

Re-deployment

1. The Purpose

This policy confirms the Forestry Commission's (FC) commitment to the avoidance of redundancies by identifying, wherever possible, suitable alternative employment for employees at risk of redundancy ('at risk'). Re-deployment across the FC will be carried out fairly and consistently.

2. The Principles

The principles of the policy are to:

- Provide re-deployment support within the FC and wider Civil Service for any employee 'at risk';
- Comply with the FC's [Recruitment and Selection](#) and [Redundancy](#) policies and procedures;
- Consider contractual mobility when identifying suitable alternative employment;
- Comply with all statutory requirements in relation to the re-deployment of employees on maternity/adoption or shared parental leave; and
- Ensure that all actions are objective, non-discriminatory and in line with the FC's commitment to equal opportunities.

3. The Policy

The Forestry Commission will take all practical and reasonable steps to support and re-deploy employees 'at risk', considering them first for any approved vacancy at their substantive pay band.

Skills, competencies and experience of employees 'at risk' will be matched as closely as possible with approved vacancies and if a suitable post is identified an employee will be management posted.

Employees 'at risk' may also request, or be offered, lateral transfer (transferring to a different discipline or type of job) or downgrading (moving to a lower pay band) as an alternative to redundancy.

3.1 Your responsibilities as an employee

You are expected to:

- Participate in the re-deployment matching process; and
- Undertake training and/or develop your experience to support re-deployment, if necessary.

3.2 Your responsibilities as a manager

You are expected to:

- Retain responsibility for employees 'at risk' in your area throughout the re-deployment process;
- Encourage employees 'at risk' to undertake training and/or provide opportunities to develop their experience in order to support re-deployment;
- Review skills, experience and competencies when confirming re-deployment matches;
- Carry out informal discussions when there are multiple matches for your vacancy in order to find the most suitable match;
- Make reasonable adjustments and accommodate an employee's current working pattern, where possible, when employees 'at risk' are posted into your vacancy; and
- Support the success of a match by providing induction, training and coaching, as appropriate.

3.3 Human Resources responsibilities

Human Resources have responsibility for:

- Maintaining a re-deployment database to match employees 'at risk' to approved vacancies;
- Co-ordinate a recruitment process that ensures employees 'at risk' are considered first for any approved vacancies;
- Continuing the re-deployment matching process until a vacancy's closing date, giving employees 'at risk' priority over any other applicants;
- Confirming any reasonable adjustments or alternative working patterns that may be required post-matching;
- Providing advice on trial periods or mark time if an employee is considering a lateral transfer or downgrade; and
- Providing support and advice to managers throughout the redeployment process.