

Re-deployment

1. Introduction

The Forestry Commission (FC) will take all practical and reasonable steps to re-deploy staff declared surplus by identifying suitable alternative employment. This procedure sets out the steps to be taken to make sure that re-deployment is carried out fairly and consistently.

2. Declaring staff surplus

Re-deployment within the FC will only take place if the redundancy policy and procedure has been followed and an individual has been declared surplus.

Further details can be found in the redundancy [policy](#) and [procedure](#).

3. Re-deployment database

Surplus staff details will be held on the FC's re-deployment database and matched against the person specifications for approved vacancies. The following information will be held:

- Substantive pay band
- Skills, experience and competencies
- Any personal circumstances that could influence re-deployment.

4. Types of re-deployment match

There are three types of re-deployment match.

4.1 Full match

There is a full match if the individual:

- is currently at the same substantive grade as the vacant post;
- is currently carrying out the same type of role as the vacant post;
- already has the qualifications required for the vacant post;
- has competencies that fully match those of the vacant post; and
- has the essential and desirable skills required for the vacant post.

This would be suitable alternative employment and an individual is expected to be effective very quickly/straight away.

4.2 Partial match

If there are no full matches in the re-deployment database then partial matches will be considered. There is a partial match if the individual:

- is currently at the same substantive grade as the vacant post;
- is currently carrying out a similar type of role to the vacant post;
- has most of the competencies of the vacant post; and
- has any essential qualifications or skills (i.e. driving licence) required for the vacant post.

This would be suitable alternative employment and training will be agreed as part of the matching process so the individual can be effective within approximately 3 months.

4.3 Potential match

If there are no full or partial matches on the database then the recruiting manager has the option to consider individuals who have the potential to fill the vacancy. There is a potential match if the individual:

- is currently at the same or a higher substantive grade as the vacant post;
- is currently in a different type of role to the vacant post;
- has some of the competencies of the vacant post; and
- has any essential qualifications or skills (i.e. driving licence) required for the vacant post .

Staff will not be posted into a vacancy if they are a potential match but they will be asked if they would like to be considered for the role.

If there are potential matches for a vacancy the recruiting manager could still choose to progress with the recruitment process and consider surplus staff alongside other candidates.

4.3.1 Re-grading/Downgrading

If an individual is a potential match for a vacancy they may 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. The redundancy [policy](#) and [procedure](#) includes details of trial periods, mark time and pension impacts that will apply.

5. Matching Process

A fair and consistent matching process will be used to identify suitable alternative employment for surplus staff. If there is a full match (see section 4.1) or partial match (see section 4.2) this would be suitable alternative employment and the vacancy will be filled by contacting the recruiting manager to:

- advise that suitable individual(s) have been found;
- provide anonymous skills, experience and competency information so they can confirm the match; and
- find out if they would like an informal meeting/telephone call etc with the individual to discuss the role in more detail.

If there are no full or partial matches on the database the recruiting manager will then have the option to consider individuals who are a potential match (see section 4.3) and have expressed an interest in the role.

5.1 Maternity, Paternity and Adoption leave

If an individual on maternity leave or additional paternity/adoption leave is a full or partial match for a vacancy they will be given the role ahead of anyone else on the database. These individuals have a statutory entitlement to be given priority for suitable alternative employment.

5.2 Multiple matches

If there are a number of matches for a vacancy the recruiting manager will contact individuals to discuss their skills, experience and competencies in order to find the most suitable match. The recruiting manager may choose to meet with the individuals.

All decisions will be recorded and staff can request feedback from the HR Re-deployment Team if they are not the final match for a vacancy.

6. Refusing a re-deployment match

Full and partial matches are considered suitable alternative employment. If a suitable post is identified for a member of staff that individual is no longer: surplus; or entitled to a redundancy compensation payment.

The FC will make sure that a match is suitable so that the posting is a reasonable management request. Refusal will be managed in line with the FC's disciplinary [policy](#) and [procedure](#).

6.1 Refusing a potential match

If an individual is a potential match for a vacancy they will be asked if they would like to be considered for the role. An individual can refuse without impacting their surplus status.

7. Re-deployment in the wider Civil Service

The Civil Service Jobs website gives surplus staff exclusive access to all Civil Service vacancies for 11 days. The HR Re-deployment Team will make sure that all FC surplus staff can access the Civil Service Jobs website.

8. Flowchart: re-deployment process

