

Redeployment of Police Staff

POLICY & PROCEDURE

OFFICIAL

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Policy

Statement

Merseyside Police recognises the important contribution police staff make in supporting the force to meet and achieve its strategic objectives.

The workforce must be utilised effectively to meet the needs of our communities. When assessing its workforce needs, Merseyside Police also takes into consideration the wellbeing of police staff; compliance with legal and statutory employment requirements; and its obligation to use public funds efficiently.

Where the need to redeploy staff has been established, this policy and procedure should be followed to ensure a fair and consistent approach is taken. Police staff may be redeployed for the following reasons:

- As a result of organisational change - due to staffing re-structures or in redundancy situations
- As a reasonable adjustment where due to disability/health reasons a member of staff cannot continue in their current role; this is known as medical redeployment
- As an alternative to a dismissal sanction.

As an organisation, through our policies Force Strategy, we will ensure we create a consistently great place to work where we care for colleagues:

- You take responsibility for how you behave.
- You are inclusive and any exclusion is addressed.
- You have a safe space to speak, and things are talked out.
- You can focus on doing your own job well.
- You are trusted and empowered to make decisions and do the right thing.
- We are all one team - inquisitive and open to new ways of doing things better together.

Aims

Merseyside Police will aim to avoid compulsory redundancies and protect the employment of police staff by seeking to redeploy staff to a suitable alternative role from the available job vacancies across the force, wherever possible.

The policy and procedure aims to provide the framework to follow when the need for redeployment has been established.

Objectives

This policy will be used to effectively redeploy police staff in accordance with our statutory obligations. The main objectives of this policy are to:

- provide advice, support and guidance to managers and police staff regarding their roles and responsibilities in redeployment situations.
- ensure a fair and transparent redeployment process is followed.
- retain existing police staff by utilising this process to seek suitable alternative roles.
- ensure that the force, police staff and managers work collaboratively to seek alternative work.

Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of, and are required to comply with, all relevant policy and associated procedures.

This policy applies to Police Staff including PSCO only

Police officers, volunteers and agency staff are not covered by this policy and procedure.

Outcome Evaluation

People Services will maintain an accurate and current record of all police staff members who are subject to the redeployment process. Regular monitoring and reporting will be undertaken to establish:

- The number of police staff awaiting redeployment.
- The reason for redeployment.
- Length of time awaiting redeployment
- Equality of opportunities.

Procedure

Version History

Version Number	Date	Detailed rational behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
1.2	10/09/12	Reference to HR Resourcing replaced by Workforce Management		
1.3	04/09/12	Minor amendments made to reflect organisational change		
1.4	28/11/13	addition of the Police Staff Change Management Agreement (2018) and of FMO Case Conference, if required.		
2.0	01/12/24	Full review and rewrite*		
2.1	05/06/26	Revised terms and naming conventions following implementation of Force Operational Review and 2025 Force Strategy; update to Related Information links on cover page; formatting refresh (no change to review date)	Head of PO&SD	HR Manager: Policy and Procedure

**Staff in the redeployment pool or informed of redeployment prior to 1/12/2024 will be managed in accordance with v 1.4 and a copy can be obtained from People Services*

1. Purpose of redeployment

- 1.1 Merseyside Police has a large complex workforce which must be effectively and efficiently deployed to meet the force's strategic objectives. The force will therefore need to continually adapt and change to put the needs of the community first.
- 1.2 Redeployment aims to avoid compulsory redundancies and protect the employment of police staff members by trying to find suitable alternative employment within Merseyside Police when employment is at risk of ending.

- 1.3 There are a number of situations where redeployment should be explored, this includes:
- Organisational change: where due to business needs a role is no longer required as part of a restructure or in redundancy situations.
 - Medical reasons: where a member of staff due to disability or health reasons cannot continue in their current role, after exhausting all reasonable adjustments.
 - As a result of capability/disciplinary hearing; where the outcome to a hearing is to explore an alternative role as a lesser sanction to dismissal - if a role is available.

2. Redeployment overview

- 2.1 Where the need for redeployment is established, every effort will be made to redeploy staff into a suitable alternative role from the live vacancies available across the force. However, Merseyside Police cannot guarantee that a role will become available. If a role is not identified, the staff member's employment will be at risk of being terminated, in accordance with statutory legislation.
- 2.2 The process for redeployment will be transparent and conducted fairly in accordance with legislative requirements. Therefore, managers should pay particular attention to the specific tasks, timelines and actions based on the reason for redeployment, in conjunction with the steps outlined in the [Redeployment Process at Appendix A](#).
- 2.3 Any redeployment situation can be unsettling for staff and the workforce. All staff subject to the redeployment procedure will be treated with respect and the matter approached with tact and sensitivity. Staff will have access to our Employee Assistance Programme (EAP) as well as access to the internal support from the trade union and staff networks.
- 2.4 Staff at risk of their employment ending will be placed on a redeployment register with a "priority redeployee" status. Staff with "priority redeployee" status will have 10 calendar days to apply for suitable roles at their grade, (or one grade lower), before the vacancy is advertised more widely.
- 2.5 Staff who submit an application and have "priority redeployee status" will be guaranteed a suitability interview, where they will be assessed against the essential job criteria.
- 2.6 Applications made by staff in need of redeployment outside of this process will generally not be given priority consideration and staff will be in fair and open competition with other candidates.

3. Redeployment roles and responsibilities

3.1 Staff members in a redeployment situation will:

- take a proactive approach to securing an alternative role by applying for suitable vacancies that match their skills, knowledge and experience.
- prepare for and attend any interview(s) as required by the recruitment selection process
- consider reasonable changes in working conditions – e.g. shift patterns, roles and responsibilities
- not unreasonably turn down suitable alternative roles.

3.2 Hiring managers will:

- consider applications made from staff in need of redeployment in the first instance
- assess redeployee candidates against the essential skills criteria and consider whether with reasonable training they could meet the requirements of the role
- ensure all recruitment selection processes are fair and transparent
- provide feedback to redeployee candidates, where appropriate.

3.3 People Services will:

- maintain and review the police staff redeployment register
- provide support on the redeployment process; including working collaboratively with the staff member and line managers to identify vacant suitable alternative roles
- retain the right to pull live vacancies for redeployment purposes
- have oversight of processes to ensure statutory obligations are met.

4. Organisational change and redeployment

- 4.1 Merseyside Police will ensure that when there is a need for organisational change full consultation and communication takes place collectively and individually with affected staff and trade unions at the earliest opportunity. The force will aim to avoid compulsory redundancies wherever possible but must be realistic and accept that this cannot be guaranteed.
- 4.2 Merseyside Police reserves the right to issue a notice of redundancy at any stage within the redeployment process. However, all staff will remain on the redeployment register for at least four weeks, regardless of their length of service. Notice of termination will be issued in writing and in accordance with the statutory notice periods.

- 4.3 Staff will not remain on the redeployment register beyond the maximum statutory notice period. (Maximum of 12 weeks in accordance with one week's notice for every full year of service after two years' service is earned).
- 4.4 Where managers are planning business changes which may result in redundancies or displaced staff, they must review the force's Change Management Framework, the Redundancy Policy and Procedure, and seek advice from their People Partner to ensure compliance with statutory legislation.
- 4.5 It must be noted that pregnant staff, or staff on maternity, adoption or shared parental leave have additional protections in redundancy situations and should be offered suitable alternative roles in advance of other redeployees.
- 4.6 Where staff are "at risk" of their employment ending the force will take a proactive role in attempting to secure suitable alternative employment by placing staff on a redeployment register. Those placed on the redeployment register will have "priority redeployee" status; meaning they can apply for and will be considered for vacancies before they are advertised internally/externally.
- 4.7 Staff on the redeployment register will have priority redeployee status to apply for suitable alternative roles for the duration of their statutory notice period up to a maximum period of 12 weeks. If no suitable alternative employment can be found during their notice period, then employment will be terminated.

Organisational change: grade and pay implications

- 4.8 The force will aim to support staff in need of redeployment to obtain a permanent role at the same grade, wherever possible.
- 4.9 Staff who are at risk of redundancy may apply for higher graded roles through the routine recruitment process but will not receive preferential treatment and will be assessed alongside other internal/external candidates. If successful, they will no longer be eligible for redeployment.
- 4.10 If it has not been possible to find a suitable alternative role at the same grade, where a lower grade role (maximum of one grade lower) is available it may be offered, with the provision of pay protection. The staff member will determine whether a role offered is considered as a suitable alternative role, in conjunction with People Services. People Services will also consider whether any lower grade roles would be deemed as a suitable alternative role to mitigate a compulsory redundancy.
- 4.11 Every effort will be made to redeploy a permanent member of staff to a permanent role. Only in circumstances, to mitigate a compulsory redundancy, will a fixed term post be offered as a suitable alternative role. Where staff do not believe that the role is suitable, and there is a redundancy situation, the case will be referred to an appropriate redundancy

selection panel which should include a Chief Officer/Director of Resources, Head of CSD, senior HR professional and a trade union representative as an observer.

- 4.12 Pay protection associated with organisational change will be in place for an initial period of one year from the date of commencement in the new post. The protection will be the basic salary including incremental progression and negotiated pay rises; allowances for working additional or unsocial hours as part of the normal working pattern will also be protected.
- 4.13 After this initial period of protection, the protection provided will be reduced to 50% of the difference between the former earnings and the earnings in the new post in respect of both basic salary and allowances for the following 12 months.
- 4.14 All protection will cease two years after the initial redeployment.
- 4.15 Where a member of staff is redeployed to a post which involves additional travelling, the provisions of the Police Staff Council Handbook, as supplemented by local conditions of service, will apply for a period of one year, subject to qualifying conditions. This does not apply for redeployment for capability or disciplinary purposes.
- 4.16 If following a redeployment which results in a compulsory reduction or restriction to pay, the following pension provisions are available.

Where a member's pay is reduced in the ten years prior to active pension scheme membership ceasing, an average of three consecutive years in the last ten ending on 31st March prior to the date of leaving/retirement, can be used. If the salary at the point of leaving/retirement has not overtaken the salary at the point of redeployment, then a request should be made to People Services Contact Centre Manager to have the previous year's taken into consideration for calculation purposes.

- 4.17 Further details on the redeployment process can be found at Appendix A.

5. Medical redeployment (reasonable adjustments)

- 5.1 Merseyside Police prioritises the health and wellbeing of its workforce and are committed to creating a healthy organisation with healthy people. It is recognised that staff with a medical condition or a disability, may require workplace adjustments to be able to perform their role.
- 5.2 Merseyside Police encourages staff and line managers to take a pro-active approach towards exploring all reasonable adjustments in a timely and consistent manner to support an individual with a disability to continue at work. Staff and managers should explore the wellbeing support available on iforce along with the services provided by Occupational Health.

- 5.3 Where an individual's performance, attendance or wellbeing is impacted by a medical condition/disability, line managers should obtain advice from Occupational Health on reasonable adjustments, this may include referring the individual for an Occupational Health assessment.
- 5.4 Line managers are expected to consider and implement reasonable workplace adjustments to enable individuals to continue within their current role. Line managers can seek guidance from People Services for advice on the implementation of reasonable adjustments.
- 5.5 Various factors influence whether a particular adjustment is considered reasonable. What is reasonable is ultimately an objective test. When deciding whether an adjustment is reasonable the following should be considered:
- how effective the change will be in avoiding the disadvantage otherwise experienced
 - its practicality
 - the cost
 - the organisation's resources and size
 - the availability of financial support.
- 5.6 The overall aim should be, as far as possible, to remove or reduce any substantial disadvantage faced by the staff member which would not be faced by a non-disabled person.
- 5.7 Exploring alternative duties, via medical redeployment, can only be explored once all reasonable workplace adjustments have been exhausted in the staff members current role, and these have proven unsuccessful. Line managers will be expected to document what adjustments have been implemented and their success or otherwise.
- 5.8 Line managers should seek advice and support from People Services to ensure adjustments in the current role have been reasonably considered before medical redeployment is explored. It is only then, that medical redeployment can be considered as an option where:
- a member of staff cannot continue in their role due to disability and/or medical condition, and,
 - occupational health has indicated that the staff member could carry out duties in an alternative role.
- 5.9 The line manager must hold a meeting with the staff member at the earliest opportunity to inform them of the process for seeking alternative roles. Staff may be accompanied by a trade union representative, and a member of People Services will be available to advice on policy and process.

The purpose of the meeting will be to:

- discuss the occupational health report and recommendations
- explain the process for redeployment as outlined at [Appendix A](#)
- explore any additional support needed during the redeployment process and any reasonable adjustments needed during suitability interviews and/or selection processes.
- confirm the process for seeking alternative roles is for a period of 12 weeks, during which time regular meetings will be held to review progress and offer support
- advise that new roles will be subject to a four-week trial period
- confirm that if it is not possible to find a suitable alternative role then ill health retirement or termination of employment on the grounds of incapability will be considered.

- 5.10 If a staff member is absent from work, the line manager, with support from People Services, should keep in regular contact with the staff member to discuss suitable roles and send them a list of vacancies on a regular basis (suggested weekly or as agreed). Reasonable adjustments should be considered and implemented to enable staff absent from work to participate in the redeployment process.
- 5.11 During the 12-week redeployment search, where possible, the staff member will remain in their current role with temporary reasonable adjustments. Examples of temporary adjustments could include assigning alternative work, change in working pattern, providing additional support etc. During this time, the staff member should be granted reasonable time away from work duties to look for and apply for alternative roles.
- 5.12 If after, exhausting the 12-week redeployment process (at [Appendix A](#)) and/or following an unsuccessful trial period it has not been possible to secure an alternative role then ill health retirement or termination on the ground of capability due to ill health / medical grounds will be considered.
- 5.13 People Services must be involved in formal proceeding to ensure that all workplace adjustments have been considered and exhausted. If a decision is made to bring the individuals employment to an end, the appropriate contractual notice period will apply. Staff can remain on the redeployment register to find alternative roles during their notice period.

Medical redeployment – grade and pay implications

- 5.14 If a staff member identifies a role at a higher grade, they will have to take part in a competitive selection process in accordance with routine recruitment processes. If required, the individual should advise what reasonable adjustments are needed to enable them to participate in the process. If the staff member is successful, their pay will be adjusted to the new grade, and they will be removed from the redeployment register.

- 5.15 Where possible, staff should seek alternative roles at the current grade, if no suitable roles are available at their current grade, staff can apply for lower grade roles (one grade lower). Salary protections will apply as per 4.12 to 4.16.

6. Redeployment – capability / disciplinary

- 6.1 To ensure the fairness of any capability or disciplinary proceeding, prior to arriving at a dismissal outcome the hearing chair may consider an alternative role as a lesser sanction to dismissal.
- 6.2 An alternative post must be identified and be readily available at the time of the hearing. Where dismissal is with contractual notice an alternative role should be sought during the notice period by following Redeployment process at Appendix A with modified timescales which align to the contractual notice period.
- 6.3 Those seeking redeployment as an alternative to dismissal will not have priority over staff requiring redeployment for organisational or medical reasons. There will be no pay protection applied.
- 6.4 If a suitable alternative role is not identified the matter will be referred back to the chair of the hearing to confirm the original dismissal decision stands.
- 6.5 In exceptional circumstances, Professional Standards Department (PSD) may ask for temporary redeployment as an alternative to suspension whilst a member of staff is under investigation. The temporary role should be a suitable alternative role and People Services will work with line managers/command teams and PSD to identify a suitable position.

Appendices

Appendix A: Redeployment process

Where the need for redeployment has been established, People Services will record the staff member on Smart Force Oracle with a “redeployee priority status” marker. This marker instigates the 12-week period in which staff can apply for vacancies, at their grade or one grade lower, before they are advertised more widely.

People Services will maintain the redeployment register and work collaboratively with the staff member and their line manager to help identify suitable roles from the available vacancies across the force.

Staff on the redeployment register will be required to apply for alternative roles. Staff can request a meeting with People Services, either in person or virtually, for support in assessing their own skills and knowledge to be able to identify suitable roles across the force. Staff will also be signposted to the force’s live vacancies and will be granted reasonable time to look for and/or apply for roles.

Staff on the redeployment register will have 10 calendar days to apply for a role before the vacancy is advertised more widely.

Where staff have applied for a role, they will be guaranteed a suitability interview. The hiring manager will invite them to a suitability interview to consider and assess their suitability for the role against the essential job specification. If there is more than one applicant with “redeployee priority status” a competitive interview process must take place.

At the suitability interview, the hiring manager should consider whether their vacancy is a suitable alternative role for the staff member. A suitable alternative role is where the essential skills and knowledge required to fill a vacancy, matches the skills and knowledge of the staff member in need of redeployment, with or without reasonable further training. In assessing whether a vacancy is suitable, a number of factors will be considered including:

- The nature of the work
- The qualifications, skills and experience required to carry out the work.
- The aptitude or capability of the individual to undertake the work
- Working arrangements i.e., hours of work, shift arrangements etc.
- Level of responsibility relative to previous role
- Grade and pay
- Location.

If following the suitability interview, the staff member does not meet the essential criteria, the hiring manager should first consider whether with appropriate training the member of staff would

be able to fulfil the requirements of the role within a reasonable timeframe. If not, the hiring manager should provide sufficient feedback on why the role is not a suitable post. People Services will support staff with any further redeployment opportunities that may be suitable and available.

If following the interview process, the staff member is successful they should be offered the role subject to a four-week trial period. Confirmation of the trial and the new terms and conditions of the post must be confirmed in writing.

Where a trial period is unsuccessful, the staff member will return to the redeployment register for the remainder of their notice period plus any time spent on a trial (e.g. if the notice period is 12 weeks and 4 weeks were spent on a trial – this 4-week period would be added to the remaining notice period). Where notice periods have expired, employment may be terminated.

If staff are not matched to a suitable role within 12 weeks or during the notice of termination, then their employment will be terminated, or in cases of medical redeployment – ill health retirement and/or capability hearing will be considered.