

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

Employment Conditions Committee: 17 July 2006

Report of the Assistant Chief Executive

Redeployment Progress

Background

1. In August 2003, the Council, as part of its ongoing duty of care to employees, introduced a Redeployment Policy and Procedure.
2. The purpose of the Redeployment Policy is to secure the employment of those staff who are unable to continue in their substantive post for reasons such as redundancy, ill health or where a change of post is essential for the purpose of effective service delivery. The Council has a statutory duty to consider staff for any suitable alternative employment in the cases of redundancy and those that come under the provisions of the Disability Discrimination Act .
3. The Redeployment process is governed by a Panel which meets on a monthly basis. Panel meetings are chaired by the Assistant Chief Executive and attended by a Trade Union Representative and representatives of Human Resources (Resourcing Unit).
4. The introduction of this Policy has facilitated a more structured approach to redeployment, ensuring that employees are considered for vacancies on a Council wide basis.
5. Since its introduction, the Redeployment process has had significant success in placing employees in alternative employment, who otherwise may have had to leave the Council. Thus it has been possible to not only retain their skills and experience, but also to secure employment for some who may have become unemployed. A schedule outlining the destination of new applicants accepted onto the redeployment register in the last financial year is attached as Appendix A. Comments from employees who have direct experience of the Redeployment process are attached as Appendix B.

Proposals

6. The success of the Council's Redeployment Policy is noted.

Investment for Reform/Benefit to service user

7. The Council is committed to providing a highly skilled, quality workforce to serve the people of Cardiff and as such makes significant investment in its employees. Effective redeployment ensures that the skills, knowledge and experience acquired as a result of this investment are retained within the organisation.

Council Policies Supported

8. This report supports the Redeployment Policy.

Advice

9. This report has been prepared in consultation with relevant Corporate Directors and reflects their advice. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the following advice.

Legal Implications

10. An effective redeployment strategy is an important tool in avoiding Employment Tribunal claims, whether for unfair dismissal or various types of discrimination. The Tribunal will always look at the size and resources of an employer when considering such claims. An employer of the size and resources of the Council is expected to explore redeployment in appropriate cases.

Financial Implications

11. There are no financial implications arising from this report. Any costs of redeployment is met from within existing Service Area budgets.

Human Resource Implications

12. By using the Redeployment Policy, the Council is able to retain skilled and experienced staff and ensure its obligations in terms of its duty of care are fulfilled. This is an important function carried out by Human Resources , in partnership with Service Area Managers , within existing resources. Each case requires time commitment from the staff in resourcing in order that this process works effectively. If the number of staff requiring redeployment were to increase in the future , additional resources would be required.

Trade Union Comments

13. The Trade Unions acknowledged the significant progress made in Council wide redeployment during the previous financial year. It was suggested that the comments shared by employees who had been successfully redeployed, outlined in Appendix B of the report, could in future be shared with Managers when redeployment is initially being pursued, as a means of illustrating the positive outcomes which may be achieved. In addition, the introduction into the process of the initial contact with Service Areas being made by the Assistant Chief Executive, was agreed to be extremely beneficial in terms of Managers understanding the importance of redeployment and the level of support and co-operation required.

RECOMMENDATION(S)

14. It is recommended that :

- (i) Appendix A outlining the achievements of the Redeployment Policy be noted.
- (ii) Further update reports are provided to this Committee on an annual basis.

JO FARRAR
ASSISTANT CHIEF EXECUTIVE

The following appendices are attached :-

Appendix A - Destination of New Applicants Accepted onto the Redeployment Register Year Ending March 2006

Appendix B - Staff Comments on Experience of the Redeployment Process.

**DESTINATION OF NEW APPLICANTS ACCEPTED ONTO THE REDEPLOYMENT REGISTER
IN THE YEAR ENDING MARCH 2006****EMPLOYEES SUCCESSFULLY REDEPLOYED**

EMPLOYEE	SUBSTANTIVE SERVICE AREA	SUBSTANTIVE POST	RECIPIENT SERVICE AREA	NEW POST	PERIOD ON REGISTER
Mrs M.K.	ADULT SERVICES	HOME CARER	ADULT SERVICES	RECEPTIONIST	9 MONTHS
Ms K.K.	LIBRARIES	LIBRARY ASST	PARKS	HORTICULTURAL APPRENTICE	5 MONTHS
Mr C.B.	HIGHWAYS	SEWERMAN	WASTE MANAGEMENT	REFUSE COLLECTOR	3 MONTHS
Ms S.B.	WASTE MANAGEMENT	ADMIN ASSISTANT	HOUSING	RE-HOUSING ASSISTANT	4 MONTHS
Mr J.F.	ADULT SERVICES	MOBILE NIGHT WARDEN	TRANSPORTATION	COURIER/STORES ASSISTANT	3 MONTHS
Mrs J.P.	LIFELONG LEARNING	ADMIN ASSISTANT	REGULATORY SERVICES	HIGHER CLERICAL ASST	3 MONTHS
Mrs D .H.	LIFELONG LEARNING	TRAINING ADVISOR	HUMAN RESOURCES	H.R. ASSISTANT	2 MONTHS
Mrs Y.R.	LIFELONG LEARNING	BASIC SKILLS TUTOR	HUMAN RESOURCES	H.R. ASSISTANT	4 MONTHS

ONGOING REDEPLOYMENT

EMPLOYEE	SUBSTANTIVE SERVICE AREA	PERIOD ON REGISTER	CURRENT
Mr L.B.	PARKS	W.E.F. 30.01.06	NO TRIALS TO DATE
Ms K.K.	HOUSING	W.E.F. 17.03.06	TRIAL OFFERED AWAITING START DATE

EMPLOYEES WHO NO LONGER WISHED TO BE RETAINED ON THE REDEPLOYMENT REGISTER

EMPLOYEE	SUBSTANTIVE SERVICE AREA	PERIOD ON REGISTER	REASON FOR REQUEST TO BE REMOVED
Mr T.G.	LIFELONG LEARNING	3 MONTHS	RESIGNED TO TAKE UP EMPLOYMENT OUTSIDE OF THE COUNCIL
Mrs H.M.	LIFELONG LEARNING	5 MONTHS	AS ABOVE
Mrs B.R.	LIFELONE LEARNING	1 MONTH	AS ABOVE

Staff Comments on Experience of the Redeployment Process

1. “Overall my experience of the re-deployment process was a positive one. I was successfully re-deployed into a full time position at the same grade in a different service area. The initial meeting with the Head of Function and new Line Manager was a positive experience demonstrating a willingness to comply with the redeployment procedure and flexibility in approach. The Human Resources Service Area staff who assisted me in the process were sensitive to my needs both financially and emotionally. Constant support and guidance was offered throughout. The Re-deployment Policy in itself is well structured and attempts to address all potential difficulties that relate to this difficult issue. However I feel that some minor improvements could be addressed which I would be happy to share if necessary.”
2. “Just sending my sincere thanks for all your hard work in finding me a suitable post. I can only praise the redeployment process for enabling me to carry on my working career. It gave me several opportunities to find a suitable post due to my disability and if the new post turned out inappropriate, it was never a problem for you to keep on looking for me. I always felt that my health and welfare was paramount to any decision you made.”
3. “I was on the Redeployment Register for a period of seven months. During this time, I appreciated the support and assistance of the Redeployment Panel throughout the process. From experience, I am aware that the time on the Register is an uncertain and anxious one, but it was pleasing to know that the Panel were behind me, and had my best interests in mind. Human Resources were particularly supportive during this time. I would often call on the relevant officer for help and advice, and nothing was ever too much trouble. It was invaluable to know she was there! As for the process itself, I found the procedure extremely useful in giving an overview of what could be expected from the process. Following redeployment, I was also encouraged to make comments and suggestions on improving the process, which I believe to be excellent practice, as it showed that there was a commitment to learn from the people who had been through the process. I was successfully redeployed to Policy & Economic Development in August of 2005 and I am extremely happy in the post I am now in. A change of job (as my Doctor and Occupational Health stated) proved, in a very short space of time, to be the final stage in the recovery from the illness I suffered, and I have continued to go from strength to strength – a recent nomination by my Service Area for a “Proud Our People” award was proof that, if given the opportunity, a redeployed member of staff can flourish. Thank you again to the Panel. I hope that it continues to change people’s lives for the better, as you have with me.”

4. I was part of a large redeployment exercise therefore you had to be aware of the pressures that the H.R. Officer appointed to undertake the redeployment exercise was under and you had to be patient. Through my experience the most difficult time is in the initial stage as you are uncertain of your future. The only consolation you have is that there is a policy of no compulsory redundancy within the Council. Initially I had a negative experience as the Manager in the Service Area decided not to allow me a trial even though I felt that my skills and experience were matched. Nevertheless, when I was accepted for a work trial in Human Resources (Schools) the experience was completely different. The welcome and support I experienced was exceptional. Whilst on trial I had regular assessments and this gave a sense of security.

5. I wanted to say that I have enjoyed working with your team over the past month or two and found it very hard to leave them. I was glad of the opportunity under the redeployment scheme, to at least get a taster of the job....the scheme does give employees a chance to stay with the authority and I know it is very successful for many. Good luck with your future prospects for the service. (A member of staff who resigned during a redeployment trial).

6. My experience of the policy was very positive. I was lucky when put forward for redeployment that a job of an agreeable grade (though lower than mine), but in my first choice of service area, became available immediately. I had a number of positive and sympathetic conversations with H.R. staff, who gave me all the information about the trial position. I was invited to meet the Chief Officer, with H.R. and my trade union rep, for an informal chat about the post, which went very well, and we agreed a start date and a phased return over two months, due to the advice of the occupational health dr. We had regular review meetings and at the last one everyone seemed very pleased that the induction period had gone so smoothly, and I was offered the job permanently. I would say though, that it was fortunate that it was a job I could fit into easily, having in excess of the qualifications asked for (though all my colleagues in the research team are similarly qualified). I can see how this could be an issue for people whose choice of job or service area isn't available. The Chief Officer here was very receptive to the process, which might not be the case across the Council. It was extremely helpful and important to me to have my Unison rep with me and supporting me at all stages - and I don't think I could have gone through the process without him, as I'd been off for a long time, was quite nervous of the outcome, and my original service area was initially unwilling to put me forward for redeployment, so there could have been some issues if I'd tried to manage it on my own.