

Agenda Item: 4

REPORT OF SERVICE DIRECTOR HR AND CUSTOMER SERVICE

**DEVELOPMENT AND IMPLEMENTATION OF THE AUTHORITY'S
REDEPLOYMENT PORTAL**

Purpose of the Report

1. The purpose of this report is to provide Personnel Committee Members with details of the development and implementation of the online redeployment portal to improve redeployment of staff at risk of redundancy or being redeployed due to health or other reasons.

Information and Advice

Background

2. The Authority has procured an e-recruitment solution as part of the BMS programme. The first phase of the project is the development and implementation of an online redeployment portal. This portal is specifically designed to manage the redeployment process. Ensuring that staff are treated sensitively, given priority over other internal/external candidates and given the greatest opportunity to find a suitable position.
3. The implementation of the online redeployment portal will, in the future, enable more detailed information on the redeployment of employees to be provided as part of the Authority's employee resourcing information report.

Current redeployment process

4. Once identified as a redeployee, employees complete a skills analysis form. Each redeployee is allocated an HR Business Partner as their nominated "caseworker". Currently all information is logged on a central HR redeployment spreadsheet.
5. The recruitment team provide a daily redeployment report to HR Operations detailing all job vacancies to be advertised. This report provides basic details of each job vacancy i.e. job title, salary and location. HR Operations review this report and details are sent to redeployees where there is an appropriate level of match. If the redeployee decides to apply then further information, such as the job description, person specification and competencies is provided. If a job match is confirmed, the vacancy is then held and the recruiting manager assesses the redeployee's application against the requirements of the job. If the redeployee

meets the specification, a trial work period is undertaken. If the trial period is successful the redeployee will transfer to the new job and be confirmed in post.

New Online Redeployment Portal process

6. The new online redeployment portal will modernise and improve the Authority's redeployment process. Redeployees will be provided with a dedicated online portal, giving them easy and exclusive access to redeployment opportunities. The new approach will provide improved reporting and a complete record of all redeployment activity across the Authority will be available.
7. Once identified as a redeployee, the employee will register themselves on the secure online redeployment portal. They will then be required to create a job alert which will match them to their current job grade and one grade below. This will ensure that they receive automatic notification of suitable vacancies that match their specified criteria. Redeployees will still be able to apply for other vacancies within the Authority which do not match their redeployment criteria via the normal recruitment process.
8. Redeployees will receive exclusive access to all jobs for 7 days prior to the vacancy being released for internal and or external recruitment in accordance with the Authority's vacancy control protocol. They will receive full details of the vacancy, i.e. job description, person specification and competencies immediately on publication.
9. If they wish to apply for jobs that they have been matched to, the redeployee will complete an online "redeployee specific" application form. This is based on the current skills analysis form but in addition now includes a job specific section which requires the redeployee to address the essential criteria of the vacancy. This subsequently assists the recruiting manager in the selection process.
10. Once redeployees have registered and submitted their first application, details from this will automatically be pulled through to any future applications. This information is then editable and the redeployee will only be required to tailor the job specific section to the vacancy they are applying for.
11. The online redeployment portal is fully auditable, providing a complete record of all redeployment activity. HR will have specific access to the portal to monitor redeployees' progress.
12. The portal will support a reduction in administration of the redeployment process and will provide improved reporting facilities and real time information which will be available to stakeholders.

Redeployment Portal go live.

13. The redeployment portal has been built and testing undertaken. Final changes will be completed by the 3 July and existing redeployees transferred to the new system week commencing 14 July. All new redeployees from this point will be automatically registered to the online redeployment portal.

Other Options Considered

14. The Authority wants to improve and modernise its approach as part of “Redefining your Council”.
15. Various solutions were reviewed; however, the selected solution provides the best outcomes and value for money.

Reasons for Recommendation

16. The implementation of the online redeployment portal will further enhance the Authority’s support of employees at risk, as well as providing more detailed reports and monitoring of redeployment activity.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

18. The implementation, development and ongoing maintenance costs of the e-recruitment solution including the redeployment portal are contained within the Business Support Centre budget.

Human Resources Implications

19. The implementation of the online redeployment portal will enhance the Authority’s redeployment process. A complete record of all redeployment activity will be available for all redeployees and the online portal will provide detailed monitoring and reports.
20. Discussions have taken place with the recognised Trade Unions via the Joint Redundancy and Redeployment Working Group. The Trade Unions are supportive of the redeployment portal development.
21. The Council remains committed to minimising the impact of organisational change by avoiding compulsory redundancies wherever possible and protecting the ongoing employment of its employees as far as practicable. All redeployments will continue to be conducted in compliance with the principles set out in the Council’s agreed Redeployment Policy, as the Council embarks on its major transformation

programme, Redefining Your Council, the availability of this new portal will enable this to be undertaken as efficiently and effectively as possible .

RECOMMENDATION

1) It is recommended that Personnel Committee note the information contained in the report and presentation.

Marjorie Toward
Service Director HR and Customer Service

For any enquiries about this report please contact:

Sarah Stevenson, Group Manager BSC, on 0115 9775740 or
sarah.stevenson@nottsc.gov.uk

Constitutional Comments (SLB 02/07/14)

22. This report is for noting only.

Financial Comments (SEM 02/07/14)

23. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All