# APPENDIX 1: 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.

|  |  |
| --- | --- |
| Please outline your current skills and experience: |  |
| Please indicate the nature of the work sought, including pay bands that you would like to be considered for: |  |
| Please indicate your preferred location and any others that you would like to be considered for: |  |
| Please highlight any opportunities that would assist you while you are on the redeployment register in securing alternative employment e.g.:-* Work shadowing
* Project work
* Mentoring
* Secondment
* Employer supported volunteering
* Short skilled based programmes
* Conferences/Events

*Please provide relevant detail where you indicate any support that may assist you* |  |
| Please highlight any additional assistance you may require with job applications e.g.:-* Interview preparation
* CV writing
* Career coaching
 |  |  |  |
| **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 |
| * Child at childcare provider elsewhere and not convenient to new site
 |  |
| * School drop off/pick up
 |  |
| * Incur additional childcare costs
 |  |
| * Caring for dependants
 |  |
| * Another job
 |  |
| * Study commitments
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| * Health/disability issues
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| * Other
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| Requirements and/or any restrictions that would need to be considered as a result: |

# APPENDIX 2: Equality Impact Assessment

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| 1. **Equality Impact Analysis**

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| **Policy / Project / Function:**  | Redeployment Policy |
| **Date of Analysis:**  | February 2015 |
| **This Equality Impact Analysis was completed by:** **(Name and Department**)  | CSU Workforce Service |
| **What are the aims and intended effects of this policy, project or** **function ?** | * 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.
* 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.
 |
| **Please list any other policies that are related to or referred to as part of this analysis?** | * Change Management Policy
* Absence Management Policy
* Managing Performance Policy
* Grievance Procedure
* Pay Protection Policy
* Disciplinary Policy
 |
| **Who does the policy, project or function affect ?**  Please Tick ✔ |   Employees ✓   Service Users [ ]   Members of the Public [ ]   Other (List Below) [ ]   |

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| 1. **Equality Impact Analysis: Screening**
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|  | Could this policy have a positive impact on… | Could this policy have a negative impact on… | Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact |
| Yes | No | Yes | No |  |
| **Race** | [ ]  |  | [ ]  |  |  Considered – neutral impact |
| **Age** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Sexual Orientation** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Disabled People** |  |  |  |  | * Opportunities for individuals whom, as a result of ill-health/disability, need to be redeployed as reasonable adjustments cannot be made to their current role- positive impact
* Where disabled employees are redeployed for other reasons, cost implications of reasonable adjustments might be a consideration –negative impact – see action plan
 |
| **Gender** |  [ ]  | *
 | [ ]  |  | Considered – neutral impact |
| **Transgender People** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Pregnancy and Maternity** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Marital Status** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Religion and Belief** | [ ]  |  | [ ]  |  | Considered – neutral impact |
| **Reasoning** |  |
| **If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7** |

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| 1. **Equality Impact Analysis: Local Profile Data**
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| **Local Profile/Demography of the Groups affected** at Jan 2015 |
| **General**  | Total number of employees in the CCG is 121 |
| **Age** | 61.98% of staff are aged 30-55 15.7% of staff employed are under 3022.32% of staff are over 55 |
| **Race** | 90.90% of staff employed in the CCG declared themselves White 7.44% of staff are not stated/undefined0.83% of staff declared themselves Black0.83% of staff declared themselves Other |
| **Sex** | 80.99% of staff employed are female 19.01% of staff employed are male |
| **Gender reassignment** | No information |
| **Disability** | 81.82% of staff employed declared themselves as having no disability17.35% of staff did not declare /undefined0.83% of staff declared a disability |
| **Sexual Orientation** | 70.25% of staff described themselves as heterosexual28.92% did not wish to respond /undefined 0.83% described themselves as bisexual  |
| **Religion, faith and belief** | Christianity is the largest religious group declared by staff in the CCG (52.07%)31.4% were undefined or did not wish to declare8.26% of staff declared other faith or religious beliefs7.44% declared themselves Atheist0.83.% of staff declared their faith Islam |
| **Marriage and civil partnership** | 58.67% of employees are married. 37.2% are single/divorced/legally separated/widowed2.48% are undefined1.65% of employees are in a civil partnership  |
| **Pregnancy and maternity** | No information yet as the CCG has not been established long enough to build meaningful data |

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| 1. **Equality Impact Analysis: Equality Data Available**
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| **Is any Equality Data available relating to the use or implementation of this policy, project or function?** Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *‘Equality Groups’.* Examples of *Equality Data* include: (this list is not definitive) 1. Application success rates *Equality Groups*
2. Complaints by *Equality Groups*
3. Service usage and withdrawal of services by *Equality Groups*
4. Grievances or decisions upheld and dismissed by *Equality Groups*
5. *Previous EIAs*
 |  Yes Staff profile data  No [ ] Where you have answered yes, please incorporate this data when performing the *Equality Impact Assessment Test* (the next section of this document).  |
| **List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function**  | Consultation has taken place both locally and nationally with Trade Unions and staff |
| **Promoting Inclusivity****How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation** | This Policy does not directly promote inclusivity and designed to assist all employees who are at risk of losing their job as a result of ill health capability, performance, redundancy or end of a fixed term contract of over a year in a fair manner which should contribute to the aim of eliminating discrimination |

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| 1. **Equality Impact Analysis: Assessment Test**
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|  **What impact will the implementation of this policy, project or function have on employees, service**  **users or other people who share characteristics protected by *The Equality Act 2010* ?** |
|  **Protected**  **Characteristic:** | **No****Impact:** | **Positive****Impact:**  | **Negative****Impact:**  |  **Evidence of impact and if applicable, justification**  **where a *Genuine Determining Reason* exists**   |
| **Gender** (Men and Women)  |  |  |  |   |
| **Race** (All Racial Groups)  |  |  |  |  |
| **Disability**(Mental and Physical)  |  |  |  | Opportunities for individuals whom, as a result of ill-health/disability, need to be redeployed as reasonable adjustments cannot be made to their current role - positive impact Where disabled employees are redeployed for other reasons, cost implications of reasonable adjustments might be a consideration – negative impact. 0.83% of staff in the CCG have declared themselves disabled - see action plan  |
| **Religion or Belief** |  |  |  |  |
| **Sexual Orientation** **(Heterosexual, Homosexual and Bisexual)** |  |  |  |  |
| **Pregnancy and Maternity**  |  |  |  |  |
| **Transgender**  |  |  |  |  |
| **Marital Status** |  |  |  |  |
| **Age**  |  |  |  |  |

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| 1. **Action Planning**
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| **As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**  |
|  **Identified Risk:**  |  **Recommended Actions:**  | **Responsible Lead:**  | **Completion Date:**  | **Review Date:**   |
| * Where disabled employees are redeployed for other reasons, cost implications of reasonable adjustments might be a consideration
 | Where disabled employees are redeployed, HR processes should ensure that any decision meets the requirements of the Equality Act 2010 | Individual HR leads | Ongoing | On review of the policy |
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| 1. **Equality Impact Analysis Findings**
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| **Analysis Rating:**  | * Red
 | * Red/Amber
 | ✓Amber | * Green
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|  | Actions | Wording for Policy / Project / Function |
| **Red****Stop and remove the policy** | **Red:** As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* It is recommended that the use of the policy be suspended until further work or analysis is performed.  | **Remove the policy**Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination. | No wording needed as policy is being removed |
| **Red Amber****Continue the policy** | As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken. | **The policy can be published with the EIA**List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).Consider if there are any potential actions which would reduce the risk of discrimination.Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date. | As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason exists which justifies the use of this policy and further professional advice.***[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]*** |
| **Equality Impact Findings (continued):** |
|  | Actions | Wording for Policy / Project / Function |
| **Amber****Adjust the Policy** | As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document. | **The policy can be published with the EIA**The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date. | As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document.***[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]*** |
| **Green****No major change** | As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage. | **The policy can be published with the EIA**Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date | As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage. |

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| **Brief Summary/Further comments** | As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document. |

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| **Approved By** |
| Job Title: | Name: | Date: |
| Chief Officer | Simon Cox |  4th August 2015 |

# APPENDIX 3: Sustainability Impact Assessment

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development 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.

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| **Title of the document** | **Redeployment Policy** |
| **What is the main purpose of the document** | 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. |
| **Date completed** | **February 2015** |
| **Completed by** | **Val Burgess** |

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| **Domain** | **Objectives** | **Impact of activity**Negative = -1Neutral = 0Positive = 1Unknown = ?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?Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)?Will it reduce ‘care miles’ (telecare, care closer) to home?Will it promote active travel (cycling, walking)?Will it improve access to opportunities and facilities for all groups? | n/a |  |  |
| **Procurement** | Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?Will it stimulate innovation among providers of services related to the delivery of the organisations’ social, economic and environmental objectives?Will it promote ethical purchasing of goods or services?Will it promote greater efficiency of resource use?Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?Will it support local or regional supply chains?Will it promote access to local services (care closer to home)?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 |  |  |
| **Workforce** | Will it provide employment opportunities for local people?Will it promote or support equal employment opportunities?Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?Will it offer employment opportunities to disadvantaged groups? | n/a |  |  |
| **Community Engagement** | Will it promote health and sustainable development?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)?Will it increase safety and security in new buildings and developments?Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?Will it provide sympathetic and appropriate landscaping around new development?Will it improve access to the built environment? |  |  |  |
| **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 minimising ‘care miles’ making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people’s homes?Will it promote prevention and self-management?Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways? | n/a |  |  |