

NORTH OF ENGLAND MEMORANDUM OF UNDERSTANDING ON REDEPLOYMENT OF STAFF AT RISK OF REDUNDANCY

Purpose

The purpose of this Memorandum of Understanding (Mou) is to set out principles across North of England NHS employers for redeployment of staff at risk of redundancy.

Context

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

Scope

This Memorandum of Understanding covers all NHS organisations in the North of England. The principles underpinning redeployment will be applied to the individual geographical areas of Yorkshire and Humber, North East and North West. However, where staff wish to relocate beyond their local geography, employers will seek to support redeployment across a wider geography.

Memorandum of Understanding Principles

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 are likely to 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, see Appendix 1 below.
- Any employee designated at risk, and who meets the essential shortlisting criteria for a vacancy, will be interviewed

Appendix 1 - Operating Framework and Redeployment Processes

Section 16 of the NHS National Terms and Conditions of Service, 2018

Employers will apply the Redundancy arrangements within Section 16 of the NHS National Terms and Conditions of Service, 2018. The following points reflect the way in which the redeployment process will be supported across the North of England.

Registration in the Restricted Area of NHS Jobs

At the start of consultation, individuals whose posts are identified as potentially 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. Further details on how to do this can be found below:



NHS Jobs Restricted
Accounts Guide.doc

Guaranteed Interviews

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.

Where an individual applies for a job in a lower pay band, employers should discuss the potential for the individual's current organisation to fund pay protection as an alternative to redundancy.

Record Keeping

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

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.

Monitoring and Quality Assurance

Consideration will be given to the viability of monitoring and quality assurance of the implementation of the Memorandum of Understanding in terms of the return on investment regarding the process.

Release and Implementation Date May 2014.

Revised May 2019 to reflect factual references only