

## Office of Police & Crime Commissioner – Devon & Cornwall Policy Cover Sheet

<b>Policy Name:</b>	Re-deployment Policy
<b>Version Number:</b>	V1.0
<b>Date:</b>	9 November 2012
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<b>Policy Sign off Date:</b>	12 November 2012
<b>Policy Signed off by:</b>	Sue Howl – Chief Executive
<b>Cover note:</b>	<p>As this is a new policy it will require consultation by the Police Authority (PA)/Office of Police &amp; Crime Commissioner (OPCC).</p> <p>This policy sets out the high level principles and ethos around the management of redeployment and is based on the existing version held by Devon &amp; Cornwall Police (D&amp;CP).</p> <p>D&amp;CP are currently putting all HR policies into the new Force template style and reviewing content in terms of legislative changes, terminology and bringing them up to date. This policy version is based on the revised D&amp;CP draft recently consulted on and signed off at Partnership Group.</p>
<b>EIA status:</b>	Policy will require EIA from the PA/OPCC perspective.

# Office of Police & Crime Commissioner – Devon & Cornwall Re-Deployment Policy

## Version dated:

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### 2.0 Policy Statement [FOIA Open]

- 2.1 The Office of Police & Crime Commissioner (OPCC) is committed, as far as is reasonably practicable, to maintaining security of employment for existing staff whilst ensuring efficient and effective use of current skills and encouraging workforce flexibility in achieving organisational requirements. Re-deployment will always be considered as an alternative to redundancy.

### 3.0 Introduction [FOIA Open]

- 3.1 The OPCC 'people management' policies reflect the organisation's commitment to its staff, and are underpinned by the highest standards of integrity. They provide a high-level set of principles, which are supported by procedures, working practices and guidance. By nature, however, it is not possible to cover every eventuality that may occur within the context of 'people management'. It may be necessary to vary the approach to ensure matters are dealt with in the most efficient/appropriate way whilst maintaining equity and fairness. Any variance from the stated practice should be justifiable in these terms.
- 3.2 This policy supports legislation and guidelines contained within (but not limited to) the:
- Employment Act 2008
  - Trade Union & Labour Relations (Consolidation) Act 1992
  - The Transfer of Undertakings (Protection of Employment) Regulations 2006
  - Equality Act 2010/Public Sector Equality Duty
  - Health & Safety at Work Act 1974
  - Human Rights Act 1998.

### 4.0 Principles/Ethos of the Policy [FOIA Open]

#### Re-Deployment Defined

- 4.1 'Re-deployment' is the process of securing alternative employment for staff displaced as a result of organisational change, service modernisation, capability

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or ill health. The process by which staff access different forms of re-deployment may vary and individual staff entitlements within this may differ.

4.2 To find meaningful and appropriate employment for individuals who are unable to continue in their current post, either temporarily or permanently.

4.3 This policy applies to all staff and covers temporary or permanent re-deployment where:

- The operational requirements of the OPCC mean that the job a member of staff is doing is no longer required and a potential redundancy situation exists;
- A fixed-term contract is ended on grounds of redundancy and a potential redundancy situation exists;
- Due to medical reasons, a member of staff is unable to fully perform their current role;
- Re-deployment may assist in the facilitation of an investigation or be necessary following the agreed outcome of a disciplinary or grievance procedure; or
- An employee is potentially or actually displaced, following the regrading of their specific post by the grading panel. This is subject to review as the job evaluation programme progresses.

**Please note:** The existing Devon & Cornwall Police redeployment register ~~will be~~ available to ~~D&CPA staff (subsequently OPCC staff.)~~ until Stage 2 transfer arrangements have been completed.

4.4 This policy is supported by practical procedures to assist with its effective/consistent implementation. The overriding principles of the policy are:

4.4.1 Where a post is identified as no longer being required, the employee will receive notification. However, they will not necessarily be given immediate formal notice of redundancy; instead the re-deployment process may be considered more appropriate in the first instance.

4.4.2 In line with the Equality Act 2010 the OPCC, and Line Managers involved in the redeployment process, will not unlawfully discriminate and therefore all cases of redeployment will be treated in a reasonable, fair and open manner.

4.4.3 In such circumstances, the re-deployment procedure will be followed in consultation with prospective line managers and specialist advisers such as HR and Occupational Health, in consultation with Trade Union Representatives, as appropriate.

4.4.4 Line managers will maintain effective communication with those employees subject to the terms of this policy, ensuring they are up to date on developments.

4.4.5 Where potential re-deployment exists as a result of widespread organisational change there will be full and meaningful consultation with staff representatives as

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well as the individuals involved. In cases of individual re-deployment, appropriate consultation will take place in a way that is agreed with the employee.

- 4.4.6 Every effort will be made to offer suitable alternative employment for employees who are to be re-deployed. In determining whether a post is suitable factors such as grade, location, job content, responsibility, status and terms and conditions should be taken into consideration.
- 4.4.7 Re-deployment processes may change from time to time to most appropriately fit the circumstances at the time, such as, for example, where there is a wide-scale organisational review. However, the guiding principles outlined in this policy and supporting procedures will remain in force.
- 4.4.8 The OPCC may need to accommodate temporary changes to an individual's job in specific instances. This policy and supporting procedures are intended to cover all re-deployment situations. However, certain categories of temporary re-deployment are covered by specific policies. If there is any conflict between this re-deployment policy and specific policies, the specific policies will override the conflicting provisions of this policy.
- 4.4.9 Where an individual's role is no longer required, or where they are no longer able to perform that role for medical or other organisational reasons, the OPCC will work with the individual to identify a suitable alternative role in which to permanently re-deploy them.
- 4.4.10 An employee aggrieved as to their treatment under the Re-deployment Policy and supporting procedures will have a right of appeal through the Grievance Procedure.

### **Responsibility and Monitoring**

- 4.4.11 Re-deployment cases and subsequent outcomes will be recorded on the individual's personal file.
- 4.4.12 The line manager (or manager handling the case) will, with HR engagement as appropriate, be responsible for monitoring processes locally at each stage, ensuring it is handled effectively and that timescales are being adhered to, as well as ensuring all parties are kept informed of progress/the outcome of the process.
- 4.4.13 The line manager will ensure that all parties involved in the re-deployment process are aware they have access to employee assistance support.
- 4.4.14 Line managers, individuals and HR professionals each have areas of responsibility in ensuring the successful & consistent delivery of this policy.

## **5.0 Audit Compliance [FOIA Open]**

- 5.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure

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compliance with equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

### **6.0 Review and Ownership [FOIA Open]**

- 6.1 This policy is owned by the Office of the Police & Crime Commissioner, with a review undertaken on a two yearly basis or earlier if required.

### **7.0 Useful Links [FOIA Open]**

- 7.1 Practical procedures are available to assist with the effective and consistent implementation of the policy. For enquiries relating to this policy contact the Chief Executive until such time as the structure of the OPCC is determined.