

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Council: 25 January 2012

Subject: Redeployment Register

1. Purpose

- 1.1** To provide Committee with the up-to-date position on employees on the Redeployment Register and outline the process in place to ensure these employees are given the first chance to apply for suitable vacancies.

2. Background

- 2.1** With the Council's budget reducing year on year and the continual need to change methods of delivering services it was inevitable this would result in a requirement to review the composition of the workforce.
- 2.2** The formal Redeployment Register and process was implemented 18 months ago to support workforce reduction and provide a framework to deal with the redeployment of employees in a consistent, structured and compassionate manner.
- 2.3** On 26 October 2011 Council agreed that a report be submitted to a future meeting of Council on "the up-to-date position of employees who were on the Redeployment List, seeking confirmation that those employees were being given the first chance to apply for suitable vacancies within the Council".

3. Main Issues

- 3.1** The Redeployment Register was implemented to support a structured process to ensure staff in a redeployment situation are treated in a fair, reasonable and consistent manner.
- 3.2** The effectiveness of the process requires a committed and consistent approach and the redeployment process is managed centrally by HR&OD. This ensures that: staff on the Register complete a personal profile outlining their knowledge, skills, and experience; vacant posts are scrutinised and considered for redeployment opportunities prior to advertising; and managers work with their HR Business Partner to manage redeployment situations..
- 3.3** The formal redeployment process is instigated from the date when an employee is identified as "displaced" or unable to undertake their post. During recent restructurings a number of "displaced" employees were successfully redeployed within their department and therefore did not require to be placed on the Redeployment Register.

3.4 There are 3 circumstances in which an employee will be placed on the formal Redeployment Register, namely:

- Where an employee becomes “displaced” from their existing post due to departmental or service restructuring and all departmental options have been explored.
- Where an employee is unable to return to their existing post because of illness or disability, and all other options have been exhausted.
- Failure to obtain required qualification/registration which means the employee is unable to fulfil the requirements of their post.

Review of Register

3.5 A review has shown that since the introduction of the Register, 59 employees have been placed on the Register for a variety of reasons including:

- Displaced due to restructure
- Ill-health/capability
- Fixed term employees nearing end of contract
- Modern Apprentices nearing the end of their apprenticeship
- Failure to obtain required qualification or registration

3.6 The outcome for these individuals was:

- 63% (37 employees) were redeployed to another post within the Council
- 5% (3 employees) have left the Council
- 13% (8 employees) remain on register list seeking redeployment
- 19% (11 employees) redeployed to a temporary post

3.7 As noted above, at present 8 employees remain on the Redeployment Register as outlined below:

Reason	Employees
Displaced	4
Ill-health/capability	3
Failure to achieve qualification or registration	1

3.8 A further 11 employees are currently undertaking a temporary post and will be returned to the Register when they are approaching the end of their temporary post. Although undertaking a temporary post these employees are still considered for redeployment opportunities during the period of their temporary appointment.

Redeployment Process

3.9 HR&OD monitor the Redeployment process to ensure consistent, fair and equitable practice. This includes restrictions on external advertising.

3.10 As part of the process, managers are required to consider the employees on the Redeployment Register before a vacancy would be published. .

3.11 The key steps in the process include:

- Any vacant posts are held in the first instance for employees on the Redeployment Register.
- HR Business Partners receive weekly details of vacancies to compare details of employees held within the register, with the criteria identified within the vacant posts person specification.
- Employees on the Register are provided with a weekly list of vacancies.
- Employees on the Register have the first opportunity to express an interest in any of the posts providing they meet the essential criteria, or could meet the criteria for the post with training.
- If there is a match the individual would be called for an informal interview and if successful either offered a 4 week trial period or if they fully met the requirements of the post, be offered the post without trial.
- If more than one employee on the Register meets the person specification they would all be called for a competitive interview.

3.12 Only in exceptional circumstances, with approval from the Chief Executive, would a post not be “held “for redeployment but be “published”. For example:

- where it is known that there are no suitable employees on the Register who could fulfill the post, e.g. teaching posts, social worker posts,
- High volume posts and casual posts, however employees on the Register are advised of these vacancies.

Details of ‘published’ vacancies are also sent to employees on the Register to ensure they are aware of all posts being advertised and to give them the opportunity to apply for promoted posts.

3.13 Trades unions Convenors are provided with a weekly update on the Redeployment Register, progress, successful redeployments and vacancy list. Any Trades unions concerns can be raised and dealt with through the Employee Liaison Group.

3.14 The redeployment process will be reviewed as part of the Organisational Change Policy review to ensure it remains effective for both employees and the Council.

4. People Implications

4.1 Reductions in employment levels impact on the workforce and security of employment. The Redeployment Register and process provides a framework for dealing with the any resultant redeployment in a fair and equitable manner.

5. Financial Implications

5.1 There are financial costs associated with workforce reduction and redeployment. The Council has set a budget for redeployment

6. Risk Analysis

- 6.1** The Council must consider the impact on reduced budgets on service delivery as this results in a risk to the composition of the workforce. The formal Redeployment Register and process supports the Council manage the reduction in posts and mitigate the risk of losing staff.

7. Equalities Impact Assessment (EIA)

- 7.1** No significant issues are identified at this stage regarding potential equality impact of this report. Departments are required to undertake an EIA as part of any restructuring.

8. Strategic Assessment

- 8.1** The redeployment process supports the Council's strategic priority to ensure "fit for purpose services" by ensuring cost effective service delivery to the local community and it is recognised that due to changing circumstances within the Council the process needs to be reviewed on a regular basis to ensure it is fit for purpose.

9. Conclusions and Recommendations

- 9.1** A formal Redeployment Register was implemented in the Council to ensure good practice and provide a process to manage redeployment situations within the Council.
- 9.2** The process ensures that employees in redeployment situations are placed on the Register, are given access to suitable vacancies before they are advertised and are supported during the process.
- 9.3** Committee is asked to note:
- (a) the up-to-date position of employees on the Redeployment Register and process to date on seeking redeployment opportunities.
 - (b) that the redeployment process will be reviewed as part of the Organisational Change Policy review to ensure the process is effective for both employees and the Council.

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Date: 10 January 2012

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Appendices: None

Background Papers: Minutes of Council Meeting on 26 October 2011

Wards Affected: All