



PRIFYSGOL
BANGOR
 UNIVERSITY

REDEPLOYMENT POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.	25 May 2012	Update and joint review	May 2015
2	Oct 2015	Amended to align policy with use of e-recruitment system for redeployment	October 2018
3	May 2018	Amended to be compliant with the General Data Protection Regulations (GDPR)	May 2021
Policy officer		Senior Responsible Officer	Approved By and Date
Director of HR			02.06.12, further IEA undertaken in Oct 2015

Redeployment Policy

1 Introduction

- 1.1 The University recognises the importance of security of employment for its staff and the desirability of avoidance of compulsory redundancy. It is therefore essential that a clearly understood practical redeployment policy is in place to facilitate redeployment.
- 1.2 The University aims to provide a structured redeployment process including a positive approach to re-training with individual training needs being assessed and active help and support provided, where possible and within given resources.
- 1.3 The University recognises that redeployment constitutes a change to an individual's contractual terms of employment and therefore cannot be implemented without his or her agreement.
- 1.4 Where the need arises, the University will ensure that full consultation and communications will take place with staff both collectively and individually and with Trade Unions at the earliest opportunity. Consultation with the individual would usually be at least 4 months before any change takes place and as soon as is possible for those staff who due to medical reasons are unable to continue in their present post.

2 Scope

- 2.1 This applies to Bangor University staff members and is applicable to redeployment due to the expiry of a fixed-term contract and the potential loss of employment due to redundancy. The principles of this policy however as outlined below will also be adhered to in other possible redeployment scenarios, for example on ill health grounds.

3 Principles

- 3.1 When dealing with an issue of redeployment the following principles should be followed:
 - Staff and their representatives have the right to be involved at the earliest opportunity in decisions which may affect them, in order that they can make informed choices.
 - Staff have the right to have their wishes and preferences taken into consideration.
 - Through the provision of advice and guidance, staff will be encouraged and supported to undertake any relevant training, where possible with the aim of continuing employment at the University. Once staff are on the redeployment register they should be allowed reasonable paid time off for retraining from their existing post.
 - Staff will be offered counselling through the University's independent counselling service should they require it.
 - Where appropriate job seeking counselling / advice will be offered.

3.2 Under the General Data Protection Regulation (GDPR) and updated UK data protection legislation, the University has a duty to ensure that the Personal Data that it holds on members of staff is processed fairly and lawfully, and in accordance with provisions set out in legislation.

3.3 Various conditions are to be met before your personal and special category data can be processed. As far as redeployment is concerned, the University is primarily relying on the processing of your personal data being necessary for the performance of a contract to which you are a party, and also processing of your personal data for legislative reasons.

3.4 The Human Resources Department will use the information you provide for the purpose of Redeployment only. The information you provide will also be shared with a third party, specifically the Manager(s) of posts which would be deemed to be a redeployment opportunity in accordance with the Redeployment Policy.

3.5 The information you provide may also be used to compile anonymous statistical data. Access to this data will be confined to the Human Resources Department. If not successfully redeployed, this data will be deleted after a period of 12 months unless otherwise instructed

4. Eligibility

4.1 To be placed on the University's Redeployment register the staff member concerned must meet the following criteria:

- At the point of being considered for the post, have normally been continuously employed by the University for a period of twelve months.
- If a staff member is to be placed on the redeployment register due to the expiry of a fixed-term contract, they will be placed on the register normally no earlier than four months prior to the contract expiry date.

4.2 Where it is not possible to secure alternative employment for staff through this policy, the provisions of the redundancy or fixed term policy shall apply (whichever is applicable) and those provisions and contractual and redundancy notice periods shall run concurrently with the redeployment period.

5. Procedures and Responsibilities

5.1 The Redeployment Register will be managed by the HR Department

5.2 Any member of staff identified as "at risk" of redundancy or is due to have their fixed-term contract ended will be asked if they wish to be placed on the Redeployment Register and will be invited to register and complete an on-line questionnaire, and meet with a HR Officer should they wish to do so. The purpose of the questionnaire is to establish a full skills profile of the individual, any training needs, personal aspirations of the employee and the categories and types of jobs that are likely to be suitable.

5.3 The table below outlines the responsibilities of all parties involved in the redeployment process.

HR Department	Staff member concerned	Existing employing Dept / School
<p>Ensure access to details of current vacancies and job specifications.</p> <p>Regular liaison with College and Departmental colleagues to determine any suitable vacancies</p> <p>Advising the Head of College/School/Dept of any applicants from the register for vacant posts.</p> <p>Maintain contact with staff on the register, providing the necessary support and guidance.</p> <p>Be available to meet with the staff member if they request a meeting in addition to completing the redeployment questionnaire.</p>	<p>To positively engage with the redeployment process, and the nominated HR representative throughout the process</p> <p>To actively seek alternative employment via University's web-site and / or other resources and give thorough consideration to all possible alternatives.</p>	<p>To actively seek alternative employment within the existing area for the staff member concerned.</p> <p>Be flexible, in terms of time away from the workplace to attend interviews and training opportunities.</p>

6. The Filling of Posts

- 6.1 Departments with vacant posts will give prior consideration to staff on the Redeployment Register BEFORE considering other applicants. Prior consideration involves considering the member of staff against the Person Specification for the vacant post. In order for a match to be established the staff member must normally meet the essential criteria for the post. Appropriate training can be given if required, where this training would be completed, and result in the individual being able to perform the role within a reasonable period of time, normally within 12 months.
- 6.2 The HR Department, in conjunction with the recruiting College/School/Department, will initially assess whether there is a potential match on the Redeployment Register and if there is a match, will inform the member of staff both verbally and/or in writing and ask them to consider the post. Responsibilities therefore also rest with the recruiting School / Department at this stage, which are to ensure that a clear and detailed Job Description and Person Specification exists and to positively engage with HR in considering the suitability of the individual seeking redeployment.
- 6.3 Individuals on the Redeployment Register must also access the list of all vacancies through the University Job Vacancy webpage, or can request written details from the HR Department if they do not have regular access to the website.

- 6.4 A suitable match will usually be at the same grade, and where appropriate similar work patterns, with consideration given to personal circumstances, location etc. as their most recent previous post.
- 6.5 Once a reasonable match has been established then the individual(s) will be offered an interview prior to any other candidates (except for other redeployees). If a person meets the essential criteria at interview (taking into account any training needs as per sections 6.1 and 7 of this policy) then in normal circumstances they will be offered the post. If the college department decides not to offer the post, the College/Department will provide, in writing, the objective justification for not appointing the individual. Guidelines in relation to the composition of interview panel will apply in redeployment cases, as with all other appointments.
- 6.6 Departments which have identified “at risk posts” or undergoing restructuring should give prior consideration to its own staff before considering staff on the Redeployment Register from other departments.
- 6.7 Individual employees, dissatisfied with the process, will have the right to raise their concerns with the Director of Human Resources within 10 working days of receipt of the outcome, and if still dissatisfied to raise their issue through the University’s grievance procedure.

7. Training

- 7.1 The University will endeavour to provide appropriate, relevant training and to provide any relevant /appropriate up-skilling. Insofar as practicable, staff will be encouraged and supported in undertaking any relevant training and will be allowed reasonable paid time off in order to undertake such training. There is a normal expectation that the training will be satisfactory completed within 12 months of appointment.

8. Trial Periods

- 8.1 An employee redeployed to alternative employment will be entitled to a trial period of a minimum of 4 weeks and a maximum of 12 weeks dependent on the nature of the new post. The purpose of this trial period is to enable both the individual and the College/Department to assess the employee’s suitability for the post. There will also be flexibility in deciding whether to extend the trial period further.
- 8.2 The trial period will be communicated in writing to the redeployed individual prior to the start of the trial period, clearly detailing its duration. Should the trial period need to be extended, this must also be confirmed in writing prior to the extension taking place and be in agreement with the individual concerned.
- 8.3 Employees will reserve their right to opt for redundancy (where relevant) if they decide the job is unsuitable within the trial period. Employees should inform the University about their decision to opt for redundancy before the end of the trial period. The University will not unreasonably refuse the employee to opt for redundancy. This must however take place during the first 4 weeks of the redeployment period.

- 8.4 A staff member who unreasonably refuses the offer of a suitable alternative redeployment opportunity may forfeit their rights to a statutory redundancy payment.
- 8.5 On successful completion of a trial period, the employee will be formally offered the post and subsequently receive a new contract of employment.

9 Protection Arrangements

- 9.1 The University policy will protect the salary for a two year period of those staff in situations where the post to which a member of staff has been redeployed is at a lower grade than their current/most recent contracted one.
- 9.2 Protection arrangements will apply only in cases of redeployment due to redundancy. Where redeployment takes place due to the expiry of a fixed-term contract the staff member will be appointed on the grade of the post. Continued employment will have been secured and as such pay protection will not normally apply.

10. Definitions

Redeployee - Member of staff on the redeployment register

Suitable Vacancies - Suitable vacancies are those where the skills, knowledge and experience sought to fill the vacancy match the skills, knowledge and experience of the redeployee with or without reasonable and appropriate further training. In assessing whether or not a vacancy is suitable a number of factors will need to be taken into account including:

- Content of the job
- Status of the job
- Qualifications and skills needed and those of the redeployee
- Hours – how and when
- Location and accessibility
- Personal circumstances
- Career prospects of the redeployee

Prior consideration for a vacancy - Prior consideration for a vacancy means being considered prior to the post being advertised or alternatively prior to the normal selection process.

Redeployment Register - This is a register held by the Human Resources Department for staff who need to be redeployed. i.e. central records and monitoring of who is on the register and their general progress.

Formal Restructuring - Formal restructuring is a restructuring exercise where consultation with the relevant Trade Unions takes place prior to and during the restructuring exercise.

11. Implementation and Review

- 11.1 All parties involved in the operation of the Redeployment Policy have the responsibility for ensuring that the application of this policy is in line with the University's Equal Opportunities Policy and Code of Practice.
- 11.2 Policies and procedures which are linked to the redeployment policy and which should be read in conjunction with it, are:
- Fixed-term contracts
 - Avoidance and Mitigation of Redundancy Policy
- 11.3 The policy will be monitored and reviewed on a regular basis, to ensure that it meets the needs of the University and to ensure compliance with the relevant legislation.
- 11.4 This Policy has been Equality Impact Assessed based on consultation and information available at the time of the Policy being developed. It is recommended that an equality review of the Policy takes place one year after implementation. This should include consideration of any data (qualitative and quantitative) that could identify any equality related issues that have arisen and require consideration.