

# 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 staff declared surplus. 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 staff declared surplus;
- Comply with the FC's Recruitment & Selection and Redundancy policy and procedures;
- Consider contractual mobility when identifying suitable alternative employment;
- Comply with all statutory requirements in relation to the re-deployment of staff on maternity, paternity or adoption 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 re-deploy surplus staff, considering them first for any approved vacancy at their substantive pay band.

Skills, competencies and experience of surplus staff and approved vacancies will be matched as closely as possible and if a suitable post is identified an individual will be management posted.

Surplus staff may also request, or be offered, re-grading (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;
- Apply for suitable vacancies in the wider Civil Service; 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 surplus staff in your area throughout the re-deployment process;
- Encourage surplus staff 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 individual's current working pattern, where possible, when surplus staff 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 surplus staff to approved vacancies;
- Co-ordinate a recruitment process that ensures surplus staff are considered first for any approved vacancies;
- Continuing the re-deployment matching process until a vacancy's closing date, giving surplus staff 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 individual is considering a re-grade or downgrade; and
- Providing details of the Civil Service Jobs website to ensure surplus staff have priority access to vacancies across the Civil Service.