



FULL COUNCIL REPORT

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Report Author	Lisa Jones
Service Area	Human Resources
Committee Division	Council
Exempt/Non Exempt	Non Exempt
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To: Chair, Ladies and Gentlemen

Amendment to the Redeployment Policy 2015

1.0 SUMMARY OF THE REPORT

- 1.1 An updated Redeployment Policy was approved by Council on 25th November 2015. This new policy set out the steps open to employees who are placed on the redeployment list due to being at risk of redundancy.
- 1.2 One of the changes within the new policy was in relation to pay protection. This is when an employee is redeployed to a lower salaried role; their pay is protected for a year via a gradually reducing amount. This originally applied to any job, whether the reduction is one grade or six grades lower.
- 1.3 In the new policy, this was amended and became pay protection was available **only** if the employee was redeployed to **one grade lower** than their substantive role. If the employee was redeployed to a role of two grades or more, no pay protection was given.
- 1.4 The trades unions have formally raised this as a concern and requested that the policy is amended. The amendment is to allow all employees who are redeployed to a lower salaried role to be protected by the value of one grade. Therefore, if the employee was redeployed to a job three grades lower, they still attracted protection of one grade's pay.
- 1.5 Additionally, as the Change Programme progresses, there will be more internal movement of employees being redeployed and whose job roles will be re-configured. To prevent any uncertainty, information will be added into the Redeployment Policy.

2.0 RECOMMENDATION(S)

- 2.1 The Redeployment Policy is amended at Section 12 to reflect the following;

*Pay protection is available for employees who are redeployed to a job that has a lower salary than or reduced hours to their substantive post. The pay protection will be no more than the financial **value of one grade or 5 hours less** per contractual week.*

e.g. If an employee is currently on a Grade 7 and wishes to be considered for a redeployment job role of Grade 4 (reduction of 3 grades), the employee will only be eligible for pay protection for one grade lower, which in this example would be the difference in salary between Grade 6 and Grade 7.

- 2.2 The Redeployment Policy is amended to reflect the following:

When employees are internally appointed to an alternative job role for whatever reason; the receiving manager and the current manager will come to an agreement on the date of when the new role will begin. Consideration needs to be given on the workload, complexity of work and impact on both areas.

The move to the new job role will be as soon as possible, usually within two weeks, but certainly within four weeks even when agreement cannot be made.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 The Redeployment Policy was approved by Council on 25th November 2015 and was implemented with immediate effect. Full trades union consultation took place at the time of drafting the new policy.
- 3.2 One of the key changes to the new policy was to alter the pay protection. In the Policy prior to this new one, all employees who are redeployed to a job at a lower salary had their pay protected to the difference of the two jobs. Therefore an employee who is on a grade 7 and is redeployed to a grade 3 would get pay protection for the difference between a grade 7 and grade 3. This pay protection was 4 months 100%, 4 months 66%, four months 33%.
- 3.3 During consultation for the new Policy, the trades unions requested that this remain. It was explained to them that due to the budget deficit and the need to reduce the workforce by approximately 200 employees, those employees who are fortunate to be redeployed could have their salary protected by a significant amount, which would ultimately mean more jobs would need to be lost to ensure the authority reached its financial targets.

- 3.4 The consultation resulted in the new policy being approved with pay protection only being available for employees who are redeployed one grade only. The Policy states:

*Pay protection is only available for employees who are redeployed to a job **one grade lower** than their substantive job role, and where the redeployment opportunity is for less hours, where the hours are **no more than 5 hours less** than the current job role.*

If an employee wishes to be considered for a redeployment job role that is more than one grade lower than their current job, and/or more than 5 hours less, the employee will not have any pay protection.

- 3.5 Shortly after this new Policy was implemented, the trades unions raised a request that the authority consider amending this policy to allow the equivalent of one grade protection for all employees who are redeployed to a lower salaried role.
- 3.6 In addition, it has become clear as we progress the change programme that employees who move internally to redeployed roles or as part of re-configurations, employees are unclear as to how much notice they need to give.
- 3.7 When an employee gives notice of resignation, the Green Book (NJC) terms and conditions states in Section 2, 15.2, *“The minimum period of notice to terminate employment given by an employee shall be the ordinary period from one pay period to the next.”* The pay period is 4 weeks.
- 3.8 An internal transfer however is not related to an employee leaving the employment of Merthyr Tydfil County Borough Council and so is not restricted to this. Historically such transfers are agreed between the leaving and receiving department to manage workload, completing work etc. This timeframe needs to be a reasonable timeframe, which can be anything from one day to two weeks. Four weeks may be needed in some cases if the work is complex, but not more than four weeks as this will impact on service delivery.

4.0 PROPOSED AMENDMENT TO THE POLICY

- 4.1 Following discussions, agreement has been reached to propose the following amendment to the Policy;

*Pay protection is available for employees who are redeployed to a job that has a lower salary than or reduced hours to their substantive post. The pay protection will be no more than the financial **value of one grade or 5 hours less** per contractual week.*

e.g. If an employee is currently on a Grade 7 and wishes to be considered for a redeployment job role of Grade 4 (reduction of 3 grades), the employee will only be eligible for pay protection for one grade lower, which in this example would be the difference in salary between Grade 6 and Grade 7.

- 4.2 The gradual reduction within the pay protection of 4 months at 100%, 4 months at 66%, 4 months at 33% remain unchanged.
- 4.3 Following discussions, agreement has been reached to propose the following addition to the Policy:

When employees are internally appointed to an alternative job role for whatever reason; the receiving manager and the current manager will come to an agreement on the date of when the new role will begin. Consideration needs to be given on the workload, complexity of work and impact on both areas.

The move to the new job role will be as soon as possible, usually within two weeks, but certainly within four weeks even when agreement cannot be made.

5.0 FINANCIAL IMPLICATION(S)

- 5.1 The financial implications are only known when redeployment takes place.

6.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY

- 6.1 There are no issues found.

7.0 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

GARETH CHAPMAN
CHIEF EXECUTIVE

COUNCILLOR PHIL WILLIAMS
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.