

Redeployment Policy Overview

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Introduction (Policy Statement)

YBS is committed to supporting our colleagues where, because of organisational change their role is at risk of redundancy or because of ill health, a particular role is no longer viable for them. Our aim is to provide help with identifying opportunities that may enable colleagues to remain with the Society.

This policy is a sub-policy of our People Risk Policy.

Who is covered by this policy?

The policy applies to all colleagues whether employed on a permanent or fixed-term basis. It does not apply to contractors, consultants, agency workers or any self-employed individuals working for YBS.

We are committed to Diversity, Equality & Inclusion in the implementation of this policy.

When should the policy be used?

The Policy should be followed when:

- A colleague has been placed “At Risk” of redundancy or is under notice of redundancy and where no new role has been identified through the consultation process within the proposed new structure
- A colleague has been impacted by ill health or a disability (as defined under the Equality Act) and is unable to carry out their current role even following the implementation of reasonable adjustments

The purpose of the policy is simple - to provide a framework for colleagues, managers and recruiting managers to ensure opportunities for redeployment are fully considered and explored prior to anyone leaving the Society.

What is redeployment and when does it apply?

Redeployment is the process that we go through to help colleagues find another position within the organisation as a way of preventing them leaving on grounds of redundancy or ill health. We also have a legal duty to mitigate redundancy wherever possible.

How long does a colleague remain in the redeployment talent pool

Colleagues “at risk” of redundancy or under notice of redundancy will remain in the redeployment talent pool until they leave or until they are redeployed to a different role.

For colleagues in the redeployment talent pool because of ill health or a disability, a decision will be made on a case-by-case basis on how long they remain in the redeployment talent pool

How does redeployment work?

- Colleagues will be placed in a ‘redemption talent pool’ at the point redeployment applies and the consultation/line manager will let the colleague know that they’re in the redeployment talent pool and what this means for them.
- The Resourcing & Inclusion team will be notified of any colleagues who are now in the redeployment talent pool.
- This team will then send a list of all current vacancies to the colleague and their consultation/line manager. All vacancies can also be viewed on the internal vacancies site.
- The consultation manager and/ or line manager will work with the colleague to establish the transferable skills the colleague has, helping them identify roles they may want to consider today. Colleagues are asked to submit their CV. The Resourcing & Inclusion team will use this to assess suitability for any roles where the colleague’s skills potentially match the job.
- The colleague will need to apply for any role they’re interested in. If the colleague has already submitted their CV as per the above, they can raise a request advising the Resourcing & Inclusion team of the role they’re interested in and requesting their CV to be moved across. If they haven’t done the above, the colleague will need to apply for the vacancy. The colleague will be able to indicate they are a redeployee to the Resourcing & Inclusion team during the application process.

- In ill health cases, sometimes, colleagues may not need to apply for role. The People Relations team will be able to offer guidance on when this may apply.
- Vacancies will be advertised in the normal way but applications from colleagues in the redeployment talent pool will be forwarded to the recruiting manager before those of other applicants where possible.
- The Resourcing & Inclusion team and the recruiting manager may sometimes contact the colleague to discuss the position and to help them assess if the colleague should be invited for an interview.
- Recruiting managers will be encouraged to think about the transferable skills a colleague has and whether, with appropriate training and development, they could perform the role to an acceptable standard rather than looking for a 'perfect fit' for the role.
- Where a redeployment colleague meets the minimum/essential criteria for a role, they will be prioritised for interview and seen before any other applicants where possible.
- If the colleague is then offered the role, they would be given a trial period.
- Where a colleague is unsuccessful in securing an interview/role, they can request feedback from the recruiting manager including advice and guidance on areas for improvement or development.

Your role in the redeployment process

It is important that if you're in the redeployment talent pool you proactively engage with the process and take steps to ensure you have the best chance of securing a role internally.

Registering for vacancy alerts

Doing this ensures you are notified whenever a role is advertised that fits your requirements. You should regularly review current vacancies and put yourself forward for any suitable opportunities.

Preparing for interviews and selection processes

Tailoring an application for the role you're applying for can really help a recruiting manager understand your ability to do the role. Think about:

- your skills, knowledge, and experience
- any transferable skills you have
- any specific areas of expertise or interest you have
- your level of responsibility
- any relevant training you have undertaken
- your ambitions/aspirations
- if appropriate, any personal circumstances relevant to undertaking a new position

Proactively seek out support

This can be from colleagues, your line manager, the recruiting manager or colleagues already performing the role you're interested in. Taking advantage of all the resources available to you will help improve your ability to stay with the Society.

Support available to colleagues in the redeployment talent pool

Responsibilities

Consultation/Line Manager Role and Responsibilities

- Support and advise the colleague as needed and answer any questions that the colleague may have
- Work with the colleague to help them identify their skills, highlight their contribution to date and help the colleagues think about how their skills could potentially be transferred into other roles
- Suggest additional training and development a colleague could undertake, which might help them with securing another role internally

Recruiting Manager Role and Responsibilities

- Respond positively to considering applications from colleagues in the redeployment talent pool and during the selection process

- Assess colleagues against the essential/ minimum selection criteria for the role seeking guidance from the People Relations or Resourcing & Inclusion teams as needed
- Providing feedback to a colleague where requested
- Provide support during a trial period and having regular reviews with the colleague
- Determine suitability at the end of the trial period

Resourcing & Inclusion team Role and Responsibilities

- Provide colleagues and their line manager with an up-to-date list of vacancies to ensure they're aware of all opportunities available as they arise
- Can be contacted for advice and guidance on current vacancies, updating CVs, preparing for interviews
- Support recruiting managers assess colleagues against the essential/minimum selection criteria for the role

People Relations team Role and Responsibilities

- Provide support and guidance on the process and procedure
- Support colleagues' understanding of the process to maximise opportunities for successful redeployment
- Where necessary, liaise with Occupational Health Services (and others as appropriate) and the line manager to obtain advice on reasonable adjustments and the suitability of redeployment opportunities

Support

Colleagues who have been served with notice of redundancy will be permitted reasonable paid time off to attend interviews or training. The colleague must agree this with their manager.

Mental Health First Aiders can be contacted on a confidential basis. They will be able to signpost support from both internal and external sources. They will not be able to advise on the details of the case but will be there to listen.

The Employee Assistance Programme (EAP) provides support with the difficulties associated with any aspect of health or daily life. This is a free and confidential service for all our colleagues, offered 24 hours a day, 365 days a year

Levels of **BUPA** coverage vary; however, for colleagues who have this benefit the provision of support may be available on an in-patient or out-patient basis via private medical insurance.

Digital Health Hero (ZGP24): All colleagues have access to a digital GP and second medical opinion service

Unmind is an online platform and app to help you to actively manage and improve your mental and physical health – and it's free for you and one of your loved ones to use. Simply visit your app store (either with Apple or Google Play) and search 'Unmind'.

Contractual Information

The policy does not form part of any contract of employment and YBS may amend it from time to time.