

EAST AYRSHIRE COUNCIL

CABINET – 3 OCTOBER 2007

LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS REVISED REDEPLOYMENT POLICY AND PROCEDURES

Report by Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to advise Cabinet of proposed amendments to the Council's Redeployment Policy and Procedures, subject to consultation with Trade Unions.

2. BACKGROUND

- 2.1 The Council's current Redeployment Procedure was approved by the Council at its meeting on 24 September 1998 and communicated to employees in PER Circular 16/98. A review of the Redeployment Policy and Procedures has been necessary to ensure that the Council continues to take account of new legislation and reflect best personnel practice.
- 2.2 The Redeployment Policy and Procedures are applicable to Local Government Employees, Craft Operatives and Chief Officers. **They do not apply to Teaching Staff who have their own Procedures.**
- 2.3 Copies of the revised Redeployment Policy and Procedures are available in the Members' Information Point. The main changes proposed are summarised below:

3. PROPOSED CHANGES

- 3.1 The documentation has been updated to reflect:
- the addition of a priority list for redeployment which will be kept under review and its application may be altered depending on particular circumstances which may arise (Section 2);
 - the addition of a section on General Principles (Section 3);
 - the establishment of a time scale of how long an employee will be retained on the Redeployment Register (Section 3);
 - the principle that where it is not possible to redeploy an employee to a post with an equivalent salary then the employee may be offered an alternative post which would be on the pay, terms and conditions applicable to that post (Section 3);
 - the definition of responsibilities to be undertaken by all parties within the redeployment process (Section 4);

- guidance on the process to be adopted under each criteria (Section 5);
- updating the definition of the various criteria for redeployment e.g. Redundancy, Health Reasons, Work Performance, End of Temporary Appointment, Review of Organisational Structures, Disciplinary Action, Job Evaluation Job Development Strategy, PPP Lateral Transfer and Other Circumstances not defined above (Sections 7 to 14);
- guidance on Complaints and Appeals Procedure (Sections 15 & 16);
- guidance on Record Keeping (Section 17).

3.2 The standard letters, forms and other documentation used in the redeployment process will all be updated to reflect the proposed changes.

3.3 The revised Policy and Procedures will continue to assist the Council to achieve and sustain a corporate and consistent approach to the redeployment of employees thereby assisting the Council to operate effectively and deliver quality services.

4. COMMUNICATIONS

4.1 Employees will be made aware of the amendments to the above Policy and Procedures via the Council's intranet site, Eastwords and the issue of a relevant PER Circular.

5. FINANCIAL IMPLICATIONS

5.1 Any additional costs arising from the proposed changes to the Redeployment Policy and Procedures will be contained within existing budgets.

6. POLICY/LEGAL IMPLICATIONS

6.1 The proposed changes will ensure that the Council meets its legislative requirements as an employer and continues to follow best practice guidelines including those laid down by Audit Scotland. The proposals meet the pursuit of continuous improvement and best value and the guiding principles of the Community Plan.

7. TRADE UNIONS

7.1 The proposed changes are subject to Trade Union consultation.

8. RECOMMENDATIONS

- 8.1** Cabinet is asked to recommend the above changes to the Council's Redeployment Policy and Procedures to Cabinet, subject to consultation with Trade Unions.

Elizabeth Morton
Depute Chief Executive/
Executive Director of Corporate Support
13 September 2007

LIST OF BACKGROUND PAPERS

1. Current Redeployment Procedure (September 1998)
2. Revised Redeployment Policy and Procedures (June 2007).

Any person wishing further information should contact Martin Rose, Head of Personnel (Telephone 01563 576092).