

MEMORANDUM OF UNDERSTANDING ON REDEPLOYMENT

1. Purpose

- 1.1 The purpose of this Memorandum of Understanding is to refresh the principles for the redeployment of NHS staff at risk of redundancy which were agreed in the Regional Redeployment Frameworks in place for NHS employers in the South East Coast, South Central and South West regions.

2. Context

- 2.1 Strategic service reconfigurations, financial challenges, changing population health needs and technology all impact on the NHS workforce and organisational change is likely to be a feature within the NHS over forthcoming years. In order to ensure that the NHS remains an attractive employer it is critical to develop a system to enable the redeployment of staff to:
- retain talent and minimise the loss of valuable skills and expertise from the NHS across the geographies and therefore, maintain service levels for patients;
 - support staff in finding alternative jobs;
 - avoid compulsory redundancies wherever possible;
 - protect the public purse.

3. Scope

- 3.1 This Memorandum of Understanding covers all NHS organisations in the South of England. The principles underpinning redeployment will be applied to NHS employers in South East Coast, South Central and South West.

4. Memorandum of Understanding Principles

- 4.1 Agreement has been reached on the following principles which will be upheld to support redeployment of staff:
- individual employers retain responsibility for the employee until the redeployment takes place;
 - individual employers will, firstly, seek to redeploy their own at risk employees before referral to wider redeployment;
 - it is noted that employers may operate these arrangements within a specific health economy to support organisational change/strategic reconfiguration in the area;
 - individual employers agree to implement the operational redeployment framework and processes, attached as Appendix 1;
 - any employee designated at risk, and who meets the essential shortlisting criteria for a vacancy, will be interviewed.

Operating Framework and Redeployment Processes

1. Section 16 of the NHS Terms and Conditions

- 1.1 Employers will apply the Redundancy arrangements within Section 16 of the NHS Terms and Conditions. The following points reflect the way in which the redeployment process will be supported across the South of England.

2. Registration in the Restricted Area of NHS Jobs

- 2.1 Individuals whose posts are identified as "at risk" should be set up, by their employer, with a 'restricted' account on NHS Jobs which will highlight them as a priority when applying for NHS positions. Employers will be responsible for ensuring that staff records on the restricted area of NHS Jobs are kept up to date.

3. Guaranteed Interviews

- 3.1 Staff designated "at risk" will, where they meet a vacant job's essential criteria, be guaranteed an interview for the job. Where the number of job applications per vacancy are of a high number, employers will prioritise interviews for those designated at risk over external candidates.
- 3.2 Where an individual applies for a job in lower pay band, employers should discuss the potential for the individual's current organisation to fund pay protection as an alternative to redundancy.

4. Record Keeping

- 4.1 Employers will keep records of the movements and status of their employees. Once "at risk" status is registered, details of applicants "at risk" should be retained by the individual employer, which will include:
 - individual's name;
 - current post and band;
 - employing organisation;
 - NHS email and telephone contact details;
 - date of formal notification 'at risk';
 - registration date for NHS Jobs Restricted Area and approval for redeployment;
 - records of any refusals of suitable alternative employment options and reasons given.
- 4.2 Employers will maintain records of all feedback forms from vacancy holders following any selection processes that individuals have been involved in. Employers will keep up to date the NHS Jobs Restricted Account Register, i.e., where individuals are redeployed, access to the restricted account should be removed.

5. System Wide Reporting and Quality Assurance

- 5.1 There will be an option to provide reports which give a high-level overview of the effectiveness of the redeployment arrangements.

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