

## REDEPLOYMENT POLICY

**April 2018**

<b>Authorship :</b>	HR Policy Lead - adapted for local use by eMBED on behalf of NHS Vale of York Clinical Commissioning Group.
<b>Reviewing Committee :</b>	Social Partnership Forum
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<b>Equality Impact Assessment :</b>	Attached
<b>Sustainability Impact Assessment :</b>	Attached
<b>Related Policies :</b>	<ul style="list-style-type: none"> <li>• Change Management Policy</li> <li>• Policy on Managing Work Performance</li> <li>• Absence Management Policy</li> <li>• Pay Protection Policy</li> </ul>
<b>Target Audience :</b>	The policy applies to all CCG employees including employees on temporary and fixed-term contracts lasting more than twelve months. It does not apply to those staff who are seconded from other employing organisations or contractors.
<b>Policy Reference No. :</b>	HR36
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The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

## POLICY AMENDMENTS

Amendments to the policy will be issued from time to time. A new amendment history will be issued with each change.

<b>New Version Number</b>	<b>Issued by</b>	<b>Nature of Amendment</b>	<b>Approved by and Date</b>	<b>Date on Internet</b>
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1.1		Updated in regards to GDPR	SPF 10 January 2018 CCG Executive 04 April 2018	08 May 2018

**To request this document in a different language or in a different format, please contact:**

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## **1. INTRODUCTION**

- 1.1. NHS Vale of York Clinical Commissioning Group (the “CCG”) wishes to retain the skills, abilities and loyalties of its employees wherever possible. This policy is designed to assist employees who are at risk of losing their job as a result of ill health capability, disciplinary, performance, redundancy or the non-renewal of a fixed term contract. Redeployment may also be pursued in some harassment and bullying cases.
- 1.2. Whilst the CCG will endeavour to redeploy employees who are at risk, owing to the size of the organisation it must be recognised that there may be limited opportunities for redeployment.

## **2. POLICY STATEMENT**

- 2.1. The Vale of York Clinical Commissioning Group aspires to the highest standards of corporate behaviour and responsibility. All Vale of York Clinical Commissioning Group staff are required to comply with this policy.
- 2.2. The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCG’s Data Protection and Confidentiality and related policies and procedures.

## **3. IMPACT ANALYSES**

### **Equality**

- 3.1. In applying this policy, the CCG will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.
- 3.2. An Equality Impact Assessment is attached at Appendix 1. As a result of performing the analysis, it is not evident that a risk of discrimination exists or that this risk may be removed or reduced by implementing the actions detailed within the Action Planning section of the Assessment document.

### **Sustainability**

- 3.3. A Sustainability Impact Assessment has been completed for this policy and is attached at Appendix 2.

#### **4. SCOPE**

- 4.1. The policy applies to all CCG employees including employees on temporary and fixed-term contracts lasting more than twelve months. It does not apply to those staff who are seconded from other employing organisations or contractors.

#### **5. POLICY PURPOSE / AIMS AND FAILURE TO COMPLY**

- 5.1. The purpose of this policy is to ensure that the procedure to be followed is clear and transparent to all employees and the roles and responsibilities of all parties are clearly understood.
- 5.2. The CCG will endeavour to redeploy employees who are at risk of losing their job as result of ill health capability, performance, redundancy or end of fixed term contract. However, owing to the size of the organisation, it must be recognised that there may be limited opportunities for redeployment.

#### **6. PRINCIPLES AND PROCEDURE**

- 6.1. The CCG, in conjunction with the Workforce team, will maintain a register of employees at risk of redundancy, being redeployed due to ill health capability, disciplinary, performance, redundancy or end of fixed term contract reasons. Employees who are at risk will be invited to a meeting to formally notify them of their redeployment status and to discuss the redeployment process with them. This discussion also notifies the employee that their details will be placed on the redeployment register. The register will contain information on the individual's needs and preferences for redeployment in addition to basic personal information. A Redeployment Registration Form (Appendix 3) is attached to record this information. Employees on the register will be advised of potentially suitable posts within the CCG. Where appropriate, posts will be advertised on a restricted basis to those employees on the register only.
- 6.2. Employees seeking redeployment within the CCG will be given priority on appropriate vacancies that arise within the CCG as part of the normal recruitment process. Individuals should normally meet all of the essential criteria for the post however consideration should be given to the amount of additional training or re-training that would be required to enable the individual to meet that criteria.
- 6.3. The redeployment procedure will continue to take place whilst an employee is absent on sick leave or maternity leave and where employees have been served notice to terminate their contract for redundancy reasons and they will be notified of any suitable redeployment opportunities.
- 6.4. Any employee who is seeking redeployment is required to complete the relevant pro- forma outlining their skills, experience and qualifications that will be used in assessing their suitability for posts. This will be considered in conjunction with the person specification for the post and further clarification will be sought where necessary.

- 6.5. Appropriate re-training and additional support will be offered to employees to support them during the redeployment process.
- 6.6. The redeployment period will normally last for a maximum of 12 weeks. The redeployment period will normally begin from a date agreed with the employee. This would, however, depend on the contractual notice period required.
- 6.7. Employees will be kept fully informed throughout the redeployment process, including the potential outcome. Redeployment opportunities could include the offer of redeployment into temporary or fixed term positions, however they should be made aware of their position at the end of that period.
- 6.8. Employees are responsible for actively seeking redeployment opportunities during the redeployment period via NHS Jobs ([www.jobs.nhs.uk](http://www.jobs.nhs.uk)).
- 6.9. Once the employee is placed on the redeployment register, they will also be registered with the NHS jobs website on their preferred email address to enable them to access restricted vacancies.
- 6.10. Redeployment opportunities will be available to employees on a 'trial period' basis of normally 4 weeks. This period may be extended to a maximum of 12 weeks depending on the nature of the role and any retraining that is involved. During this period reviews will be held with the employee and their line manager. The purpose of the reviews will be to monitor progress and allow both parties to comment on the suitability of the redeployment. If it is evident from the outset that the role is not suitable then, with agreement, the trial period may cease early. In cases of redeployment due to ill health then it may be necessary for Occupational Health to also become involved to assess the suitability of the role.
- 6.11. During trial periods and until the employee is confirmed in a post, the CCG in conjunction with Workforce will continue to seek and propose other redeployment opportunities that may arise. Whilst there are no set limit to the number of trial periods that are offered, employees should be made aware that due to the size of the CCG opportunities are limited, and if a post is unreasonably refused then this may impact on any potential redundancy payment.
- 6.12. Once a work trial has been completed successfully, and all parties are in agreement, a final review meeting will be held and the employee will be confirmed in post and a new contract of employment issued. The outcome of the meeting will be confirmed in writing.
- 6.13. The Terms and Conditions of Service will transfer with an employee who accepts an alternative post including continuous service dates, annual leave entitlement and sick pay entitlement. The employee record will also transfer with the employee e.g. annual leave record, sickness record.
- 6.14. Employees are entitled to be accompanied at any formal meeting relating to their redeployment by a work colleague or trade union representative.

- 6.15. Employees who unreasonably refuse offers of suitable redeployment opportunities will be putting their employment at risk. In a redundancy situation this may result in their right to a redundancy payment being lost. Please refer to the CCG's Absence Management, Managing Work Performance and Change Management policies for further information.
- 6.16. Any disputes in relation to determining whether a position is 'suitable alternative employment' must be referred, in writing, to the CCG Accountable Officer.
- 6.17. All employees will have the right of appeal against redeployment to a suitable alternative post within the organisation.

## **7. REDEPLOYMENT OPTIONS**

### **Redundancy**

- 7.1. In a redundancy situation redeployment will be sought at the earliest opportunity, i.e., when the employee is placed "at risk".
- 7.2. Where employees accept redeployment to a temporary or fixed term post, at the end of that period, should no further suitable redeployment opportunities be available, they will receive their redundancy entitlement. Please refer to the CCG's Change Management policy.

### **Capability as a result of ill health**

- 7.3. In situations where the Occupational Health Unit recommends redeployment due to capability as a result of ill health it is essential that managers refer to the CCG's Management of Attendance policy and give due consideration to:

### **Reasonable Adjustments**

- 7.4. In line with the Equality Act 2010 (and any subsequent amendments) it is essential that where an employee is declared unfit to carry on working in their current position their line manager gives due consideration to any 'reasonable adjustments' that can be made to that employee's provisions, criteria or practices that would enable them to remain in employment.
- 7.5. Where no reasonable adjustments can be identified the line manager must then consider 'suitable alternative employment' (or redeployment).
- 7.6. If an employee's role or methods of working can be adjusted to accommodate their needs the new working practice should be implemented as soon as possible and with approval from the Occupational Health Unit.
- 7.7. Where it is not reasonable or possible to adjust an employee's current role the identification of suitable alternative employment/redeployment within the CCG should be investigated.
- 7.8. The Workforce team, in consultation with Occupational Health and any other relevant medical advice, will establish the type of work that the employee is able to undertake and note any limitations or restrictions that may apply.

## Capability

- 7.9. In situations where there are issues with the employee's performance and there has been a failure to improve or maintain the agreed performance level within the required timeframe redeployment to a suitable alternative position within the CCG may be considered. Please refer to the Policy on Managing Work Performance.

## 8. SCHEME OF DELEGATION

- 8.1. Each policy will contain a scheme of delegation specific to the stages and actions associated to the policy. All Schemes will adopt the levels as outlined below therefore ensuring consistency throughout all policies and clarity within the organisation:

Informal procedure	Line Manager or equivalent level manager from elsewhere within the organisation
Formal procedure	Line Manager or equivalent level manager from elsewhere within the organisation or the line managers direct manager if the line manager has been previously involved or implicated
Appeal following formal procedure	Line Manager's Manager or equivalent who has not previously been involved or implicated
Dismissal Hearings	Chaired by a Senior Manager or equivalent and Workforce representative
Appeal against dismissal	Chaired by a Chief Officer or Senior Manager or equivalent and Workforce representative

## 9. PROCEDURE

Once formal notice has been issued or redeployment has been identified as the most appropriate course of action :

- 9.1. A meeting will be held with the employee and their line manager. The redeployment procedure will be explained in full to the employee concerned, including any potential outcome and the employee's obligations. The notes of the meeting will be confirmed to the individual in writing.
- 9.2. At this meeting the start date of the redeployment period will be agreed (this is usually from the date of the meeting where redeployment has been discussed) and the relevant pro forma will be completed.

- 9.3. The Workforce team will provide employees with details of all vacancies within the CCG and will ensure that the employee is registered to enable them to access restricted vacancies on the NHS jobs website.
- 9.4. Where employees express an interest in any appropriate vacancies, the CCG and the Workforce team will meet with the employee concerned to discuss the person specification for the post together with the employee's relevant skills and experience. Any reasonable additional training that could be of benefit to enable the employee to meet the essential criteria on the person specification will also be discussed. A record of this meeting will be held by the manager concerned.
- 9.5. Where a vacancy is agreed to be suitable, the CCG and the Workforce team will arrange for a meeting with the employee concerned and the manager of the vacancy to discuss the employee's suitability for the post. Additional information may also be sought from Occupational Health if appropriate.
- 9.6. Where all parties agree to a work trial (4 weeks), a date for this to begin will be agreed. In some cases it may be necessary for Occupational Health to carry out a work place assessment, this should be carried out prior to the work trial commencing e.g. if the reason for redeployment is for ill health reasons.
- 9.7. The CCG will arrange for regular reviews to be held during the work trial period with the employee concerned and the line manager of the vacant post.
- 9.8. If the trial period is completed successfully, and all parties are in agreement, the employee will be confirmed in the new post and a new contract of employment will be issued. A HR4 'Variation to Contract' Form should be completed and returned to the YHCS Workforce team.
- 9.9. If the trial period is unsuccessful, the remainder of the redeployment period will continue from the date the trial period ends and the manager, in consultation with the YHCS Workforce team, will endeavour to identify other suitable redeployment opportunities.

### **Example**

An employee begins the 12 week redeployment period on 01 March. On the 01 April (four weeks later) they begin a trial period in a suitable alternative vacancy. At the end of April it is mutually agreed that the vacancy is not suitable. The remainder of the redeployment period (8 weeks) begins on 01 May.

If, after the redeployment period :

- no suitable redeployment opportunities have been identified; or
- the employee has failed to complete any work trials successfully; or
- the employee has refused to accept any suitable work trials

the termination of the employee's Contract of Employment would proceed in line with the relevant policy.

## **10. SALARY PROTECTION**

- 10.1. For employees who are being re-deployed due to ill health/capability, once the trial period has been completed successfully and the employee has been confirmed in the 'new' position they will normally receive the rate of pay for that post.
- 10.2. Protection arrangements will not normally apply to employees who are redeployed for ill health/capability reasons.
- 10.3. In cases of redeployment due to redundancy, the relevant Pay Protection Policy would be applied.
- 10.4. Where employees are already receiving a protection payment this will be reviewed and any necessary amendments will be made.

### **Appeals**

- 10.5. An employee who feels they are being treated unfairly under this policy may invoke the CCG's Grievance procedure at the appropriate stage. Please refer to the Grievance Procedure.
- 10.6. Appeals against redeployment as an alternative to dismissal will be considered as part of the disciplinary appeals process. Please refer to the Disciplinary Policy and Procedure.

## **11. PRINCIPAL LEGISLATION AND COMPLIANCE WITH STANDARDS**

### **Statutory Instrument**

#### **Bribery Act 2010**

**The Bribery Act is particularly relevant to this policy. Under the Bribery Act it is a criminal offence to:**

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist .

## **Definitions**

- 11.1 For the purpose of applying the provisions contained in this document, the definitions below shall have the following meanings:
- 11.2 'Suitable' means employment that reflects the employees current and/or recent skills set and/or experience or with a reasonable amount of re-training the employee could undertake the role (i.e. full retraining would not be considered reasonable) or is at a pay level which is the same as the employees current pay band or one band below (see Part 2, Paragraphs 1.10 – 1.13). Regard will be given to the personal circumstances of the employee however, the employee will be expected to show some flexibility.

In line with the Equality Act 2010, employers have an obligation to make '*reasonable adjustments*' in relation to the following :

- Provisions, criteria or practices including organisational policies
- Physical features such as layout of and access to workplaces
- Provision of auxiliary aids including providing information in an accessible format such as braille, large print or email

Factors such as cost and practicability of making an adjustment and resources available to the employer may be relevant in deciding what is reasonable.

## **12. ROLES / RESPONSIBILITIES / DUTIES**

### **Managers will :**

- Be responsible for meeting with employees under this policy
- Support the redeployment of employees by guaranteeing an interview for an advertised vacancy where an individual on the CCG's redeployment register meets that essential requirements of the person specification
- Give feedback when an application has been unsuccessful

### **Employees will :**

- Be expected to apply for any post which constitutes suitable alternative employment
- Consider reasonable changes in hours, pay, location and responsibilities on the understanding that the appropriate protection arrangements could apply (see the Pay Protection Policy)
- Not unreasonably turn down an offer of suitable alternative employment.

**The Workforce team will :**

- Maintain a confidential register of staff seeking redeployment and actively match staff with vacancies.

**13. POLICY IMPLEMENTATION**

- 13.1 This policy will be communicated to staff via team meetings/team brief and will be available for staff on the internet.
- 13.2 Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

**14. TRAINING AND AWARENESS**

- 14.1 A copy of the policy will be available on the CCG intranet. Training needs will be identified via the appraisal process and training needs analysis.

**15. MONITORING AND AUDIT**

- 15.1 The implementation of this policy will be audited on an annual basis by the CCG and reported to CCG Governing Body.

**16. POLICY REVIEW**

- 16.1 The policy and procedure will be reviewed after three years for the CCG Governing Body in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

**17. REFERENCES**

- Not applicable.

**18. ASSOCIATED POLICIES**

This policy should be read in conjunction with the following policies :

- Change Management Policy
- Policy on Managing Work Performance
- Absence Management Policy
- Pay Protection Policy
- Disciplinary Policy

## 19. CONTACT DETAILS

Manager : Planning and Assurance  
Telephone : 01904 555578  
Email : [valeofyork.contactus@nhs.net](mailto:valeofyork.contactus@nhs.net)  
Address : NHS Vale of York Clinical Commissioning Group  
West Offices  
Station Rise  
York YO1 6GA

## 20. APPENDIX 1 : EQUALITY IMPACT ANALYSIS FORM

<b>1.</b>	<b>Title of policy/ programme/ service being analysed</b>
	Redeployment Policy.
<b>2.</b>	<b>Please state the aims and objectives of this work.</b>
	<p>The purpose of this policy is to ensure that the procedure to be followed is clear and transparent to all employees and the roles and responsibilities of all parties are clearly understood.</p> <p>The CCG will endeavour to redeploy employees who are at risk of losing their job as result of ill health capability, performance, redundancy or end of fixed term contract.</p>
<b>3.</b>	<b>Who is likely to be affected? (e.g. staff, patients, service users)</b>
	Staff.
<b>4.</b>	<b>What sources of equality information have you used to inform your piece of work?</b>
	Staff equalities data.
<b>5.</b>	<b>What steps have been taken ensure that the organisation has paid <u>due regard</u> to the need to eliminate discrimination, advance equal opportunities and foster good relations between people with protected characteristics</b>
	The analysis of equalities is embedded within the CCG's Committee Terms of Reference and project management framework.
<b>6.</b>	<b>Who have you involved in the development of this piece of work?</b>
	<p><b>Internal involvement:</b> Senior Management team</p> <p><b>Stakeholder involvement:</b> Consultation with Senior Managers</p> <p><b>Patient / carer / public involvement:</b> This is an Internal policy aimed at staff employed by the CCG and contractors working for the CCG. The focus is on compliance with statutory duties and NHS mandated principles and practice. There are no particular equality implication for patients.</p>

<b>7. What evidence do you have of any potential adverse or positive impact on groups with protected characteristics?</b> <b>Do you have any gaps in information?</b> <b>Include any supporting evidence e.g. research, data or feedback from engagement activities</b>	
<b>Disability</b> People who are learning disabled, physically disabled, people with mental illness, sensory loss and long term chronic conditions such as diabetes, HIV)	Consider building access, communication requirements, making reasonable adjustments for individuals etc.
No evidence of negative impact, may have positive impact on people who develop long term conditions or a disability while in employment.	
<b>Sex</b> Men and Women	Consider gender preference in key worker, single sex accommodation etc.
No evidence on impact due to gender.	
<b>Race or nationality</b> People of different ethnic backgrounds, including Roma Gypsies and Travellers	Consider cultural traditions, food requirements, communication styles, language needs etc.
No evidence of impact due to race or nationality.	
<b>Age</b> This applies to all age groups. This can include safeguarding, consent and child welfare	Consider access to services or employment based on need/merit not age, effective communication strategies etc.
No evidence of impact due to age.	
<b>Trans</b> People who have undergone gender reassignment (sex change) and those who identify as trans	Consider privacy of data, harassment, access to unisex toilets & bathing areas etc.
No evidence of impact due to transgender status.	
<b>Sexual orientation</b> This will include lesbian, gay and bi-sexual people as well as heterosexual people.	Consider whether the service acknowledges same sex partners as next of kin, harassment, inclusive language etc.

No evidence of impact due to sexual orientation.	
<b>Religion or belief</b> Includes religions, beliefs or no religion or belief	Consider holiday scheduling, appointment timing, dietary considerations, prayer space etc.
No evidence of impact due to religion or belief.	
<b>Marriage and Civil Partnership</b> Refers to legally recognised partnerships (employment policies only)	Consider whether civil partners are included in benefit and leave policies etc.
No evidence of impact due to marital or partnership status.	
<b>Pregnancy and maternity</b> Refers to the pregnancy period and the first year after birth	Consider impact on working arrangements, part-time working, infant caring responsibilities etc.
No evidence of impact due to maternity or pregnancy.	
<b>Carers</b> This relates to general caring responsibilities for someone of any age.	Consider impact on part-time working, shift-patterns, options for flexi working etc.
No evidence of impact due to status as a carer.	
<b>Other disadvantaged groups</b> This relates to groups experiencing health inequalities such as people living in deprived areas, new migrants, people who are homeless, ex-offenders, people with HIV.	Consider ease of access, location of service, historic take-up of service etc.
No evidence of impact due to other causes.	

<b>8.</b>	<p><b>Action planning for improvement</b></p> <p>Please outline what mitigating actions have been considered to eliminate any adverse impact? N/A</p> <p>Please state if there are any opportunities to advance equality of opportunity and/ foster good relationships between different groups of people?</p> <p>An Equality Action Plan template is appended to assist in meeting the requirements of the general duty</p>
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<b>Sign off</b>
Name and signature of person / team who carried out this analysis <i>Strategy and Assurance Manager</i>
Date analysis completed <i>July 2016</i>
Name and signature of responsible Chief Officer
Date analysis was approved by responsible Chief Officer

## 22. APPENDIX 2 : SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development plan or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Redeployment Policy
What is the main purpose of the document	To set out the process for redeployment of employees who are at risk of losing their job as result of ill health capability, performance, redundancy or end of fixed term contract
Date completed	July 2016
Completed by	Strategy and Assurance Manager

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport?	N/A		
	Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)?	N/A		
	Will it reduce 'care miles' (telecare, care closer) to home?	N/A		
	Will it promote active travel (cycling, walking)?	N/A		
	Will it improve access to opportunities and facilities for all groups?	N/A		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?	N/A		
Procurement	Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?	N/A		
	Will it promote ethical purchasing of goods or services?	N/A		
Procurement	Will it promote greater efficiency of resource use?	N/A		
	Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?	N/A		
	Will it support local or regional supply chains?	N/A		
	Will it promote access to local services (care closer to home)?	N/A		
	Will it make current activities more efficient or alter service delivery models	N/A		
Facilities Management	Will it reduce the amount of waste produced or increase the amount of waste recycled? Will it reduce water consumption?	N/A		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Workforce	Will it provide employment opportunities for local people?	N/A		
	Will it promote or support equal employment opportunities?	1		
	Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?	0		
	Will it offer employment opportunities to disadvantaged groups?	0		
Community Engagement	Will it promote health and sustainable development?	0		
	Have you sought the views of our communities in relation to the impact on sustainable development for this activity?	N/A		
Buildings	Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	N/A		
	Will it increase safety and security in new buildings and developments?	N/A		
	Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?	N/A		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it provide sympathetic and appropriate landscaping around new development?	N/A		
	Will it improve access to the built environment?	N/A		
Adaptation to Climate Change	Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?	N/A		
Models of Care	Will it minimise 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?	N/A		
	Will it promote prevention and self-management?	N/A		
	Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?	N/A		
	Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?	N/A		

**23. APPENDIX 3 : REDEPLOYMENT REGISTER : RECORD OF EMPLOYEE INFORMATION**

**Redeployment Register : Record of employee information**

The following form will be used to identify any vacancies that may be of interest to you. Such vacancies will be shared with you and you will have the opportunity to apply as a priority applicant on the redeployment register in accordance with the CCG Redeployment Policy.

<p>Please outline your current skills and experience :</p>	
<p>Please indicate the nature of the work sought, including pay bands that you would like to be considered for :</p>	
<p>Please indicate your preferred location and any others that you would like to be considered for :</p>	
<p>Please highlight any opportunities that would assist you while you are on the redeployment register in securing alternative employment e.g. :</p> <ul style="list-style-type: none"> <li>• Work shadowing</li> <li>• Project work</li> <li>• Mentoring</li> <li>• Secondment</li> <li>• Employer supported volunteering</li> <li>• Short skilled based programmes</li> <li>• Conferences/Events</li> </ul> <p><i>Please provide relevant detail where you indicate any support that may assist you</i></p>	

<p>Please highlight any additional assistance you may require with job applications e.g. :</p> <ul style="list-style-type: none"> <li>• Interview preparation</li> <li>• CV writing</li> <li>• Career coaching</li> </ul>	
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**Personal Circumstances**

In this section, please indicate any personal circumstances that may impact on roles that you would consider to be suitable and specify any requirements or restrictions e.g., working patterns, that may need to be considered as a result

<ul style="list-style-type: none"> <li>• Child at childcare provider elsewhere and not convenient to new site</li> </ul>	
<ul style="list-style-type: none"> <li>• School drop off/pick up</li> </ul>	
<ul style="list-style-type: none"> <li>• Incur additional childcare costs</li> </ul>	
<ul style="list-style-type: none"> <li>• Caring for dependants</li> </ul>	
<ul style="list-style-type: none"> <li>• Another job</li> </ul>	
<ul style="list-style-type: none"> <li>• Study commitments</li> </ul>	
<ul style="list-style-type: none"> <li>• Health/disability issues</li> </ul>	
<ul style="list-style-type: none"> <li>• Other</li> </ul>	

Requirements and/or any restrictions that would need to be considered as a result: