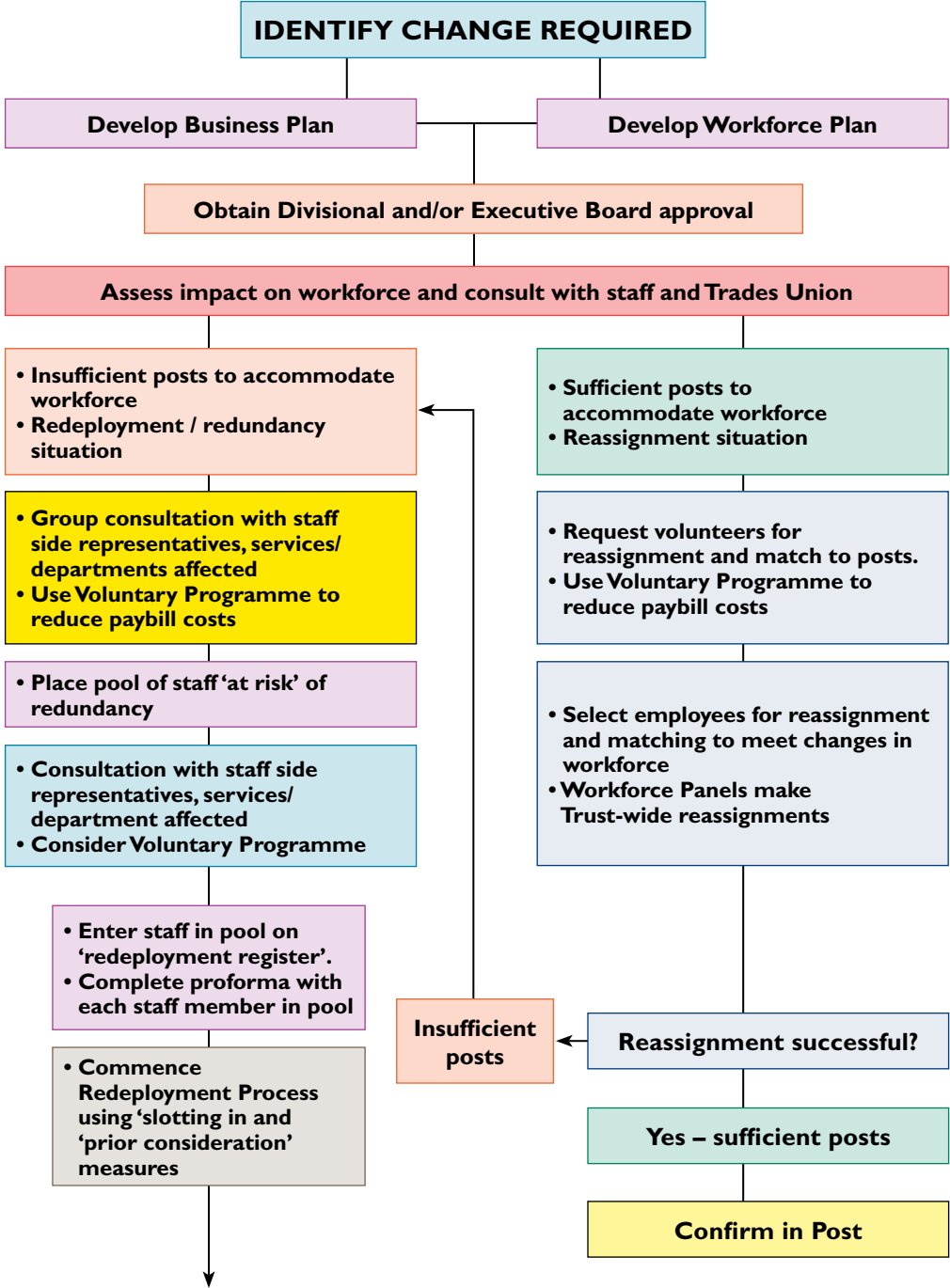


Notes

Def: Reassignment is the impact of change on the workforce and the transfer of staff where there are sufficient suitable vacancies.

Employee to complete Reassignment Employee Information Form. Employees to meet essential qualifications/ professional registration criteria. Essential experience may be gained within reasonable time period. Matching will take place locally if possible, if not on a Directorate, Division and Trust wide basis.

Confirm changes in writing. Complete change forms. Confirm protection arrangements if applicable.



Notes

Engage HR
Include reasons for change, proposed structure, changes in staffing numbers and roles.

Def: Redundancy arises when either there has been or is going to be a cessation of business; of business at the employee's site; a reduction or cessation of work.

30 days for 20+ staff and 90 days for 100+ staff.
HR Director informs Dept of BERR.

Identify those staff at risk, Assess staff using weighting matrix.

Include ring fencing, prior consideration interviews and slotting in. Look for suitable alternative employment.

Notes

Consult with individuals on a 1:1 basis. Discuss options/preferences and aspirations.

Issue notice of redundancy letters to individual members of staff. Notice period must coincide with the conclusion of formal consultation i.e. NO termination can take place before day 30 or 90.

Definition: A vacant post anywhere in the Trust where a member of staff meets the core selection criteria set down in the person specification or could do so with reasonable training.

An employee who is under redundancy notice has the right to work a trial period of four weeks in the new job.

Redundancy pay given. Termination form completed and payroll notified. No termination to take place prior to formal consultation ending i.e. before day 30 or 90.

