to withhold redundancy payments
- 8.4 Where applicable, trial periods will be offered in line with statutory and organisational requirements.

9. Trial Periods

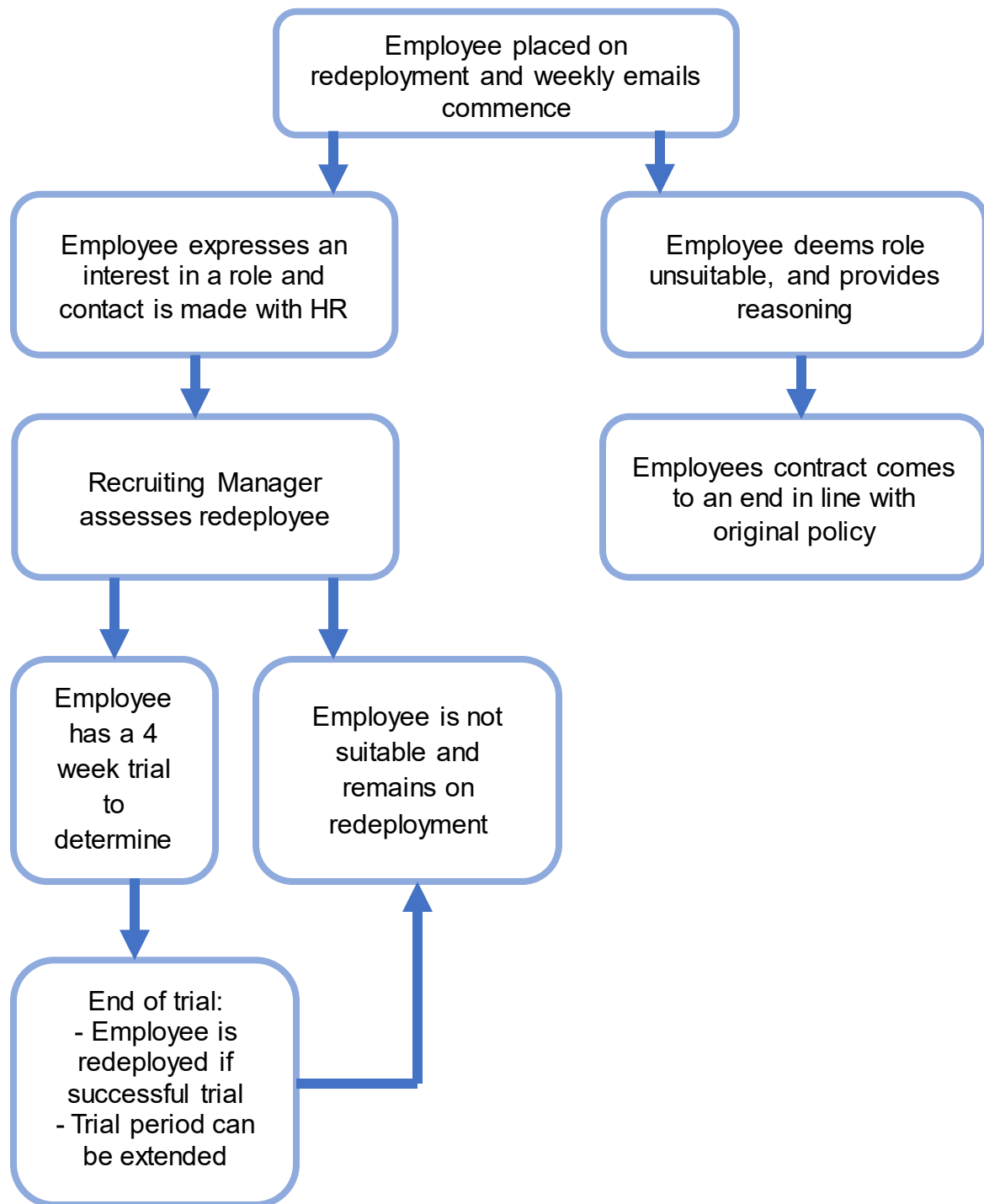
- 9.1 If an employee is redeployed into a new role, there is a 4-week trial period. For those absent from work under the Family leave policy, trial periods will commence the day they return to work.
- 9.2 Trial periods will run concurrently with notice periods, should the trial be unsuccessful the employee will return to the redeployment list for the remainder of their notice period, if applicable. Alternatively, the employment will come to an end at the end of an unsuccessful trial period.

- 9.3 Whilst an employee is undertaken a trial period, the weekly vacancy emails will continue.
- 9.4 The purpose of a trial period is to enable both employee and manager to assess suitability for the role. Managers should hold regular meetings with the employee and document this. Managers are responsible for arranging any training needs.
- 9.5 A review meeting should be arranged at the end of the trial period with the manager, employee, HR and Trade Union if appropriate, to discuss progress.
- 9.6 In exceptional circumstances, trial periods may be extended. This should be agreed with all parties, including HR & Trade Union.

10. Policy Review

- 10.1 This policy will be reviewed periodically to ensure compliance with employment legislation and organisational requirements.

Appendix 1: Flowchart





Bury
Council