

## **Appendix: Redeployment Arrangements**

### **1: Health Service Redeployment Protocol**

#### **1.0 Policy Statement**

Agreed protocol between the HSE, health service employers funded by the HSE and trade unions representing staff employed throughout the health services.

- 1.1 Health employers confirm their commitment to the development and maintenance of positive working environments in which all employees are valued equally and are encouraged to enhance their work life and develop themselves.
- 1.2 The parties to this protocol recognise the important role early and complete consultation can play in the successful realisation of reconfiguration or rationalisation of services where deemed necessary for service improvement or cost containment.
- 1.3 The health service employers and trade unions recognise that voluntary redeployment is the preferred option in the first instance.
- 1.4 Redeployment will be organised in a manner which maximises the efficient and effective deployment of resources while recognising the rights, entitlements and needs of the employee.
- 1.5 Core considerations in the development of redeployment decisions will be the continued delivery of effective, safe and timely patient care and the effective deployment of resources.
- 1.6 The redeployment protocol applies to all employees in the HSE and health employers funded by the HSE and opportunities to fill positions through redeployment will be equally available to those employees on statutory leave or other agreed leave associated with family friendly policies.
- 1.7 The protocol will not impact on the normal management decisions to deploy/assign duties or staff as deemed appropriate, or temporary transfers due to emergencies.

- 1.8 Existing specific agreements regarding issues of redeployment associated with discrete projects/service reconfiguration in specific locations will remain unaltered.
- 1.9 There will be a greater need to use redeployment having regard to the Government moratorium on recruitment in the public service.

## **2.0 Scope of Practice for Regulated Clinical Professionals**

- 2.1 Safe patient care must inform all decisions on redeployment. While the protocol applies to all HSE employees and to health service employers funded by the HSE, certain regulated professions carry individual responsibility with regard to their competence to practice safely and effectively while fulfilling their professional responsibility within their scope of practice. In no circumstances may a redeployment opportunity be promoted or acceded to where the receiving position would require the redeployed individual to work outside their scope of professional practice.

## **3.0 Rationale for Redeployment**

- 3.1 Redeployment of employees may be required for a number of reasons including the following:-
  - to meet organisational and operational needs, including reconfiguration of services;
  - where, as a result of organisational restructuring, an individual's job no longer exists in its current format;
  - to redirect or develop skills and competencies required to meet evolving patient or service user needs;
  - matching employee skills and competencies with specific organisational requirements;
  - to meet staffing and service imperatives;
  - to respond to service priorities and urgent work demands.

- 3.2 In addition, health service employers in the service planning exercise, or revisions to it, will identify, at the earliest possible date, employment categories or service areas of diminishing demand or which, due to financial constraints, face reconfiguration or closure.

#### **4.0 Procedure for Redeployment**

- 4.1 Volunteers for redeployment will be sought in the first instance.
- 4.2 Normally redeployment will occur for the reasons set out in 3 above.
- 4.3 Where such areas are identified all practical options available for employees, including reference to existing transfer lists (where applicable) will be explored.
- 4.4 All health service employees, including those on approved leave schemes, will be entitled to apply for consideration for vacancies within their own grade, category or profession.
- 4.5 In accordance with Public Appointments Commission regulations, promotional posts may only be obtained through competition.
- 4.6 Redeployment may not always be to a role/grade of similar/equal status. However, an employee's existing pay and terms and conditions of employment will be protected if they participate in the redeployment scheme.
- 4.7 The following criteria will be used generally to determine the suitability of an applicant for redeployment:-
- the nature of the work;
  - qualifications;
  - skills and experience required to carry out the work;
  - attitude or capability of the individual to undertake the work;
  - working arrangements e.g. hours of work, shift arrangements;
  - level of responsibility.

#### **5.0 Competence, Re-skilling, Education and Training**

- 5.1 Where a full skills/competency match does not exist following a redeployment decision appropriate training will be considered to equip

the employee with the skills necessary for their new role. The nature of the education/training will be mutually agreed between line management and the employee. A return to the employee's original position may also be considered where considered practicable.

## **6.0 Essential Redeployment**

- 6.1 Where there are insufficient volunteers management will be able to require staff to redeploy. Staff will normally be selected on the basis of length of service having regard to the skill set requirement for the post.
- 6.2 Staff may be redeployed to a location within a 45 km radius of their current work location or of their home address, whichever is the shorter commute. In making such redeployment decisions regard will also be had to reasonable daily commute time.
- 6.3 In some instances, due to the specialist nature of the post, redeployment options will of necessity be considered beyond these guideline distances. In making offers of redeployment, regard will also be had to reasonable daily commute time.
- 6.4 The protocol will not preclude redeployment applications from employees who wish to redeploy to a location/service of their choice and which may be beyond the guideline distance outlined above.

## **7.0 Appeal Process**

- 7.1 Where a staff member wishes to appeal a redeployment decision such an appeal will be managed by an agreed adjudicator who will issue a decision within the terms of the scheme within 21 days and whose decision will be accepted.
- 7.2 Nothing in this protocol affects an individual's statutory rights.

## **8.0 Monitoring**

- 8.1 This redeployment protocol will be monitored by a steering committee comprising three management and three trade union nominees. The

committee may recommend, through the National Joint Council, amendments or enhancements to the scheme, including opportunities for re-skilling and re-training, based on experience gained through its operation.

## **2: Redeployment Arrangements for the education sector for staffing grades covered by the following unions – IMPACT, SIPTU and UNITE**

### **General principles**

**These procedures will be implemented in an open and transparent manner with full regard to the need for consultation with individuals and the representative Trade Unions and in line with the legislative requirements as contained in the Information and Consultation Act (2006).**

1. These principles shall apply to all employees in grades in the education sector represented by IMPACT, SIPTU and UNITE and comprehended by paragraph 6 of the Public Service Agreement.
2. The objective is to absorb surplus staff where posts have become surplus for whatever reason, by means of redeployment. In all circumstances, redeployment in the first instance will take place by means of a reassignment within the employees' own employer, either to suitable posts at their own grade or at an analogous grade for which the employee has the necessary skills, qualifications and competencies. If no suitable post exists within that organisation, redeployment shall be to another employer within the education sector to a suitable post at their own grade or at an analogous grade for which the individual has the necessary skills, qualifications and competencies. If no suitable post exists within the education sector, redeployment shall be to a suitable post within the wider public service on no less favourable basic pay and pension terms.
3. These principles will provide opportunities for individuals to explore career development in seeking a suitable alternative role (where appropriate). They are based on the concept of a flexible approach to facilitate staff movement throughout the education sector, in particular to enable the movement of employees from areas which are no longer a priority or which have been restructured, to areas of greater need. Individuals may volunteer to redeploy to posts at a lower grade (in such circumstances they will receive pay, and terms and conditions associated with the lower grade).

4. Surplus staff may be absorbed through reassignment and/or redeployment within the organisation, in which case employees may be redeployed to other positions or functions or geographical areas within the organisation. Each individual employer will be expected to manage this process internally.
5. Redeployment will generally take precedence over recruitment (including recruitment of fixed-term employees), transfers and promotions except in circumstances where identified special skills are required or where the post cannot otherwise be filled through redeployment arising from geographical or other constraints, or to meet essential human resource planning and business needs.

#### **Identification and filling of vacancies in the education sector by redeployment**

6. Where an organisation is facing increasing demands for its services and experiences resource pressures, it must first seek to meet these demands from the reorganisation or restructuring of work or business units and/or the redeployment of staff internally (taking account of any staff due to return from career breaks and special leave in accordance with the terms of these schemes).
7. Where there is no potential for redeployment within the organisation, the employer should identify staff for redeployment as follows:
  - (i) Where an activity or programme is no longer being carried out or the work associated with an activity or programme has ceased or diminished, the number of staff associated with that activity or programme should be deemed to be a surplus number within the organisation as a whole and available for redeployment. Surplus staff numbers may also arise as a result of rationalisation, reconfiguration, reorganisation or restructuring of services or functions or where a general reduction in authorised numbers is required. The employer should, in those circumstances, identify the numbers of staff at each relevant grade which are surplus.
  - (ii) Volunteers who are willing to redeploy should be sought from relevant grades in the organisation.

- (iii) Where there are no or insufficient volunteers, management will be able to require staff to redeploy. Selection will be made in accordance with the “last in first out” principle (LIFO). Seniority in the context of LIFO is defined as the most senior in terms of pensionable service within the grade, save where different arrangements exist for the determination of seniority.
8. An organisation that has been given sanction to fill a post will do so, where possible, through redeployment from another organisation. An employer having been offered a suitable candidate may not refuse to accept the employee, provided that the employee has a satisfactory record in relation to sick leave and that there are no issues in relation to conduct or performance in process at the time. In the event of a refusal on those grounds, the post shall be offered to the next suitable candidate in line with these principles.
9. In the event that the only volunteer for a post is an employee having an unsatisfactory record in relation to sick leave or having conduct or performance issues in progress, the donating and receiving organisations may consider whether the transfer of the employee can proceed, notwithstanding the employee’s record, before a LIFO arrangement is initiated. Where it is agreed that the transfer can proceed, the receiving organisation will have the right to continue to address any conduct, performance or attendance issues.
10. An employer may not refuse to accept an employee on the grounds of an unsatisfactory record in relation to sick leave or having conduct or performance issues in progress in circumstances where the organisation from which the employee being transferred is being abolished (and not merged with any other organisation). In such instances the receiving organisation will have the right to continue to address any conduct, performance or attendance issues.

### **Redeployment across disciplines**

11. Where possible staff selected for redeployment will be redeployed to a post at a similar or analogous grade for which the individual has the necessary skills, qualifications and competencies. In the event that no post exists at a similar or

analogous grade, then management will be able to require staff to redeploy to a post at a different grade or within a different discipline (where they are being assimilated to a grade with less favourable terms they will retain their existing basic pay and pension terms on a personal-to-holder red-circled basis). In all circumstances such redeployment will only occur where the necessary qualifications are held by the staff in question. Where a full skills/competency match does not exist following a redeployment decision, then appropriate training will be facilitated to equip the employee with the skills necessary for the new role.

#### **Assignment within defined distances**

12. Where staff are being redeployed to another organisation in accordance with these principles, they will be assigned to a post within a 45km radius of their current work location or home address, whichever is the shorter commute. Regard will also be had to reasonable daily commute time.
  
13. Given that public service organisations and posts are fewer in number and more dispersed in some parts of the country than in others, redeployment options may of necessity be beyond these guideline times and distances in some instances. In these circumstances, consultation will take place with the relevant employee(s) and union(s) in relation to the assignment(s) on offer.

#### **Spouses and children's pension schemes**

14. Where an employee is not a member of the spouses and children's pension scheme in their current organisation, s/he will remain a non-member of the spouses and children's pension scheme on transfer to another organisation under these principles. Equally, where an employee is a member of the spouses and children's pension scheme in their current organisation, s/he will continue to be a member of the spouses and children's pension scheme on transfer to another organisation under these principles.

#### **Seniority and worksharing schemes**

15. Staff moving in line with these general principles will retain their existing seniority. The retention or variation of any applicable worksharing schemes of any staff member moving will be subject to the terms of any Circulars which exist in relation

to these matters, or of any amendment made to such Circulars, or to the terms of any future Circulars made in this regard.

#### **Arrangements for the implementation of these general principles**

16. Arrangements will be drawn up and agreed between management and the unions which will facilitate the practical implementation of these general principles in the education sector.

#### **Dispute resolution and monitoring in line with these general principles**

17. A Steering Committee will monitor the progress of these principles and address issues which may arise in relation to their operation. The Steering Committee shall be made up of representatives of:

- (i) Relevant management authorities and employers in the education sector;
- (ii) Relevant unions in the education sector;
- (iii) The Department of Education and Science.

18. In the event of a dispute arising in relation to any aspect of the operation of these principles and/or a redeployment decision, the dispute will be referred to an independent adjudicator, selected from a panel agreed by the Steering Committee, who will issue a decision within the terms of the scheme and whose decision will be binding on all parties and final.

#### **Review of the principles**

19. The operation of these redeployment principles will be re-examined at a later stage taking account of developments in public service staff numbers policy and the review of the Moratorium on recruitment and promotion in the public service at the end of 2010. If necessary, the re-examination will explore further options to address any remaining surplus.

### **3: Redeployment Arrangements for the Civil Service**

#### **General**

1. In view of the major economic challenges facing the country the Government are committed to obtaining maximum efficiencies from, and reducing the size of, the Public Service. The Government and the public service unions confirm that in the context of a reduction in numbers serving in the public service:

- (i) it will from time to time be necessary to increase staffing in certain designated priority areas in accordance with Government policy;
- (ii) in such instances where additional staff are required the Government will in the first instance investigate the feasibility of redeploying serving public servants with the relevant skills sets;
- (iii) redeployment of staff/posts may be necessary for temporary or long-term needs on foot of changing business patterns or priorities or to respond to urgent work demands; and that
- (iv) management will have the discretion to redeploy staff/posts not just within the same location but also within defined areas as set out in paragraph 15 below.

2. The Minister reserves the right to redeploy civil servants as may be required and appropriate, between Departments<sup>1</sup>:

- where services or functions are allocated or re-allocated between Departments;
- to meet priority needs; or
- to address needs arising from rationalisation, reconfiguration, reorganisation or restructuring of services or functions, including by the imposition of general or specific levies of staff where necessary.

In the case of a levy, volunteers to redeploy will normally be sought in the first instance, Where insufficient numbers volunteer, persons will be selected on the basis of seniority, with those having the least service in the grade being required to move

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<sup>1</sup> For “Department”, read “Department or Office” throughout this document.

(hereafter referred to as “Last In First Out” – LIFO). Specific arrangements may also be made for the redeployment of any surplus from one Department to another within the defined radius set out in paragraph 15.

3. Redeployment will generally take precedence over recruitment (including fixed term employees), transfers and promotions except in circumstances where special skills are required or where the post cannot otherwise be filled through redeployment arising from geographical or other constraints, or to meet essential manpower planning and business needs.

4. Where the Government decides that certain functions of a Department are to be transferred to another area of the civil or public service, the posts and/or staff associated with those functions will also transfer, as appropriate to the needs of the receiving organisation taking account of the skills mix and the need to avoid duplication of roles.

## **Part 1: Redeployment of surplus personnel within the Civil Service**

### **Identification of staff to be redeployed.**

5. The Department of Finance, having consulted with each Department, will determine numbers for each Department and will keep this position under review in light of emerging priorities. The Department of Finance will from time to time need to determine the order in which surplus staff may be redeployed from different organisations and to determine prioritisation in the placement of such staff in the Civil Service, in NCSSBs or in other public service organisations, taking account of the circumstances prevailing in each organisation, location issues and, most critically, the staffing needs of the organisations being given the redeployed staff.

6. Where surplus posts are identified in a Department, existing arrangements regarding the filling of posts, whether by agreed sequences for promotion, recruitment or by inter-departmental transfer arrangements, will no longer apply whether

generally or within the defined radius set out at paragraph 15 save as provided for in these arrangements.

7. Departments should identify staff for redeployment as follows:

(i) Where an activity or programme is no longer being carried out, the posts associated with that activity or programme should be deemed to be surplus and available for redeployment. Surplus posts may also arise as a result of rationalisation, reconfiguration, reorganisation or restructuring of services or functions or where a general reduction in authorised numbers is required following a determination under paragraph 5. The Department should in those circumstances identify the numbers of posts at each relevant grade which are surplus and the location of the surplus;

(ii) Volunteers who are willing to redeploy should be sought from relevant grades in the Department. In addition, staff returning from career breaks in the relevant grades who cannot be accommodated in their parent Department, should be included;

(iii) Where there are no or insufficient volunteers, staff to be made available for redeployment should be identified in accordance with LIFO.

8. Departments will provide detailed information to the Public Appointments Service (PAS) on the staff concerned, including grade, current work location and home address, within one month of a surplus being identified.

9. The PAS will establish Resource Panels for each General Service grade and for each Professional & Technical (P&T) grade. The placing of staff will be by reference to the defined radius set out in paragraph 15<sup>2</sup>.

### **Identification and filling of vacancies by Redeployment.**

10. Where a Department is facing increasing demands for its services and experiences resource pressures, it must first seek to meet these demands from the reorganisation or

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<sup>2</sup> The PAS may for their administrative purposes only collect and store information on staff and vacancies on a regional basis to enable them to manage the operation of the redeployment arrangements effectively.

restructuring of work or business units and/or the redeployment of staff internally (taking account of any staff due to return from career breaks, other special leave, etc).

11. Where a Department considers that its internal staffing resources are insufficient to meet its work demands, the Department must make a business case to the Department of Finance seeking sanction to secure additional staffing resources. The Department of Finance will determine the number(s) and grading of staff to be redeployed (if any) and if additional resources also need to be transferred.

12. Where sanction has been received from the D/Finance to fill a post(s), the PAS should be notified of the positions to be filled by redeployment and details of the relevant sanction. Positions will be offered to officers in accordance with the sequence set out in Appendix A or B.

13. Staff moving under the arrangements set out in Appendix A or B will retain their existing seniority (save that seniority arrangements in place for decentralisation moves will continue to apply to such moves). The retention or variation of any applicable worksharing arrangements of any staff member moving will be subject to the terms of Circular 21/2001, or of any amendment made to that Circular.

14. A Department having been offered a suitable candidate, or having selected a candidate with suitable skills/experience under the arrangements set out in Appendix A or B, may not refuse to accept the officer, subject to the officer having a satisfactory record in relation to conduct and sick leave (i.e. no disciplinary action has been initiated against the officer and the officer's sick leave does not exceed 56 days in the preceding four years). In the event of a refusal on those grounds, the post shall be offered to the next suitable candidate under the arrangements set out in Appendix A or B. In the event that the only volunteer for a post is an officer having an unsatisfactory record in relation to conduct or sick leave, the donating and receiving organisations may consider whether transfer of the officer can proceed, notwithstanding the officer's record, before a LIFO arrangement is initiated. In any such consideration, regard should be had to the overall size of the receiving office and, in particular, the number of posts at that grade level in the location in question. In any instance where an office from which a person is being transferred is due to be abolished, a Department may not refuse a candidate on the grounds of conduct or sick

leave. In these circumstances, management in the receiving organisation will have the right to continue to address any such underperformance or attendance issues.

### **Assignment within Defined Distances**

15. Staff on Resource Panels may be assigned to another Civil Service job at the appropriate grade in an alternative Department within a defined radius i.e. where possible, staff will be redeployed to another Civil Service post within a 45km radius of their current work location or of their home address, whichever is the shorter commute. Regard will also be had to reasonable daily commute time.

16. Where no suitable post is available in another Civil Service Department within a reasonable daily commute, redeployment options will be sought in NCSSBs and in other sectors, initially within a 45km radius.

17. Given that Civil Service Departments and public service organisations/ posts are fewer in number and are more dispersed in some parts of the country rather than in others, redeployment options may of necessity be beyond these guideline distances in some instances. In these circumstances, consultation will take place with the relevant union in relation to the assignment on offer. In making offers of redeployment, regard will also be had to reasonable daily commute time.

### **Professional and Technical Posts**

18. Where a surplus of posts arises in the Professional and Technical grades in a Department, volunteers from relevant grades will be sought for placement on Resource (Professional and Technical) Panels for staff in these grades. Positions will be offered to Professional and Technical staff in accordance with the arrangements set out at Appendix B.

19. Staff placed on the Professional and Technical Resource Panel may be considered for redeployment to an equivalent professional or technical grade in the Civil Service, redeployment to an equivalent professional or technical grade within an NCSSB or

within another sector or may indicate a willingness to opt for redeployment to an equivalent General Service position. In order to be considered for inclusion on the General Service Resource Panel, such staff must satisfy the PAS that they have the necessary skills, competencies and / or qualifications as appropriate for the relevant General Service grade.

20. General Service staff placed on General Service Resource Panels may also indicate a willingness to consider redeployment to an equivalent Professional and Technical grade. In order to be considered for inclusion on the Professional and Technical Resource Panel, such staff must satisfy the PAS that they have the necessary skills and competencies and/or qualifications as appropriate for the relevant professional & technical grade.

21. Where a staff member in a professional or technical grade has expressed a willingness to redeploy to a General Service position, or where a staff member in a General Service grade has expressed a willingness to redeploy to a Professional and Technical position, the PAS may offer a suitable position to such a person in accordance with seniority and relevant experience, subject to a selection and regrading process conducted by PAS. This process may involve a competency based interview. The selection process may involve identification of skills, competencies and / or qualifications as appropriate required for the job and/or a competency based interview, and a commitment to undertake any necessary additional skills/competencies development by the officer. Where possible, staff will be redeployed to another civil service post within a 45 kilometre radius of their current work location or home address, whichever is the shorter commute. Regard will also be had to reasonable daily commute time.

## **Part 2: Operation of Redeployment arrangements between Non-Commercial State Sponsored Bodies and the Civil Service**

22. Redeployment arrangements between the Civil Service and Non-Commercial State Sponsored Bodies (NCSSBs) may arise where organisations are being merged, functions are transferring or other reconfiguration of current organisational structures

is proposed resulting in surplus staff. General principles governing redeployment arrangements in relation to NCSSBs are set out in a separate paper - “Redeployment – Arrangements for NCSSBs”- which has been agreed with the staff side.

23. In situations where the Government decides that the functions of an NCSSB are to be transferred to the Civil Service, the posts and/or staff associated with the function will also transfer, as appropriate to the needs of the receiving Department taking account of the skills mix and the need to avoid duplication of roles.

24. The identification of surplus posts in NCSSBs will be a matter for management in the various bodies, and their parent Department, in consultation with the Department of Finance and in line with Government policy on public service numbers.

25. The PAS will establish Resource Panels for NCSSB staff. A person from a surplus identified in an NCSSB may be offered a vacancy in the Civil Service, or in another sector in accordance with the arrangements set out in the “Redeployment – Arrangements for NCSSBs” agreement.

26. A person on a General Service or Professional and Technical Resource Panel in the Civil Service may be offered a vacancy in an NCSSB or in another sector in accordance with paragraph 16 above and where the qualifications and expertise can be matched with the requirements of the post to be filled. The PAS will manage the selection process in such cases. The guidelines as regards distance set out in paragraph 15 above will apply.

27. The Department of Finance will, however from time to time need to determine the order in which surplus staff may be redeployed from different organisations and to determine prioritisation in the placement of such staff in the Civil Service, in NCSSBs or in other public service organisations, taking account of the circumstances prevailing in each organisation, location issues and, most critically, the staffing needs of the organisations being given the redeployed staff.

28. Where a redeployment transfer is being made under paragraphs 22 to 26 above, the initial placement to the Civil Service or to the NCSSB may be on the basis of secondment. Persons redeployed from an NCSSB to the Civil Service in these

circumstances or from the Civil Service to an NCSSB will be appointed on no less favourable terms and conditions in relation to basic pay and pension. Persons taking up offers of redeployment to the Civil Service will be subject to Civil Service non-pay terms and conditions of employment, including the code of conduct and the disciplinary code. In any instance where the body from which the person is being transferred is due to be abolished, an organisation may not refuse a candidate on the grounds of conduct or sick leave.

29. *Spouses and Children's Pension Scheme* – Where a staff member had previously opted out of the Spouses and Children's Scheme and is not a current member of the Scheme, s/he will remain a non-member of the Scheme on transfer to another public service or civil service body under these redeployment arrangements. Equally where a staff member is a current member of the Spouses and Children's Scheme, s/he will continue to be a member of the Scheme on transfer to another public service or civil service body under these arrangements.

### **Part 3: General Provisions**

#### **Moving work to a regional location**

30. Where programmes or activities in regional locations are no longer to be carried out, and there is no or limited relocation potential, Departments and NCSSBs (as appropriate) in the location may be asked to identify other blocks of work that could be discharged by staff within the defined radius set out at paragraph 15 provided such reallocations of functions could operate in an efficient, effective and economic manner

#### **Review Procedures**

31. A Steering Committee, representative of the Official and Staff Sides, will monitor the progress of the scheme with a view to resolving individual problems and addressing general issues which may arise in relation to its operation.

#### **Review of the Redeployment Scheme**

32. The operation of the Redeployment Scheme will be re-examined later taking account of developments in public service staff numbers policy and the review of the

Moratorium on Recruitment and Promotion in the Public Service at end 2010. If necessary, the re-examination will explore further options to eliminate any remaining surplus.

## **Appendix A**

### **Arrangements for the Filling of Civil Service Posts by Redeployment**

*Note: The prior approval of the Department of Finance is required for the filling of any posts/vacancies.*

#### ***A. Posts in Dublin***

##### ***1. Dublin Arrangements:***

(a) In the normal course, approved vacancies arising in Dublin will be offered in the first instance to staff on the Dublin Arrangements in accordance with the existing protocols agreed with the staff side, where the release of a staff member would result in the filling of a decentralised post from the CAF.

##### ***2. General Posts which cannot be filled from the Dublin Arrangements:***

(a) If the post cannot be filled from the Dublin Arrangements, and there are no identified skills or experience associated with the post, the vacancy will be offered to officers in the Dublin area on the relevant Resource Panel.

(b) The Department of Finance may require PAS from time to time to confine the circulation of offers to certain Departments only.

(c) Positions will be offered to officers on the Resource Panel, subject to paragraph (b) above. The PAS will invite applications from officers on the panel. The position will be offered to the most senior officer from among the applications received by the PAS.

(d) In the event that the position is offered to a person on the Professional & Technical Resource Panel the arrangements set out at Appendix B will apply.

(e) If there are no volunteers for the post, LIFO will apply, having regard to reasonable daily commute in terms of distance and time.

(f) Where particular skills or experience have been identified by a Department as necessary for a particular post (e.g. ICT, audit, procurement), such positions will, with the prior agreement of the Department of Finance, be offered only to officers on the Resource Panel who have indicated that they have relevant skills or experience in the area in which the vacancy arises. The receiving Department will

be provided with details of up to 6 persons who have indicated an interest in the position and will arrange a placement from among that group based on a transparent and objective set of criteria. A timeframe will be set for the process. If there are no volunteers for the post, LIFO from among those with the relevant skills or experience will apply, having regard to reasonable daily commute in terms of distance and time.

(g) Where Civil Service staff are on a resource panel and no suitable posts are available in another Civil Service Department within a reasonable daily commute, redeployment options will be sought in NCSSBs and in other sectors, initially within a 45km radius as set out in paragraph 15 above.

(h) In accordance with the arrangements set out in the “Redeployment – Arrangements for NCSSBs” agreement, a priority vacancy arising in a Civil Service Department staff may in certain circumstances be filled from an NCSSB resource panel or from another sector.

## **B. Civil Service Posts in Locations Outside of Dublin**

(a) *Surplus Staff*: In the normal course, a vacancy arising in an existing Office outside of Dublin or in a newly decentralised Office will first be offered to staff within the defined radius set out at paragraph 15 that are surplus (and may be restricted by the Department of Finance from time to time to staff from a single body with a surplus). The position will be offered to the most senior officer from among the applications received by the PAS.

(b) In the event that the position is offered to a Professional & Technical person on a Resource Panel the arrangements set out at Appendix B will apply.

(c) In the event that there is no volunteer for the post, LIFO will apply, having regard to the guidelines in relation to distance at paragraph 15 above.

(d) *Central Applications Facility*: If there are no surplus staff, or where all surplus staff within the defined radius set out at paragraph 15 have been placed, the filling of posts in Offices outside of Dublin or newly decentralised Offices will be offered to CAF volunteers in accordance with the existing protocols agreed with the staff side.

(e) In the event that the CAF volunteer comes from a Department which does not have staff on the Resource Panel because it is below its authorised numbers level as agreed with the Department of Finance, and there is a surplus of staff within the defined radius as set out at paragraph 15, the Resource Panel may be used to backfill the resultant vacancy in accordance with the procedure at paragraph (a) above.

(f) Where particular skills or experience have been identified by the Department as necessary for a particular post (e.g. ICT, audit, procurement), such positions will, with the prior agreement of the Department of Finance, be offered only to officers on the Resource Panel who have indicated that they have relevant skills or experience in the area in which the vacancy arises. The receiving Department will be provided by the PAS with details of up to 6 persons who have indicated an interest in the position and will arrange a placement from among that group based on a transparent and objective set of criteria. A timeframe will be set for the process. If there are no volunteers for the post, LIFO from among those with the relevant skills or experience will apply, having regard to the guidelines in relation to distance at paragraph 15 above.

(g) In the event that there are no officers on the Resource Panel within the defined radius set out at paragraph 15, or from time to time, beyond those guideline distances, with relevant skills or experience under the arrangements set out in subparagraph (f), and the post is not a newly decentralising post, the position will be offered to all Civil Service CAF applicants who have expressed an interest in the location in question. CAF applicants may be invited to submit a CV to the PAS indicating their relevant skills or experience for the post. The PAS may shortlist in accordance with stated criteria if the numbers of CAF applicants is greater than 6. The employing Department will be provided by the PAS with details of the CAF applicants who submit an expression of interest in the position and will arrange a placement from among that group based on a transparent and objective set of criteria. Existing CAF protocols will continue to apply in relation to newly decentralising CAF posts included in the Government's current Decentralisation Programme.

(h) In the event that a position is offered to Professional & Technical person on the general Resource Panel the arrangements set out at Appendix B will apply.

(i) Where Civil Service staff are on a resource panel and no suitable posts are available in another Civil Service Department within a reasonable daily commute, redeployment options will be sought in NCSSBs and in other sectors, initially within a 45km radius as set out in paragraph 15 above.

(j) In accordance with the arrangements set out in the “Redeployment – Arrangements for NCSSBs” agreement, a priority vacancy arising in a Civil Service Department staff may in certain circumstances be filled from an NCSSB resource panel or from another sector.

## **Appendix B – Professional & Technical Staff**

### ***A. Posts in Dublin***

#### *1. Decentralising Departments*

(a) In the normal course, vacancies arising in Dublin will be offered in the first instance to Professional & Technical staff in decentralising Departments having regard to relevant skills and competencies and/or qualifications as appropriate to the position in which the vacancy arises.

(b) If there is more than one volunteer for the position, the post will be offered to the most senior officer who volunteers having regard to relevant skills and competencies and/or qualifications. Seniority will be based on total service in the grade in the civil service.

(c) If there are no volunteers for the post, LIFO will apply.

#### *2. Professional & Technical post which cannot be filled from among Decentralising Departments:*

(a) If the post cannot be filled from among the decentralising Departments the vacancy will be offered to officers in the Dublin area on the relevant Resource Panel having regard to skills and competencies and/or qualifications as appropriate in the position in which the vacancy arises.

(b) The Department of Finance may require PAS from time to time to confine the circulation of offers to certain Departments only.

(c) If there is more than one volunteer for the position, the post will be offered to the most senior officer who volunteers having regard to relevant skills and competencies and / or qualifications. Seniority will be based on total service in the grade in the civil service.

(d) If there are no volunteers for the post, LIFO will apply

## ***B. Posts in Locations Outside of Dublin***

(a) *Surplus Staff*: In the normal course, a vacancy arising in an existing location outside of Dublin or a newly decentralised office will first be offered to staff in an organisation within the defined radius as set out at paragraph 15 which has been identified as having surplus staff having regard to skills and competencies and /or qualifications as appropriate in the position in which the vacancy arises.

(b) Having analysed the data supplied to them in relation to staff on the Resource Panel, the PAS will invite expressions of interest from all officers on the appropriate Panel with skills, competencies and/or qualifications as appropriate.

(c) An assessment process which will be managed by the PAS will assess the applicants' skills and competencies and/or qualifications to ensure that they match the requirements of the position. The post will be offered to the most senior officer who volunteers from among those assessed as meeting the requirements of the position.

(d) In the event that there is no volunteer for the post, LIFO will apply from among those with the relevant skills, competencies and/or qualifications. LIFO will be applied having regard to the guidelines regarding distance set out in paragraph 15 above.

(e) *Central Applications Facility*: If there are no surplus staff, or where the surplus staff within the defined radius as set out at paragraph 15, or from time to time beyond these guidelines distances, have been placed, posts will be offered to CAF volunteers in accordance with the existing protocols agreed with the staff side.

(f) Where a staff member in a professional or technical grade has expressed a willingness to redeploy to another professional or technical grade, or where a staff member in a General Service grade has expressed a willingness to redeploy to a Professional and Technical position, the PAS may offer a suitable position to such a person in accordance with seniority, relevant skills, competencies and/or qualifications and subject to a selection and regrading process conducted by PAS. This process will involve a competency based interview. The selection process may involve identification of competencies/qualifications required for the job and a commitment to undertake the necessary skills/competencies/professional development by the officer.

(g) If no suitable candidate is available from within the Civil Service, the Department may ask the PAS to offer the position to NCSSB Resource Panels within the defined radius as set out in paragraph 15.

(h) Where Civil Service staff are on a resource panel and no suitable posts are available in another Civil Service Department within a reasonable daily commute, redeployment options will be sought in NCSSBs and in other sectors, initially within a 45km radius as set out in paragraph 15 above.

(i) In accordance with the arrangements set out in the “Redeployment – Arrangements for NCSSBs” agreement, a priority vacancy arising in a Civil Service Department staff may in certain circumstances be filled from an NCSSB resource panel or from another sector.

## **4: Redeployment Arrangements for Non-Commercial State Sponsored Bodies**

### **General Principles**

1. In view of the major economic challenges facing the country the Government are committed to obtaining maximum efficiencies from, and reducing the size of, the Public Service. The Government and the public service unions confirm that in the context of a reduction in numbers serving in the public service:

- (i) it will from time to time be necessary to increase staffing in certain designated priority areas in accordance with Government policy;
- (ii) in such instances where additional staff are required the Government will in the first instance investigate the feasibility of redeploying serving civil and public servants with the relevant skills sets;
- (iii) redeployment of staff/posts may be necessary for temporary or long term needs on foot of changing business patterns or priorities or to respond to urgent work demands; and that
- (iv) management will have the discretion to redeploy staff/posts not just within the same location but also within defined areas as set out in paragraph 16 below.

2. In light of the constraints on the public finances and the need to maximise the use of resources, it is necessary to develop appropriate redeployment mechanisms so that staff can be moved from activities which are of lesser priority, or which have been rationalised, reconfigured, reorganised or restructured, to areas of greater need.

3. The Government and the public service unions agree to co-operate with the implementation of effective redeployment arrangements both within the sectors of the public service and across the sectors, where necessary.

4. The parties agree that redeployment within the NCSSB sector will be based on the following broad principles:

- (i) Where surplus staff are identified in an NCSSB the steps set out at paragraph 16 below will be taken to source alternative employment.
- (ii) The aim will be to absorb surplus staff where posts have become surplus, for whatever reason, by redeployment either to suitable fillable posts within the employing body or the sector, as appropriate. If it is not feasible to redeploy to another NCSSB, cross-sectoral redeployment may take place, within a geographic area where possible. In such cases, redeployment to the most relevant sector will be considered in the first instance e.g. redeployment to a Local Authority would be considered in the case of a body associated with the Local Authority sector.
- (iii) Redeployment will take place in a fair, equitable and transparent manner.
- (iv) Management will have the discretion to redeploy staff/posts not just within the same locations but also within nearby geographic areas in circumstances where priority posts are vacant and the filling of these posts has been sanctioned.
- (v) Volunteers for redeployment will normally be sought in the first instance, if appropriate. In the absence of sufficient, suitable volunteers, management will be able to require staff to redeploy.
- (vi) Staff moving to another NCSSB will do so on no less favourable terms and conditions in relation to basic pay and pension (where they are being assimilated to a grade with less favourable terms they will retain their existing basic pay and pension terms on a red-circled basis). Discussions will take place with the staff side in relation to arrangements to address issues regarding loss of earnings.
- (vii) Redeployment will generally take precedence over recruitment (including fixed term employees), transfers and promotions except in circumstances where special skills are required or where the post cannot otherwise be filled through redeployment arising from geographical or other constraints, or to meet essential manpower planning and business needs.
- (viii) Where the Government decides that the functions of a public service body are to be transferred to another area of the public service, the posts and or staff associated with those functions will also transfer, as appropriate to the needs of the receiving organisation taking account of the skills mix and the need to avoid duplication of roles.

- (ix) These redeployment arrangements will supersede any existing agreements on the deployment of staff.
- (x) The Department of Finance will from time to time need to determine the order in which surplus staff may be redeployed from different organisations and to determine prioritisation in the placement of such staff in the Civil Service, in NCSSBs or in other public service organisations, taking account of the circumstances prevailing in each organisation, location issues and, most critically, the staffing needs of the organisations being given the redeployed staff.

5. It is accepted that the above general principles need to be adapted to take account of issues arising in individual sectors.

### **Specific Arrangements for NCSSBs**

#### **Identification of staff to be redeployed.**

6. The parent Department will consult with the NCSSB concerned, taking account of relevant Government decisions including its policy on public service numbers.

7. Where surplus posts are identified in an NCSSB, existing arrangements regarding the filling of posts, whether by promotion or recruitment will no longer apply whether generally or in a geographic area, save as provided for in these arrangements.

8. NCSSBs should identify staff for redeployment as follows:

- (i) Where an activity or programme is no longer being carried out, the posts associated with that activity or programme should be deemed to be surplus and available for redeployment. Surplus posts may also arise as a result of rationalisation, reconfiguration, reorganisation or restructuring of services or functions or where a general reduction in authorised numbers is required. The NCSSB should in those circumstances identify the numbers of posts at each relevant grade which are surplus.

(ii) Volunteers who are willing to redeploy should be sought from relevant grades in the Organisation.

(iii) Where there are no or insufficient volunteers, staff in the relevant grades to be made available for redeployment should be identified in accordance with the “last in first out” principle (LIFO).

9. Each NCSSB will provide detailed information to the Public Appointments Service (PAS) on the staff concerned, including grade, current work location and home address, within one month of a surplus being identified.

10. The PAS will establish Resource Panels for each grade level.

#### **Identification and filling of vacancies in NCSSBs by Redeployment.**

11. Where an NCSSB is facing increasing demands for its services and experiences resource pressures, it must first seek to meet these demands from the reorganisation or restructuring of work or business units and/or the redeployment of staff internally (taking account of any staff due to return from career breaks, other special leave, etc).

12. Where an NCSSB considers that its internal staffing resources are insufficient to meet its work demands, the NCSSB must make a business case to its parent Department in the first instance seeking sanction to secure additional staffing resources. The parent Department will consult with the Department of Finance who will determine the number(s) and grading of staff to be redeployed (if any) and if additional resources also need to be transferred.

13. Where sanction has been received to fill a post (s) in an NCSSB, the PAS should be notified of the positions to be filled and details of the relevant sanction. PAS will offer the position to suitably qualified staff in other NCSSBs in the first instance.

14. Staff moving under these arrangements will retain their existing seniority based on service in the grade in the organisation from which they are transferring.

15. An NCSSB having been offered a suitable candidate may not refuse to accept the officer, subject to the officer having a satisfactory record in relation to conduct and sick leave (i.e. no disciplinary action has been initiated against the officer and the officer’s sick

leave does not exceed 56 days in the preceding four years). In the event of a refusal on those grounds, the post shall be offered to the next suitable candidate under these arrangements. In the event that the only volunteer for a post is an officer having an unsatisfactory record in relation to conduct or sick leave, the donating and receiving organisations may consider whether transfer of the officer can proceed, notwithstanding the officer's record, before a LIFO arrangement is initiated. In any such consideration, regard should be had to the overall size of the receiving office and, in particular, to the number of posts at that grade level in the location in question. In any instance where an NCSSB from which a person is being transferred is due to be abolished, an organisation may not refuse a candidate on the grounds of conduct or sick leave. In these circumstances, management in the receiving organisation will have the right to continue to address any such underperformance or attendance issues.

### **Protocol for Assignments**

16. It is envisaged that the following steps would apply in relation to the sourcing of an alternative post for surplus staff within an NCSSB:

- (i) The NCSSB would firstly seek to redeploy the staff to other higher priority work within the organisation where there is suitable skills and grading match and where the filling of the vacant post has been sanctioned and such filling is in line with the future business needs of the organisation. In determining suitable skills, an NCSSB will consider the scope for re-training in developing the skill set of the surplus staff members.
- (ii) If no internal option is available, the NCSSB would then place the surplus staff on Resource Panels.
- (iii)** Staff may be assigned to another post in an appropriate grade in an alternative NCSSB within the defined radius set out below where the filling of that post has been sanctioned and is in line with the future business needs of the organisation. Where possible, staff would be redeployed to a location within a 45km radius of their current work location or of their home address, whichever is the shorter commute. Regard will also be had to reasonable daily commute time.
- (iv) Where no suitable post is available in another NCSSB within a reasonable daily commute, redeployment options will be sought in other sectors initially within a 45km radius. In such cases, redeployment to the most relevant

sector will be considered in the first instance e.g. redeployment to a Local Authority would be considered in the case of a body associated with the Local Authority sector.

- (v) Where no suitable post is available in another NCSSB or in another sector within a 45km radius, redeployment options will of necessity be considered beyond these guideline distances. In making offers of redeployment, regard would also be had to reasonable daily commute time in addition to distance.
- (vi) It is recognised that, in some cases, it may not be possible to meet the needs of all staff in terms of the redeployment options available. In circumstances where all possible redeployment options have been explored or it has not proven possible to reach agreement on redeployment options within a reasonable timeframe taking account of the business needs of the receiving organisation, there may be circumstances where voluntary departure from their employment would be appropriate. In such situations, there will be discussions with the relevant unions on the terms of any arrangements (which will be in line with any centrally agreed arrangements) to accommodate such wishes.
- (vii) In the event, that staff remain to be placed having exhausted all the options at steps (i) to (vi) above, further options will be considered and will be discussed with the relevant unions.

### **Professional and Technical Posts**

17. Where a surplus of posts arises in the Professional and Technical grades in a NCSSB, volunteers from relevant grades will be sought for placement on Resource (Professional and Technical) Panels for staff in these grades.

18. Staff placed on the Professional and Technical Resource Panel may indicate a willingness to opt for redeployment to an equivalent professional or technical grade and/or to an equivalent administrative position. In order to be considered for inclusion on the Administrative Resource Panel, such staff must satisfy the PAS that they have the necessary qualifications, skill and competencies as appropriate for the relevant administrative grade.

19. Administrative staff placed on Administrative Resource Panels may also indicate a willingness to consider redeployment to an equivalent Professional and Technical grade. In order to be considered for inclusion on the Professional and Technical Resource Panel, such staff must satisfy the PAS that they have the necessary qualifications, skill and competencies as appropriate for the relevant professional & technical grade.

## **Part 2: Operation of Redeployment arrangements between Non-Commercial State Sponsored Bodies and the Civil Service**

20. Redeployment arrangements between Non-Commercial State Sponsored Bodies (NCSSBs) and the Civil Service may arise where organisations are being merged, functions are transferring or other reconfiguration of current organisational structures is proposed resulting in surplus staff.

21. In situations where the Government decides that the functions of a Non-Commercial State Sponsored Body (NCSSB) are to be transferred to the Civil Service, the posts / staff associated with the function will also transfer, as appropriate to the needs of the receiving organisation taking account of the skills mix and the need to avoid duplication of roles.

22. A person from a surplus identified in an NCSSB may be offered a vacancy in the Civil Service or in another sector in accordance with the protocols set out in paragraph 16, and where skills, competencies and / or qualifications as appropriate can be matched with the requirements of the post to be filled. The PAS will manage the selection process.

23. The initial placement may be on the basis of secondment. Persons redeployed from an NCSSB to the Civil Service in these circumstances or from the Civil Service to an NCSSB will be appointed on no less favourable terms and conditions in relation to basic pay and pension. Persons taking up offers of redeployment to the Civil Service will be subject to Civil Service non-pay terms and conditions of employment, including the code of conduct and the disciplinary code. In any instance where the body from which the person is being transferred is due to be abolished, an organisation may not refuse a candidate on the grounds of conduct or sick leave. In these circumstances, management

in the receiving organisation will continue to address any such underperformance or attendance issues.

24. *Spouses and Children's Pension Scheme* – Where a staff member had previously opted out of the Spouses and Children's Scheme and is not a current member of the Scheme, s/he will remain a non-member of the Scheme on transfer to another public service or civil service body under these redeployment arrangements. Equally where a staff member is a current member of the Spouses and Children's Scheme, s/he will continue to be a member of the Scheme on transfer to another public service or civil service body under these arrangements.

### **Part 3: General Provisions**

#### **Regional issues**

25. Given that civil service Departments and public service organisations are fewer in number and are more dispersed in some parts of the country rather than in others, redeployment options may of necessity be beyond the guidelines distances in paragraph 16 in some instances. In making offers of redeployment, regard would also be had to reasonable daily commute time.

#### **Moving work to a regional location**

26. Where programmes or activities in locations outside of Dublin are no longer to be carried out, and there is no or limited relocation potential, NCSSBs in the location, in consultation with the parent Department, may be asked to identify other blocks of work that could be discharged by staff within the defined radius set out at paragraph 15 provided such reallocations of functions may be carried out in an efficient, effective and economic manner. Such opportunities are likely to be limited.

#### **Review Procedures**

27. A Steering Committee, representative of the Official and Staff Sides, will monitor the progress of the scheme with a view to resolving individual problems and addressing general issues which may arise in relation to its operation.

### **Review of the Redeployment Scheme**

28. The operation of the Redeployment Scheme will be re-examined later taking account of developments in public service staff numbers policy and the review of the Moratorium on Recruitment and Promotion in the Public service at end 2010. If necessary, the re-examination will explore further options to address outstanding issues.

## **5: Redeployment Arrangements for Local Authorities**

### **General Principles – Local Government Sector**

**These procedures will be implemented in an open and transparent manner with full regard to the need for consultation with individuals and representative Trade Unions and in line with the legislative requirements as contained in the Information and Consultation Act (2006).**

1. The aim of the scheme is to meet staffing requirements by absorbing surplus staff by means of redeployment within the organisation, within the sector and across the public service. It will provide opportunities for volunteering staff to explore career development in seeking a suitable alternative role (where appropriate). It facilitates a flexible approach to staff movement throughout the local government sector, in particular to facilitate the movement of staff from areas which are no longer a priority or which have been restructured, to areas of greater need (either within or outside the local authority). Staff may volunteer for posts at a lower grade (in such circumstances they will receive pay, and terms and conditions associated with the lower grade).

2. In all circumstances, redeployment of surplus staff in the first instance will take place by means of a reassignment within the employees' own local authority<sup>3</sup> either to other posts at their own grade or at an analogous grade for which the individual has the necessary skills, qualification and competencies. Reassignment within the local authority can be to other positions or functions or geographical areas within the local authority. This can and will include the redeployment of professional and technical staff to administrative posts and vice versa (qualifications permitting). Each individual local authority will be expected to manage this process internally.

3. If no suitable post exists within the local authority, surplus staff will be redeployed to another local authority to a suitable post at their own grade or at an analogous grade for which the individual has the necessary skills, qualification and competencies. If no suitable post exists within the local authority sector, surplus staff

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<sup>3</sup> All reference to local authority in the context of this document will incorporate a County/City Council, Town Council and Borough Council for which the Manager is the Manager.

will be redeployed to suitable posts within the wider public service on no less favourable basic pay and pension terms.

4. Redeployment will generally take precedence over recruitment (including fixed term employees), transfers and promotions except in circumstances where identified special skills are identified or where the post cannot otherwise be filled through redeployment arising from geographical or other constraints, or to meet essential manpower planning and business needs.

### **Identification and Filling of Vacancies in Local Authorities by Redeployment**

5. Where a local authority is facing increasing demands for its services and experiences resource pressures, it must first seek to meet these demands from the reorganisation or restructuring of work or business units and/or the redeployment of staff internally (taking account of any staff due to return from career breaks or other special leave in accordance with the terms of these schemes).

6. Where there is no potential for redeployment internally within the organisation, each Local Authority should identify staff for redeployment as follows:

- (i) Where an activity or programme is no longer being carried out or the work associated with an activity or programme has ceased or diminished, the number of staff deemed surplus to that activity or programme should be deemed to be a surplus number within the local authority as a whole and available for redeployment. Staff may also be deemed surplus as a result of rationalisation, reconfiguration, re-organisation or restructuring of services or functions or where a general reduction in authorised numbers is required. The local authority should, in those circumstances, identify the numbers of staff at each relevant grade which are surplus.
- (ii) Volunteers who are willing to redeploy should be sought from relevant grades in the organisation.

- (iii) Where there are no or insufficient volunteers, staff for redeployment will be selected and will be required to redeploy. Selection will be made in accordance with the “last in first out” principle (LIFO)<sup>4</sup>.

7. Details of surplus staff for redeployment and vacant fillable posts will be managed and maintained centrally to facilitate the process.

8. A local authority that has been given sanction by the DoEHLG to fill a post will do so, where possible, through redeployment of staff from another local authority. A local authority having been offered a suitable candidate may not refuse to accept the employee, subject to the employee having a satisfactory record in relation to sick leave. A local authority having been offered a suitable candidate may not refuse to accept the employee where there are no issues relating to conduct or performance of the employee at the time of redeployment.

9. In the event of a refusal on those grounds, the post shall be offered to the next suitable candidate under these arrangements.

10. For local authorities with vacant fillable posts, where more than one candidate for redeployment exists, volunteering candidates will be selected on the basis of seniority, and non-volunteering candidates will be selected on the basis of reverse seniority.

### **Cross Disciplinary Redeployment**

11. Where possible, staff selected for redeployment will be redeployed to a post at a similar or analogous grade for which the individual has the necessary skills, qualifications and competencies. In the event that no post exists at a similar or analogous grade, then staff will be required to redeploy to a post at a different grade or within a different discipline (where they are being assimilated to a grade with less favourable terms they will retain their existing basic pay and pension terms on a red-circled basis). In all circumstances such redeployment will only occur where the necessary qualifications are held by the staff in question. Where, during a redeployment process, the skills and competency match is considered incomplete, appropriate training will be facilitated to

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<sup>4</sup> Seniority in the context of “LIFO” is defined as the most senior in terms of pensionable service within the grade save where different arrangements exist for the determination of seniority.

equip the employee with the skills necessary for the new role as part of a redeployment process.

### **Redeployment Outside the Employing Local Authority**

12. Where staff are being redeployed to another organisation in accordance with these principles, they will be assigned to a post within a 45 km radius of their current work location or home address, whichever is the shorter commute. Regard will also be had to reasonable daily commute time.

13. Given that public service organisations and posts are fewer in number and more dispersed in some parts of the country than in others, redeployment options may of necessity be beyond these guideline times and distances in some instances. In these circumstances, consultation will take place with the relevant employee(s) and union(s) in relation to the assignment(s) on offer.

### **Review Procedures**

14. The Local Authority National Council will monitor the progress of the scheme and address general issues which may arise in relation to its operation.

### **Local dispute resolution**

15. In the event of a dispute arising in relation to any aspect of the operation of this scheme and/or a redeployment decision, the dispute will be referred by either party to an independent adjudicator agreed through the Local Authority National Council, who will issue a decision within the terms of the scheme and whose decision will be binding.

### **Review of the Redeployment Scheme**

16. The operation of the Redeployment Scheme will be re-examined at a later stage taking account of developments in public service staff numbers policy and the review of the Moratorium on Recruitment and Promotion in the Public Service at end 2010. If necessary, the re-examination will explore further options to address any remaining staff surplus.