



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

# Redeployment Policy

## Non-Statutory

Policy Approved by the Board of Trustees

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## Document History

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This policy applies to all schools and employees within the Lighthouse Schools Partnership.

*This policy remains valid, and in operation, until a new or updated policy is published.*

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## 1. Introduction

This policy sets out the process which the Lighthouse Schools Partnership (hereafter referred to as the 'Trust') will follow when there is a need to redeploy staff. The principles underlying this policy are to provide a fair approach to redeploying staff into suitable alternative employment in a redundancy situation.

## 2. What is redeployment and in what situations does it apply?

Redeployment is defined as the offer and acceptance of another job as an alternative to redundancy. It is offered as an option to permanent employees who are redundant if their post has been deleted due to a re-organisation; the fixed term/or secondment of the post has come to an end and the postholder is deemed to have employment rights; or if an alternative post needs to be sought due to health reasons (subject to an occupational health assessment).

The Trust will treat all staff in this situation fairly and equitably and will recognise the distress that a redeployment process may cause. The Trust will make every effort to:

- Seek suitable alternative employment (SAE) within the Trust.
- Make relevant training available where appropriate, subject to costs and the individual's potential to benefit.

## 3. What is Suitable Alternative Employment?

Employees that are at risk of redundancy may be considered for Suitable Alternative Employment (SAE). A position may be considered as suitable alternative employment if:

- the position is the same grade or 1 grade lower than the position which has been deleted, and
- it is work that, with support, the employee has the requisite skills and competencies to do, and can reasonably be expected to do in terms of the job content, and job level, and,
- the working arrangements including hours, working pattern and location are a reasonable alternative to the current position, and
- the job status, and terms and conditions including pay are not substantially less favourable to the employee than the original position held.

## 4. What is the process for redeployment?

Following a re-organisation or a change management process, redeployment will be arranged as suitable alternative employment in one of the following ways:

- Direct placement in a suitable alternative role - known as 'Slot in'.
- Ring fencing - a process to enable employees at risk of redundancy to be redeployed to another post in the Trust when they are not 'slotted in' to another post.

#### a. What is a Slot in?

A slot in occurs where:

- the existing position is deleted but an identical or very similar position is created in the new structure, within the same school, with a new job description bearing a strong resemblance to the existing position, usually with a match of approximately 80%,
- the new position is evaluated at the same grade as the deleted position,
- there are the same number, or fewer, employees in the current structure than new positions available,
- there is no need for a formal selection process or interview and the employee is slotted into the new role.

#### b. What is Ring fencing?

Ringfencing occurs when:

- There is a post, or posts, that are available at the same grade, or 1 grade lower, and with a broadly compatible job description to the employee's deleted post available within the Trust. Employees at risk of redundancy will be ring-fenced for consideration for this post(s) if it is considered as suitable alternative employment. By ring-fencing a post the Trust is ensuring the post is protected for at risk ring-fenced employees only at this stage.
- When there is a re-organisation all employees at risk of redundancy may be ring-fenced to one or more positions, and several employees may be ring fenced for the same position.

How does the ringfencing procedure work?

- In the first instance employees are ring fenced for posts within their current school. They will be assessed against the job description and person specification for the new position(s) using a matrix of case specific factors. This could include factors such as skills and experience and the cost of any redundancy payments.
- If suitable alternative employment is not found in the employee's current school or work location, employees will be registered into the Trust's redeployment pool. The Trust's HR team will actively job match based upon the employee's skills and competencies and potentially ring fence employees for a post(s) elsewhere within the Trust.

- Employees in the redeployment pool will be invited to complete a full application form, to ensure they can be fully considered and assessed. These documents need to be received by schools by the specified deadline date in order to be considered. Any received after this date may not be considered. Employees in the redeployment pool will be assessed against the job description and person specification for the new position(s).
- An employee in the redeployment pool will be considered as ring fenced if they meet the requirements of the person specification. Ring-fenced employees will be required to attend interviews for positions they are ring-fenced to.
- The Trust reserves the right to make the final decision as to whether or not to offer the employee the position, based on an assessment as to how they meet the person specification criteria and their performance at interview.
- Any employee who is appointed to a suitable alternative post will no longer be considered as at risk of redundancy.

A detailed flow chart of the redeployment process for employees registered in the redeployment pool is provided as Appendix A.

## 5. What salary is paid to employees who are redeployed?

If an employee is successfully redeployed from their existing position to another suitable alternative position, either as a result of being at risk of redundancy, or for health-related reasons, the following will apply:

### a. Redeployment to a position at the same grade

- If an existing employee is redeployed to a suitable alternative position at the same grade as their previous position, they will continue to be paid on their current scale point and will continue to increment until they reach the top of the grade.
- Hours and weeks worked will be negotiated and any changes will not be subject to pay protection.

### b. Redeployment to a position 1 grade lower

- If an existing employee is redeployed to a suitable alternative position which is at 1 grade lower than their previous position, pay protection will apply. For support staff pay will be protected and frozen for 1 year and for 3 years for teaching staff.
- When the protected period is complete the employee's grade will convert to the lower grade at the top of the scale.
- Hours and weeks worked will be negotiated and any changes will not be subject to pay protection.

### c. Redeployment to a position more than one grade lower

- If an existing employee is redeployed to an alternative position which is more than one grade lower than their previous position, pay protection is not offered and it is the decision of the employee whether to accept that position or not. The member of staff will be put on the top point for that grade/grade range. This applies to all pay grades, e.g. UPS to MS, JG5 to JG3, and the Leadership range. Should, following redeployment, a vacancy occur at the previous grade the employee will have the opportunity to apply for the post.

## **6. How will any costs associated with redeployment be funded?**

Any costs incurred as a result of a redeployment within a school will be charged to the individual school's budget.

Any costs incurred as a result of a redeployment to a different school within the Trust will be met by the school from which the employee was put at risk. This funding will apply for the period of the redeployment up to a maximum of 1 year for support staff and 3 years for teaching staff. This includes the cost of pay protection and additional expenditure incurred for training and support that is agreed in advance.

The policy in the Trust for when staff move from one post to another on the same grade, is that their existing scale point is maintained. As a result, a school receiving a redeployee from another school will not be able to claim funding for the difference between the employee's current scale point and the bottom of the grade.

Alternative funding arrangements could be established in the future were a central fund for such costs to be established as part of the Core Services Charge.

## **7. Positions not considered suitable alternative employment**

Any employee can apply for any vacant position within the Trust. If appointed to a non-equivalent position, which is not considered to be suitable alternative employment, this will not be treated as redeployment, but as a voluntary transfer into the new position. This applies whether the position is at the same grade or at a different grade. In these instances no ring fencing or pay protection will apply.

## **8. Will employees redeployed have a trial period in the new position?**

There will be a 12-week trial period when an employee is redeployed to a suitable alternative position. This is a statutory requirement and enables both the Trust and the individual to assess whether or not the post is

genuinely. In some cases the trial period may allow the individual to be given training or other support.

## **9. What happens during the Trial Period?**

Where an employee has been redeployed to a suitable alternative position, the new line manager will make sure that any necessary training or other support which may be provided to assist the employee to make the transition to the new position.

The line manager will arrange a review meeting with the employee towards the end of the trial period to discuss whether or not the new job is in fact suitable for them, taking into account of how the employee has performed, the amount of training required (if any) and any other relevant factors.

If the employee makes representations that the position is unsuitable either during or at the end of the trial period, the line manager should consider the reasons given against the employee's circumstances.

If the employee's reasons why the position is not 'suitable alternative employment' are accepted by the line manager and the Trust's Head of HR and; should there be no other suitable alternative employment available, the line manager with support from the Trust's Head of HR will meet with the employee to confirm this. They will also confirm to the employee that they will be declared redundant.

In either of these scenarios the line manager must seek advice from the Trust's HR Team.

If ultimately the employee is made redundant, the effective date of redundancy will be the date immediately prior to the start of the trial period if notice of redundancy has already been issued before starting the trial period.

## **10. What are the Trust's HR Team's responsibilities?**

The Trust's HR team will oversee all reorganisations and change management processes in schools to ensure that the process is fair, transparent, and compliant.

The team will manage the Trust's redeployment pool and actively monitor vacant posts to support any potential redeployment opportunities.

Where a potential match is identified from the Redeployment Pool the HR team will contact the employee's Headteacher to inform the employee. The HR team will then contact the Headteacher at the school where the suitable alternative employment has been identified.

## 11. What are Headteacher's responsibilities?

Headteachers will:

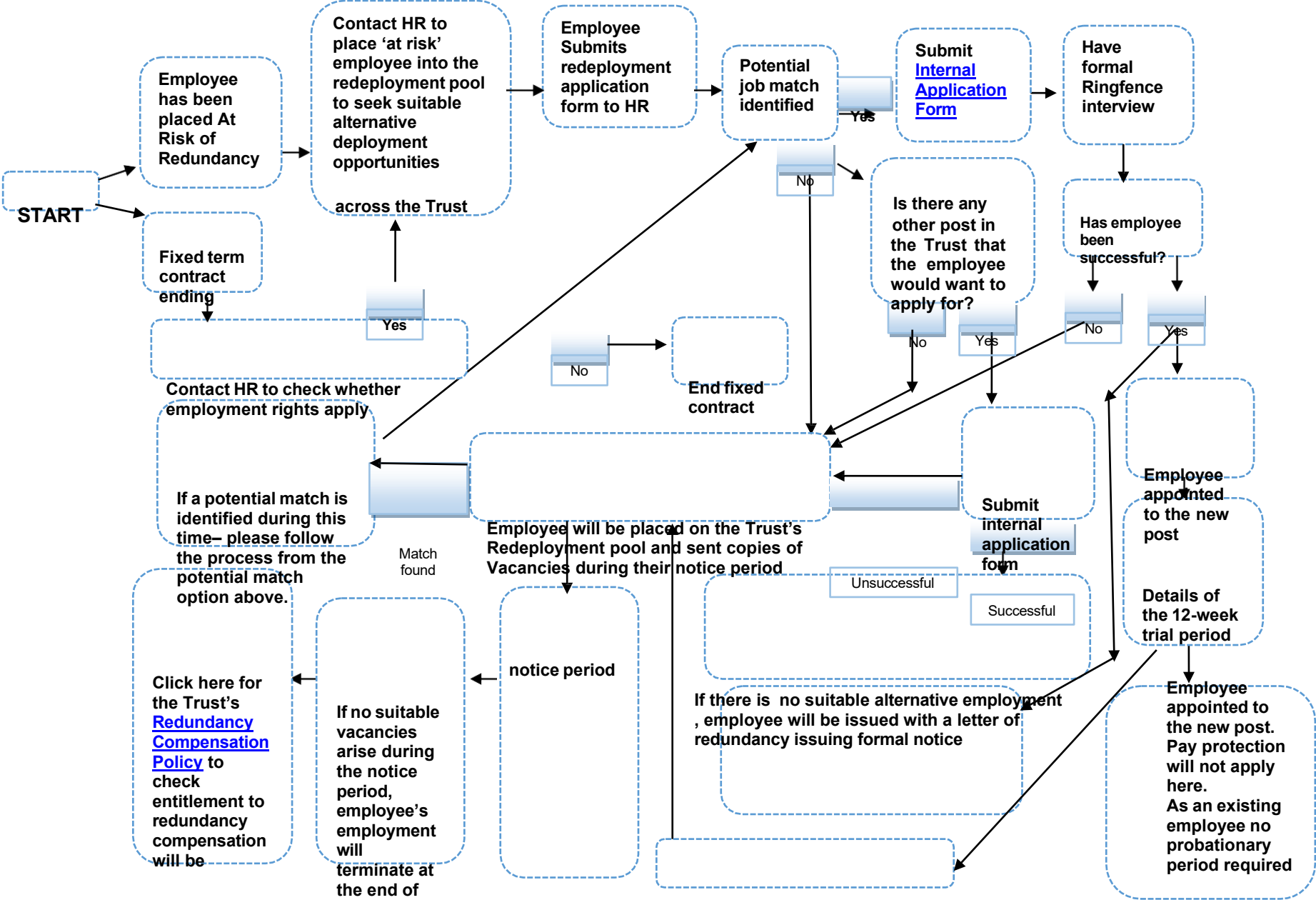
- Check the Trust's Redeployment Pool with HR before any external recruitment exercise takes place to confirm whether the vacant position would constitute suitable alternative employment for any existing employees whose positions have been deleted or are 'at risk'.
- Liaise with any of their existing staff that are 'at risk' of redundancy about potential redeployment opportunities.
- Arrange for an application to be sent to employees in the redundancy pool that have been potentially matched to a vacancy at their school (specifying the deadline date for applications to be returned to the Headteacher) and provide an interview for them ahead of any external recruitment if they meet the criteria for the role.
- Provide any necessary training or other support which may be required during the trial period to assist the employee to make a successful transition to the new position.

## 12. What are employee's responsibilities?

Employees at risk of redundancy will:

- Register with the Trust's Redeployment Pool if they are not redeployed into another role in their current school and provide a redeployment application form to the Trust's HR team. Proactively review the Trust's recruitment pages on its website.
- Actively engage with the appointment process for suitable alternative positions in other schools across the Trust.
- Actively participate in any training or support deemed necessary to facilitate a redeployment.

Redeployment process for employees not redeployed into positions in their current school.



**If the suitable alternative offer of deployment is rejected by employee this is classed as a resignation and no redundancy compensation entitlement**

**If trial period is unsuccessful.**

**will be shared with employee**

**If trial period is successful employee will be confirmed in post. Pay protection will apply, if applicable. For details see Trust Organisation change policy**

### FREQUENTLY ASKED QUESTIONS (FAQ'S)

#### **Q1) Will I be given priority consideration for vacancies?**

A1) Yes, all employees who are in a redundancy situation will be given priority consideration for any potentially suitable alternative vacant positions, initially in your current school and then across the Trust. You will be put forward for any post that you are identified as being suitable for and you will be guaranteed an interview.

#### **Q2) How can I access suitable job vacancies?**

A2) If it has not been possible to redeploy you in your current school and you have been given notice of redundancy (or have been accepted for Voluntary Redundancy) you will be placed in the Trust's redeployment pool. You will then receive job vacancies sent to your current Headteacher from HR. Those vacancies are also published on the Trust's website which you can review. Headteachers will review the Redeployment Pool with HR as part of the recruitment process for any vacancies that may arise and will put you forward for them if they believe you have the appropriate skills and competencies match.

#### **Q3) What if I am redeployed to another post but it is not deemed suitable for me after I have worked the 12-week trial period? Will I still be entitled to redundancy compensation?**

A3) The Trust, as your employer, reserves the right to make the final decision regarding your suitability for the post you have been redeployed into, although your views will be taken into account.

If you make a case that the post is unsuitable for you either during or at the end of the trial period, the reasons given will be considered in line with your circumstances. If your reasons are accepted, and there is no other suitable alternative employment available for you, you will be declared redundant and you will retain the right to a redundancy compensation payment in line with the Trust's Organisational Change Management Policy. If, however, your representations are not accepted as reasonable and it is considered that the position that was offered is suitable alternative employment, you will lose your right to a redundancy compensation payment.

#### **Q4) What if I don't want to be put forward for redeployment or refuse a suitable alternative post?**

A4) The Trust has a responsibility to avoid redundancy wherever possible and to protect the use of taxpayers' resources. As a result, if you choose not to engage actively in the redeployment process, you will lose your right to a redundancy compensation payment.

#### **Q5) If I have the core skills to be eligible for redeployment, but there is a training need, can I still be considered?**

A5) If there is a role that you do not have all the skills for, please let the Trust's HR team know so we can look at whether training could be provided for you to meet the requirements of the post.