

Deployment Frequently Asked Questions

The Highland Council aims to avoid finishing employment where suitable alternative jobs can be found through deployment. The purpose of deployment is to enable employees to continue their employment with the Highland Council.

The FAQs have been developed to help managers and employees understand the deployment process.

1. What is the Council's approach to deployment?

The Council aims to deploy staff where posts are impacted due to council proposals to reduce, reshape and reprioritise services.

2. What is the deployment register?

The deployment register is a confidential record of employees who are unable to undertake their job due to ill health or council restructure. The data stored on the register includes a record of employee details including current job title, suitable job types, salary grade and a summary of skills and experience. Employees on the deployment register are considered as a priority for suitable vacancies before other internal or external candidates.

3. I have been informed my job may be impacted due to proposed changes, what do I need to do?

You will be invited to a consultation meeting with a service manager and HR and you can be accompanied by a Trade Union Representative or somebody of your choice. You will be asked to complete a personal profile form which you should complete and return to your line manager and HR as soon as possible. On receipt of the personal profile, your details will be added to the deployment register by HR.

Management FAQs

4. As a Line Manager, what are my responsibilities?

As the manager, you are responsible for maintaining contact with the employee as you will remain the line manager until deployment to an alternative role is confirmed.

As the current manager, you will continue to pay the employee while they are on the deployment register and during any deployment trial periods.

Managers must consider suitable candidates from the deployment register before any other internal or external applicants. Employees on the deployment register are not guaranteed a meeting if they do not meet 80% of the essential criteria.

If an employee is successfully deployed following a trial period, the **receiving** manager should complete an Employee Appoint form on MyView.

A Leavers Form **should not** be completed on MyView at any point during deployment.

5. As an employee on the deployment register, what are my responsibilities?

It is your responsibility to return the deployment personal profile to HR as soon as possible. You should be committed and engaged in the process to try and secure alternative employment suitable to your level of skills, abilities, and circumstances. This involves actively searching for vacancies, advising HR of any suitable roles you may wish to be considered for and not unreasonably refusing any opportunities.

It is expected that you maintain contact with your substantive line manager during the deployment process until you are deployed.

6. What support is available to me during the deployment process?

Employees will be invited to regular discussions with HR and line management to receive an update on the process. The discussions will explain the deployment process; explore types of suitable roles; support completion of the personal profile; liaise with managers regarding possible deployment opportunities and provide welfare support.

People Development resources are available which include training on how to Get that Job, Microsoft Office Packages, Manager Training, and refresher induction training.

The Employee Assistance Programme is available to provide staff with confidential, free mental wellbeing support, fitness plans, legal assistance, financial advice, and eLearning content related to a variety of wellbeing topics. This is available 24 hours a day, 365 days of the year. To access the service please log onto [Spectrum.Life](#) and use the organisational code j5n2Rh73

7. I have a disability and I require reasonable adjustment(s), what support is available?

HR should be informed of any support and reasonable adjustments required to enable them to be considered in the deployment process. Occupational health advice may be sought in relation to reasonable adjustments.

The [Reasonable Adjustment Passport](#) is available and is designed to provide a documented record of an individual's needs, which will allow them to function to their full potential in a supportive and encouraging environment.

8. What do I do if I am concerned that I am not fit to be deployed?

Please contact your line manager and HR and further advice will be sought from OH to confirm the type of work you are fit to undertake.

9. I am off sick, what do I need to do?

Continue to submit fit notes to your line manager and maintain contact with them as they are required to undertake welfare checks as per the attendance management policy.

If you are fit to engage with the deployment process, HR will continue to contact you to discuss any potential deployment opportunities.

If you are not fit to engage in the deployment process, advice will be sought from Occupational Health.

Vacancies and Interviews

10. How do I access current Highland Council vacancies?

An email is sent to all staff on the global address list (GAL) on a fortnightly basis with a link to all current vacancies. If you do not have a Highland Council email address, a link will be sent to your personal email address from HR which you can access a list of updated vacancies at any time.

11. If I am interested in a vacancy, what do I need to do?

Notify your line manager and HR and your personal profile will be shared with the recruiting manager. If you meet the essential criteria for the vacancy, HR will arrange for an informal interview to take place with the manager.

If you are interested in a promoted post, you should apply using the normal recruitment process.

12. Can I take time off to complete application forms and to attend interviews?

Reasonable time should be allowed to complete your personal profile and to attend internal interviews.

13. Can I apply for a vacancy that is not equivalent to my current grade and salary?

If you are interested in a promoted post, you can apply under the normal recruitment process.

14. Can I be considered for a vacancy that I would need training for?

A discussion should take place with HR and the manager to establish if the level of training required is achievable within a reasonable timescale.

15. What happens if I meet the criteria for a post?

Your personal profile will be shared with the receiving manager and HR will arrange for you to attend an informal interview to assess your suitability for the post.

16. What happens if I do not meet the criteria for a post?

If you are interested in posts where you do not meet the essential criteria, you should discuss this with HR. If a manager believes you do not meet the criteria for a role, justification must be provided to HR and a decision will be made regarding whether the redeployment interview or trial should go ahead.

17. Am I guaranteed an interview?

You are guaranteed an interview if you meet the essential criteria for a post.

If you are interested in a promoted post, you will be considered along with all other applicants under the normal recruitment process.

18. What does an informal deployment interview involve?

Informal interviews are arranged with the recruiting manager to discuss the vacancy and to review your personal profile against the essential criteria for the role. The aim of the meeting is to enable the employee and manager to assess whether the vacancy is suitable. The manager will ask the employee questions to enable them to make a reasonable assessment.

19. What information will the manager receive about the reason I am on the deployment register?

The reason for you being on the deployment register is confidential.

A discussion should take place with HR to agree what information needs to be shared with the manager.

20. If a vacancy is Fixed Term, what do I need to consider?

This depends on your length of service, if you have more than 2 years service, you would return to the deployment register 12 weeks prior to the contract ending. If you have less than 2 years service at the end of the fixed-term contract, your employment with the Highland Council would come to an end, unless you apply for and secure another role.

Trial Periods and Offers of Deployment

21. What happens if I am successful at deployment interview?

The manager will inform you and HR of the outcome of the interview and provide appropriate feedback. Discussions will take place between you, both managers and HR in relation to the trial period.

22. What happens if I am not successful after interview?

You will receive feedback from the manager following the informal interview. You will remain on the deployment register and HR will contact you to discuss any other suitable posts.

23. How long is a deployment trial period and can it be extended?

Trial periods should be at least 4 weeks but it can be extended if required.

Your time on the deployment register will pause for the duration of a trial period.

24. What happens if the deployment trial is successful?

If you are successful after the trial period, the manager will contact HR to confirm the decision. You will be informed of the outcome and asked to confirm your acceptance of the post.

If you accept the offer of deployment, the receiving manager will complete an employee appoint form on MyView and you will receive a new contract.

You will be removed from the deployment register.

25. What happens if I do not want to accept an offer of deployment?

You should advise HR of the reasons why you do not want to accept the offer of deployment. Please note, you should not unreasonably refuse a suitable alternative job offer.

26. What happens if I am unsuccessful after a trial period?

The deployment process will resume and the manager will provide you with feedback and justification regarding why the trial was unsuccessful.

Terms and Conditions

27. What pay will I receive while I'm on the deployment register?

You will continue to be paid your normal salary while on the deployment register.

If you are absent and not fit to return to your substantive post while on the deployment register, you will remain on sick leave and receive the appropriate sick pay entitlement.

28. What happens if I am deployed to a lower graded post?

Posts equivalent to your current grade and below will be considered during deployment.

Should you be successful in securing a post at a lower grade, you will receive 6 months of salary preservation based on your substantive contractual earnings.

At the end of the 6 month period, discussions can take place with the receiving manager and HR in relation to which spinal point you will be placed on, depending on your skills and experience.

29. What happens if I am redeployed to a role with NHS terms and conditions?

If deployment is successful after the trial period, you would change to the [NHS terms and conditions](#) associated with the role.

30. What if I am employed by the Highland Council under NHS terms and conditions?

You should contact HR and refer to the [NHS Redeployment Policy](#).

Misc.

31. What can I do if I feel that I have been treated unfairly during the deployment process?

You should contact HR and your line manager to discuss your concerns. In line with the [Grievance and Resolution Policy](#), your line manager should address your concerns informally to achieve early resolution. If you remain dissatisfied, you can raise a formal grievance.

32. If I am successfully deployed and then I become interested in another vacancy, can I rely on the deployment procedure to be considered for that post?

You should apply for the new vacancy under the normal recruitment process. Deployment would not apply.

33. What happens if there are no suitable alternative posts for me?

Every effort will be made to seek deployment within 12 weeks. The 12 week period on the deployment register may be extended if HR become aware of forthcoming suitable vacancies.

34. What happens if I secure a position in another organisation?

If you accept a job with another organisation, you should resign and provide the required period of notice.

HC01 to HC08 = 4 weeks notice

HC09 and above = 8 weeks notice