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**Redeployment Process (Schools)**

From 1st April 2019 there will be two redeployment processes in place for staff at risk (on redundancy or ill health grounds) in SCC maintained schools. The first process is a spreadsheet maintained by HR in SCC that gets circulated to all Southampton schools (including Academies). The second process allows access and prior consideration for SCC jobs.

Below is a step by step guide for schools to follow when they have staff confirmed as being at risk of redundancy or where the school’s Occupational Health provider is advising redeployment on health grounds:

1. The school should firstly contact the Schools’ HR Lead in the Council ([Caroline.Lee@southampton.gov.uk](mailto:Caroline.Lee@southampton.gov.uk)) to advise that they have a redeployee and confirm the following information:  
     
   Name of redeployee (for SCC purposes only)  
   Job title (Type of work looking for)  
   Minimum and maximum hours able to work   
   Work pattern and flexibility

Travel requirements (i.e near bus routes)  
Last date of employment  
Contact details

Other relevant information (i.e adjustments/support recommended)

1. The Schools’ HR Lead will then add the redeployee to the spreadsheet (this will not include the individual’s personal details) and this will be circulated to all Southampton schools on a regular basis during the redeployment period.
2. If a school have a potentially suitable vacancy then they will be asked to contact the redeployee’s current school to discuss the role and for information to be provided to the redeployee. If the redeployee meets the essential criteria (or would meet the essential criteria within a reasonable timeframe with development and support) then SCC maintained schools are expected to interview redeployees and give them priority consideration for the role (this is to prevent a redundancy situation and to reduce legal risk to the school and SCC).   
     
   If the redeployee is suitable then a 4 week trial period can be offered in line with the Organisational Change Policy for Schools.  
     
   If the redeployee is deemed unsuitable for the role at any point then the school must keep a record of the reasons why (in case there is legal challenge at a later point) and ensure both the redeployee and their current school are notified of these reasons (HR support should be sought). Redeployment would continue to be explored for the duration of the individual’s notice period.
3. The redeployee will automatically be removed from the spreadsheet if they successfully secure redeployment or when their last day of employment has expired.
4. For redeployees to be considered for non-school vacancies in SCC then the School’s HR Lead will pass on their details to the Recruitment Team who will contact the redeployee. For redeployee’s with IT access, the Recruitment Team will provide information on getting set up on the E-Recruitment System which will enable them to create a profile, set up job alerts and to see all Council vacancies (which are advertised internally for one week prior to external advert).   
     
   For employees who do not have access to IT then the Recruitment Team will support them with how best they can be kept informed on internal SCC vacancies during the redeployment period.
5. A redeployee in an SCC maintained school will be given prior consideration for SCC vacancies as outlined in Point 3. However, the SCC Recruitment Team will no longer identify potentially suitable vacancies by matching redeployees to roles. The onus will be on the individual redeployee to identify suitable roles themselves and to contact the Recruitment Team (they will be provided with a named contact) who will provide them with a shortened application form for completion and will ensure they are treated as a redeployee.  
     
   All other aspects will be the same as outlined in Point 3.  
     
   **Please note that SCC maintained schools intending to request funding support from SCC with compulsory redundancy and severance costs, will need to ensure the above redeployment process has been followed before the Exit Panel will consider the request.**

**Where schools intend to apply to the LA for funding for Voluntary Redundancy and severance requests, it is advised that requests are only provisionally agreed by the Governing Body (subject to LA funding approval).  If the school then complete and submit the Appendix F – Funding Request Form (see Organisational Change Policy), the Schools’ HR Lead will check LA vacancies at that point and email the spreadsheet to other schools and request that they let us know within 7 days if they are likely to have anything suitable.  If there is nothing at this point then Schools’ HR Lead will submit Appendix F to the Exit Panel for consideration and they will be able to confirm that there isn’t any known redeployment opportunities.  If funding is approved then they would not need to go on the redeployment register for their notice period and an exit date can be agreed. In the event that there is a redeployment opportunity at the point of checking then the individual will have the option to either consider putting themselves forward for the redeployment option or withdrawing the VR application (which will mean the school applying a compulsory redundancy selection process).**