# REDEPLOYMENT
(Policy and Procedure)

<table>
<thead>
<tr>
<th>For use in</th>
<th>All Colleges/Schools/Departments/Divisions of the University</th>
</tr>
</thead>
<tbody>
<tr>
<td>For use by</td>
<td>All staff</td>
</tr>
<tr>
<td>Owner</td>
<td>HR Operations</td>
</tr>
<tr>
<td>Dates of Trade Union Consultation</td>
<td>September 2016</td>
</tr>
<tr>
<td>Launch date</td>
<td>December 2016</td>
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<tr>
<td>Contact – Comments</td>
<td>Kate Bradley/Emma Stevens</td>
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POLICY

1. Introduction

1.1. The University of Leicester aims, as far as possible, to ensure security of employment for all of its employees.

1.2. The University is dedicated to attracting and retaining excellent, committed staff and values their experience, skills and knowledge.

1.3. The changing needs of the University and the pro-active management of change means that staff may need to be considered for redeployment from time to time, either on an individual or group basis. In these circumstances, it is recognised that the staff concerned have experience and expertise which will enable them to continue to contribute to the success of the University, given appropriate opportunity to do so.

1.4. The University will make all reasonable efforts to retain staff, wherever possible, through the redeployment policy and procedure, to enable staff to continue their career with the University.

1.5. The procedure also applies to, but is not limited to, individuals who are no longer able to continue in their current role due to a disability, legal, medical or operational reason, and to cases of organisational restructuring where the individual’s job no longer exists in its current format.

1.6. The Redeployment Policy and Procedure is not contractual, and does not form part of the terms and conditions of employment. However, staff will be consulted on changes, via the recognised Trade Unions, where the University wishes to amend the Policy and Procedure.

2. Aims

The aims of the Policy and Procedure are:

2.1. To ensure that staff in a redeployment situation are retained by the University, wherever possible.

2.2. To ensure that staff are treated with dignity during the redeployment process.

2.3. To maintain efficiency in the working environment, through the effective management of redeployment.
2.4. To ensure a fair and consistent approach to redeployment.

3. Scope

3.1. The Policy and Procedure will apply to all members of staff at the University who are identified as at risk of redundancy, or in a redeployment situation, unless they are not eligible for redeployment (see section 7 of this document for details).

4. Principles

4.1. All parties involved in the redeployment process will co-operate with one another, and will provide all necessary and relevant information to support assessment of redeployment and decision making.

4.2. All parties with an involvement in the redeployment process are expected to demonstrate flexibility when considering opportunities of a different grade, staff category or location. It may also be necessary for staff to undertake training.

4.3. It is the University’s expectation that staff may need a reasonable amount of training in order to be redeployed into another role. This will normally be supported. However, where the University considers that the amount of training required to redepoly a member of staff into a particular post would extend beyond the bounds of reasonableness, the University will not support the redeployment of that member of staff into that particular role. Other redeployment opportunities will be sought instead.

4.4. In normal circumstances, suitable alternative employment will be defined as posts of the same grade, or the grade below, and will include posts in alternative job families, of a commensurate salary.

4.5. Staff will be expected to be flexible regarding their working arrangements, to meet the operational needs of the alternative posts identified (for example, with their hours of work). However, this will be balanced against their personal circumstances and commitments external to the University.

4.6. Since the objectives of the Redeployment Policy are primarily to avoid redundancy, priority of consideration, and a meeting with the recruiting manager, will not be granted for posts which represent a promotion for the redeployment candidate, unless such measures are required under the Equality Act 2010. For such posts, the redeployment candidate is still entitled to apply through the normal channels.
4.7. During the redeployment period, line managers are required to allow members of staff reasonable time off to find suitable alternative employment, attend interviews and participate in training and development opportunities. Time off will be paid.

4.8. A trial period, according to the nature of the post, may be applied in some cases, particularly where suitability for the post is unclear, or in dispute. Trial periods will be operated in accordance with statutory requirements, but set periods can be agreed above minimum legal requirements.

4.9. In cases where a member of staff has an inter-dependent contract of employment with the NHS and the University, representatives from the NHS may be included in formal proceedings (where appropriate).

5. Role of HR

5.1. The role of HR is to ensure that formal proceedings comply with employment law, and the University’s policies and procedures. The primary role of HR is to advocate on the part of the institution, not for a manager or a member staff.

5.2. During formal proceedings, members of HR will act as independent, advisory guardians and regulators of the process. Members of HR will point out any issues in respect of employment law, or the University’s policies and procedures during formal meetings.

5.3. Once informed of a formal redeployment case, HR will issue the Redeployment Policy and Procedure to all parties involved.

6. Right to be Accompanied

6.1. A member of staff has the right to be accompanied to formal meetings, including meetings arising under all Ordinances to which redeployment may apply. The chosen companion may be a trade union representative, an official employed by a trade union, or another colleague at the University.

6.2. Where the right to be accompanied is exercised, the normal expectation is that a member of staff will be accompanied by a local Trade Union representative at formal meetings and, where required, by an official employed by the Trade Union at appeal.

6.3. Where the Redeployment Policy and Procedure refer to a ‘Trade Union representative’, this includes an official employed by the Trade Union.
6.4. In cases where the outcome is likely to end, prematurely, the staff member’s professional career, the Registrar or a Pro-Vice-Chancellor (with advice from the University’s Legal Adviser) may permit the member of staff to have legal representation at the individual’s own cost.

6.5. A member of staff who has an inter-dependent contract of employment with the NHS and the University may be accompanied to formal meetings by a representative of a medical defence union.

6.6. A member of staff is not normally permitted to be accompanied or represented at informal meetings.

7. Eligibility for Redeployment

Staff may be eligible for redeployment in the following circumstances:

7.1. For the purpose of avoiding redundancy:

- Where one member, or a group, of staff are identified to be at risk of redundancy, the provisions of this Policy will be applied to all members of staff affected.

7.2. Making reasonable adjustments as defined under the Equality Act 2010:

- Redeployment will be considered as one route for making reasonable adjustments for staff with a disability, as defined under the Equality Act.

7.3. Legal/medical/operational reasons:

- Redeployment will be considered where the University is under a legal obligation relating to grievance or harassment;
- When, due to medical reasons, a member of staff is unable to continue in their contractual role;
- Redeployment may be considered under the Performance Management Ordinance, where a member of staff is not performing at the required level.

7.4. Other reasons:

- There may also be circumstances where redeployment may be sought by a member of staff, such as:
  - At the request of an individual who wishes to reduce his/her level of responsibility;
- Where there is a breakdown of a working relationship;
- Where a request for flexible working, made in accordance with statutory provisions, cannot be accommodated within his/her current role.

- Where redeployment is requested by a member of staff, the request will be treated as exceptional, and dealt with on a case-by-case basis by the HR Advisory Team, in consultation with the staff member’s line manager.

See Appendix 2 for a table to explain eligibility and timings.

8. Exclusions

8.1. Members of staff with less than nine months’ service by their proposed date of dismissal are not normally eligible to join the Redeployment Register unless there is an issue of disability, unlawful discrimination or departmental restructure.

8.2. Members of staff who are identified to be at risk of redundancy and are, therefore, subject to formal consultation, will be eligible for redeployment from the first collective consultation meeting. Eligibility for redeployment will be limited to a maximum period of six months prior to the proposed date of termination, and redeployment status will be withdrawn in the event that the risk of redundancy no longer exists, or the individual ‘at risk’ successfully obtains another position, including accepting a post at a grade below their existing grade, and which may or may not be subject to pay protection.

8.3. Members of staff who need permission to work in the UK, such as work permit holders/Tier 2 sponsored migrant workers may not be eligible for redeployment, due to the restrictions governing work in the UK.

8.4. The Recruitment Advisory Team will ensure that work permit/Tier 2 sponsored migrant workers are not automatically registered for redeployment and will inform the relevant staff of their status approximately six months in advance of their termination date.

8.5. All staff who need permission to work in the UK should contact the Recruitment Advisory Team for further information.

9. Suitable Alternative Employment

9.1. Wherever possible, the University will seek to maintain staff in employment in work of a broadly comparable nature.
9.2. The Recruitment Advisory Team (in consultation with the HR Advisory Team) will carefully decide whether a post is a suitable alternative, on a case-by-case basis.

9.3. The following criteria will be used to determine the suitability of alternative employment:

- The nature of the work;
- The qualifications, skills and experience required to carry out the work;
- The aptitude or capability of the individual to undertake the work;
- Working arrangements, such as hours of work, shift operations, etc;
- Level of responsibility relative to previous role;
- Grade and pay;
- Location.

9.4. Redeployment opportunities will normally be restricted to posts at the commensurate grade (except where staff are being considered for redeployment as a reasonable adjustment in line with the Equality Act). Posts at a lower grade will be considered as a suitable alternative, where appropriate.

9.5. The University will not support requests for redeployment to a higher graded post (except where staff are being considered for redeployment as a reasonable adjustment in line with the Equality Act). In all other cases, redeployment to a post at a higher grade represents a promotion and, as such, should be applied for through the normal channels.

9.6. Staff applying for unsuitable vacancies, or higher graded posts, will not be given priority consideration, and they will be in open competition with both internal and external applicants. They will not receive any period of salary protection if they are appointed to such a vacancy.

9.7. In the event of any dispute, suitability of employment will be determined in consultation with HR by the Registrar and Chief Operating Officer, and/or the Director of HR.

9.8. Where a member of staff is employed on an open-ended contract, he/she can move to a fixed-term role through redeployment. The member of staff will not lose his/her permanent status if the job is fixed-term. Where the fixed-term post expires without being renewed, the member of staff can re-join the Redeployment Register again.

10. The Redeployment Period/Register

10.1. All staff at risk of redundancy will be instructed to register on the Redeployment Register by HR, once a redundancy situation has been identified.
10.2. Staff will normally remain on the Redeployment Register until their redundancy date (or until they have been successfully redeployed into another role). This is known as the Redeployment Period.

10.3. An extension to a redeployment period will be on an exceptional basis, and will take into account individual circumstances. An extension of the redeployment period will require the written approval of an HR Adviser.

10.4. The period of time on the Redeployment Register for reasons relating to disability and making reasonable adjustments may be adjusted, at the discretion of an HR Adviser, with the support of the Equalities Adviser, who will assess the potential for redeployment to ensure compliance with prevailing legislation.

11. **Termination Dates**

11.1. It is the normal expectation that, where a member of staff accepts an offer of redeployment during the redeployment period, the staff member will remain in their original post until their original termination date.

11.2. Where the original line manager, the new line manager, and the member of staff agree to an earlier termination date, an earlier leave date may be permitted. However, the Recruitment Advisory Team must be informed of the arrangement.

11.3. Where there is a dispute between the original line manager, the new line manager, and the member of staff in regard to an early termination date, the Registrar and Chief Operating Officer and/or the Director of HR will make the final decision.

12. **Protection of Earnings and Conditions of Service**

12.1. For the duration of the redeployment period, the contractual position of staff and their associated grade, salary and all other contractual benefits will remain unchanged.

12.2. Where a post is externally funded, the external funding will need to cover the cost of the new salary and the protection of earnings, where possible.

12.3. Redeployment offers will be made at the grade and conditions of service attached to the post. However, where a staff member’s current contractual pay level exceeds that for the post, their level of pay and current pension will be maintained and frozen at their current level (excluding any additional allowances, additional contractual earnings or contractual overtime) for two years, or until the pay level for the new grade overtakes their previous pay level – whichever is the sooner.
12.4. Where the pay level for the new grade has not reached the level of the protected salary at the end of the two-year period, the protected salary will be reduced to the pay level for the new grade.

12.5. At the end of the two years, the protected pension arrangements will end and the type of pension will revert to the pension scheme associated with the grade and conditions of service attached to the post.

12.6. The cost of covering the protection of earnings should be sourced as follows:

- Where a member of staff remains within the same department, the department will normally be responsible for paying the additional cost for the protection of earnings. However, where departmental funds are unavailable, funds may be requested from the College or Provost/the Registrar and Chief Operating Officer.
- Where a member of staff remains within the same College or Corporate Services Division, the College/Division will be responsible for paying the additional cost associated with the protection of earnings. However, where college/divisional funds are unavailable, funds may be requested from the Provost/the Registrar and Chief Operating Officer.
- Where a member of staff is redeployed into a different college, the new college will share the cost of the protection of earnings with the previous department or College/Corporate Services Division. However, where college funds are unavailable, funds may be requested from the Provost/the Registrar and Chief Operating Officer.

12.7. Where a member of staff voluntarily accepts a new post within the two-year pay protection period, such as through promotion, the protection is automatically terminated and the member of staff will be paid the salary commensurate to the new role.

12.8. Pay protection will not apply to employees who voluntarily request to move to a post at a lower grade, or who have been redeployed to a post at a lower grade as a result of action taken under the Performance Management Ordinance.

13. **Grievance arising out of a Redeployment Process**

13.1. Where a member of staff raises a grievance during redeployment, the redeployment process may be temporarily suspended by the University in order to deal with the grievance. Where the grievance and redeployment cases are related, it may be appropriate for the University to deal with both issues concurrently.

13.2. The decision to suspend or continue with the redeployment process will normally be made by the Provost (for academic staff) or the Registrar and Chief Operating Officer (for all other staff).
14. Redundancy

14.1. Where it is not possible to redeploy a member of staff selected for redundancy during the Redeployment Period, the provisions of the Redundancy Ordinance will apply.

PROCEDURE

15. The Redeployment Register

15.1. Once a member of staff is identified by HR as being in a redundancy or redeployment situation, HR will instruct the individual to add their details and an up-to-date CV to the Redeployment Register so that skills and training needs can be reviewed and assessed.

15.2. Once the member of staff has completed their redeployment profile on the recruitment system, they are required to register for ‘job alerts’ to enable them to view all new vacancies.

15.3. Members of staff on the Redeployment Register are required to provide all relevant information and the correct documentation to the Recruitment Advisory Team as requested, in a timely manner, to ensure that they can be considered for redeployment opportunities by recruiting managers.

15.4. Staff on the Redeployment Register will be entitled to priority of consideration for all vacancies deemed to be a suitable match by the Recruitment/HR Advisory Team.

15.5. To express an interest in a vacancy that is already advertised, staff must contact the Recruitment Advisory Team as soon as possible during the period the advertisement appears on the recruitment website.

15.6. Staff will remain on the Redeployment Register until their proposed termination date, unless they are successfully redeployed before the proposed termination date, up to a six-month maximum period as set out in section 8.2 of this Procedure.

16. Redeployment within the staff member’s department

16.1. Responsibility for redeployment lies, initially, with the department in which the member of staff is located. The HR Advisory Team will provide procedural support and advice to managers.
16.2. The Head of Department (or a senior member of staff acting on their behalf) will initially liaise with the relevant HR Business Partner to consider the strategic need for posts within a department and to discuss matters of organisational design.

16.3. Consideration should be given, at this point, to training, and the provision of aids or adaptations to assist the member of staff, where appropriate.

16.4. The line manager/Head of Department is responsible for ensuring that details of any suitable vacancies arising within the department are shared with staff members on the redeployment register, before any posts are advertised.

16.5. The Head of Department may determine, following consultation with the member of staff, and where the member of staff meets the minimum criteria for the post, to offer the post without recourse to the normal application and interview process. Redeployment appointments in this manner should take into account the need to avoid the risk of redundancy, suitable appointment into the vacant post, and the University’s commitment to equal opportunities.

16.6. Throughout the redeployment period, staff will remain in their original post within their originating department. The department will remain responsible for line management during this period.

17. Assessment of Redeployment Opportunities

17.1. Where there are no available redeployment opportunities within the staff member’s department, alternative opportunities across the University will be considered for suitability against the staff member’s skills.

17.2. The member of staff will be responsible for contacting the Recruitment Team if they have identified an opportunity outside of their department.

17.3. The Recruitment Advisory Team, in liaison with the HR Advisory Team, will assess whether a post constitutes suitable alternative employment according to the skills required, working hours/pattern etc, against the information on the CV and on the recruitment system.

18. The Redeployment Period

18.1. Throughout the redeployment period, the Recruitment/HR Advisory Team will maintain agreed regular contact with the department to ensure that any options for redeployment within the department are discussed with the relevant redeployee(s) in mind.
18.2. The member of staff will maintain agreed regular contact with the Recruitment Advisory Team to ensure that all suitable options for redeployment are considered, particularly opportunities outside their department.

19. **Priority of Consideration and Meeting with Recruiting Managers**

19.1. Where, on the basis of the information provided, a member of staff is identified to be a potentially suitable match for a vacant post, and meets the minimum criteria, the member of staff will be given priority consideration for the post.

19.2. The Recruitment Advisory Team will send the recruiting manager the staff member’s CV along with any other relevant information, as soon as possible.

19.3. The line manager is required to record the selection decision, and provide feedback in writing if requested, which is to be returned to the Recruitment Advisory Team.

20. **Selection**

20.1. Where the recruiting manager and panel considers that a redeployee (or redeployees) meet the minimum criteria for a vacant post, they will be given the opportunity to meet the recruiting manager to confirm whether the post is a full match. This will normally happen before interviews take place.

20.2. Where a full match is confirmed, the normal expectation is that the member of staff will be appointed to the post.

20.3. Where more than one member of staff in a redeployment situation has been identified as a potentially suitable candidate for a vacant post, all eligible staff will be considered and the appointment will be based on the outcome of a selection process.

20.4. Where, following consideration, a department proposes to appoint a redeployment candidate, the decision should be communicated, in writing when requested, to the Recruitment Advisory Team.

21. **Non-Selection**

21.1. Where a member of staff in a redeployment situation has been put forward for priority of consideration and is not selected to meet the recruiting manager, the recruiting manager and panel should contact the Recruitment Advisory Team to discuss the reasons for the decision in order for feedback to be provided to the member of staff.
21.2. Where a member of staff in a redeployment situation is offered a meeting with the recruiting manager and is not recommended for appointment, reasons based on the requirements of the post must be provided to the Recruitment Advisory Team.

21.3. Any post identified as a suitable match, which does not result in a redeployment candidate being appointed into the post, will be subject to review by the Director of HR, if required. This review represents a quality control mechanism, and will not necessarily override the decision made following the meeting.

21.4. Where a member of staff in a redeployment situation is put forward for priority of consideration and/or given the opportunity to meet the recruiting manager, but refuses to be considered for the post, or rejects an offer of a redeployment post, they must inform the HR Advisory Team of the reasons in writing. Members of staff will be entitled to refuse two offers of alternative posts. Where three suitable offers have been made and refused, the University reserves the right to proceed to dismissal (in the case of redundancy), or to close the redeployment period.

21.5. Where the candidate for redeployment does not meet the specified criteria, and the vacant post is not considered suitable by the Recruitment Advisory Team, the member of staff may still apply for the post through the normal recruitment process and be considered in competition with other applicants.

22. Trial Period

22.1. In accordance with statutory requirements, where redeployed members of staff are offered a new position, a trial period of no less than four weeks will normally apply, taking effect from the date of appointment to the new post to ensure that the post is a suitable alternative.

22.2. During a trial period, the new line manager will meet with the member of staff on a regular basis to review progress and identify any areas where further training or support may be required. This will be achieved through a programme agreed by the line manager and member of staff, and in consultation with the HR Advisory Team.

22.3. At the end of the trial period, the manager and the member of staff will advise the Recruitment Advisory Team, in writing, whether or not the appointment is considered a suitable alternative.

22.4. Where agreement cannot be reached between the manager and the member of staff on the suitability of the appointment, HR should be contacted for further advice.
22.5. The trial period may be extended, e.g. in order to facilitate necessary training. Any variations to the standard agreement must be agreed with the Recruitment Advisory Team, and supported in writing.

22.6. Where the appointment is not confirmed, reasons must be provided to the Recruitment Advisory Team and, where accepted, alternative options will be discussed with the member of staff, according to the circumstances of the case.

23. Appeal

23.1. Where a member of staff considers the redeployment policy or procedure has been unfairly or improperly applied to their own particular circumstances, he/she may appeal. The grounds of the appeal must be stated in writing, to the Director of Human Resources, within ten days of receiving confirmation of the decision.

23.2. The member of staff will be notified of a meeting to discuss their appeal with the Registrar and Chief Operating Officer, a member of HR and a trade union representative or work colleague.

23.3. The appeal decision will be final, and details of the decision will normally be sent to the member of staff within ten working days of the meeting.
APPENDIX 1

Roles and Responsibilities

1. **Line Manager/Head of Department**

   The Line Manager/Head of Department is responsible for:

   1.1. Fully exploring, in the first instance, redeployment opportunities in the originating division/department/school/college.

   1.2. Liaising with the member of staff in a redeployment situation, keeping them fully informed of all developments and updates.

   1.3. Working in partnership with the Recruitment Advisory Team to identify suitable alternative opportunities, and to facilitate the progression of redeployment, particularly where no such opportunities have been identified within the originating college/school/department/division.

   1.4. Remaining responsible for the line management of the redeployee for the duration of the redeployment period.

   1.5. Supporting the redeployment process by accommodating requests for time off for job interviews, training etc.

2. **Members of Staff**

   The member of staff is responsible for:

   2.1. Ensuring that they understand and follow the University’s Redeployment Policy and Procedure.

   2.2. Asking questions of either their line manager or HR if they are unsure about any aspect of the Policy and Procedure.

   2.3. Liaising with the line manager/Head of College/School/Department/Division, and playing an active role in discussions relating to their employment.

   2.4. Providing the required information relating to skills/experience and working preferences, as requested by the Recruitment Advisory Team/HR Advisory Team, in a timely manner.
2.5. Identifying employment opportunities that could be deemed as suitable alternative employment.

2.6. Co-operating fully in any assessment and interview processes.

2.7. Demonstrating flexibility and adaptability with regard to potential alternative posts and giving careful consideration to suitable, alternative posts.

2.8. Identifying appropriate training and career development opportunities in consultation with their line manager/Principal Investigator.

3. Recruitment Advisory Team

The Recruitment Advisory Team is responsible for:

3.1. Creating and maintaining a Redeployment Register for all members of staff in a redeployment situation within the University.

3.2. Working in partnership with the HR Advisory Team in assessing the suitability of roles for redeployees, in line with the Redeployment Policy.

3.3. Providing advice to staff in a redeployment situation on how to generate suitable job alerts so that suitable opportunities for employment can be considered.

3.4. Liaising with recruiting managers, and facilitating the redeployment of staff into appropriate vacant posts, as they arise.

3.5. Liaising with the HR Business Partners to find out strategic information relating to posts and organisational design within colleges/departments/divisions in order to plan redeployment opportunities, where possible.

3.6. Producing and providing the required paperwork relating to the redeployment process.

4. HR Advisory Team

The HR Advisory Team is responsible for:

4.1. Ensuring that formal proceedings comply with employment law and the University’s policies and procedures.
4.2. Advocating on the part of the institution by acting as an independent, advisory guardian and regulator of the process. Members of HR will not be an advocate for a manager or a member staff.

4.3. Providing advice to managers and staff, in accordance with employment law and the University’s policies and procedures.

4.4. Attending and recording formal meetings. Members of HR are not permitted to chair formal meetings, nor to undertake the role of decision-maker on individual cases. Any questions from HR must be asked through the chair of a formal hearing/meeting.

4.5. Advising managers on the content of informal and formal letters to members of staff.

4.6. Accompanying the chair of a hearing to an appeal meeting, where requested.

4.7. Informing line managers/Principal Investigators and departmental representatives of potential redundancy situations in regard to the end of fixed-term contracts and fixed-term funding, approximately eight months in advance of potential termination dates.

4.8. Liaising with line managers/Heads of Department to identify those at risk of redundancy due to the end of a fixed-term contract or fixed-term funding.

4.9. Providing the Recruitment Advisory Team with a list of staff at risk of redundancy or eligible for redeployment, on a monthly basis.

4.10. Providing line managers, their staff and the Recruitment Advisory Team with advice and guidance relating to the application of the Redeployment Policy.

4.11. Working in partnership with the Recruitment Advisory Team in assessing the suitability of roles for redeployees, in line with the Redeployment Policy.

4.12. Providing support and advice to a line manager/member of staff regarding redeployment opportunities within the originating department as the result of a redundancy situation.

4.13. Dealing with redeployment requests made by individual members of staff, in consultation with their line manager(s).
4.14. Dealing with redeployment requests relating to legal/medical reasons, in consultation with the staff member’s line manager (and where applicable, the University’s Equalities Adviser).

4.15. Liaising with departments and members of staff, keeping them fully informed of all redeployment developments and updates.

4.16. Monitoring the outcome and impact of the procedure on protected groups of staff, in line with the University’s equal opportunities obligations.

5. **HR Business Partners**

The HR Business Partners are responsible for:

5.1. Liaising with the Head of College/Department to consider the strategic need for posts and organisational design within a department or college.

5.2. Regularly communicating and discussing the strategic plan for posts and organisational design within departments/colleges with the HR Advisory Team/Recruitment Advisory Team so that redeployment opportunities can be planned, in advance.

6. **Head of College**

The Head of College is responsible for:

6.1. Strategic management of the staffing structure and organisational design within the College.

6.2. Ensuring that all Heads of Department adhere to the Redeployment Policy and Procedure.

7. **College Accountant**

The College Accountant is responsible for:

7.1. Authorising college budget (in consultation with the Head of College/Director of Operations) to cover the cost of protection of earnings where the costs cannot be met by external funders or individual departments.
8. **Provost/the Registrar and Chief Operating Officer**

The Provost/Registrar and Chief Operating Officer are responsible for:

8.1. Considering and approving, where necessary, the use of central funds to cover the cost of protection of earnings.
### APPENDIX 2

**Redeployment Eligibility**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Length of service</th>
<th>Point at which they go onto the register</th>
<th>Protected Pay</th>
<th>Length of time on the register</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Redundancy:</strong> Single person affected due to restructure</td>
<td>From day one of employment</td>
<td>First consultation</td>
<td>Yes</td>
<td>End of notice period up to a maximum period of six months prior to the proposed termination date, or until successfully redeployed</td>
</tr>
<tr>
<td><strong>Redundancy:</strong> Multiple individuals affected due to restructure</td>
<td>From day one of employment</td>
<td>Following the start of formal consultation and confirmation they are at risk of redundancy</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Expiry of fixed-term contract (of two years or less)</td>
<td>Nine months+</td>
<td>Three months before the end date of the contract</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Expiry of open-ended contract subject to fixed-term funding (over two years)</td>
<td>Nine months+</td>
<td>First consultation</td>
<td>Yes</td>
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<tr>
<td>Other Category</td>
<td>To be decided by the HRBP</td>
<td></td>
<td>To be decided by the HRBP, but not normally more than three months</td>
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