

# IMPERIAL

## HUMAN RESOURCES

### MANAGEMENT GUIDANCE - STAFF IN REDEPLOYMENT GROUP ONE

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## 1. Purpose

- 1.1 The purpose of this guidance is to assist managers who are supporting staff in redeployment Group One through the redeployment process. For general guidance on the Redeployment Policy and Procedure managers should refer to the general Management Guidance on Redeployment.
- 1.2 Manager should also familiarise themselves with related policies, including [Change Management Policy and Procedure](#), [Maternity Policy](#), [Adoption/Surrogacy Policy](#) and [Shared Parental Leave Policy](#)

## 2. Introduction and background

- 2.1 The Protection from Redundancy (Pregnancy and Family Leave) Act (the Act) came into force on 6 April 2024. Where a member of staff is at risk of redundancy and meets the criteria specified in the Act, they are afforded legal protection under the Act.
- 2.2 To ensure legal obligations are met, staff protected under the Act are placed in Group One under Imperial's Redeployment Policy and Procedure.

## 3. Group One Redeployees – Imperial's Redeployment Policy

- 3.1 There are three redeployment groups specified in Imperial's Redeployment Policy and Procedure. Group One is the group with the highest degree of priority and includes those who:
  - a) have notified their line manager and/or HR that they are pregnant; or
  - b) have had a miscarriage before 24 weeks of being pregnant; or
  - c) are on, or have returned from, adoption leave or maternity leave (including those who had a stillbirth after 24 weeks pregnancy); or
  - d) are on shared parental leave or have taken a period of least 6 consecutive weeks of shared parental leave; or
  - e) have taken at least 6 consecutive weeks of neonatal care leave.
- 3.2 Members of staff will remain in Group One as follows:
  - up to 18 months from the first day of the estimated week of childbirth or

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- 18 months from the exact date of birth where the member of staff gives notice of this date prior to the end of maternity leave, or
- 18 months from the exact date of birth where the redeployee has taken at least 6 consecutive weeks of neonatal care leave, or
- up to 18 months from the date a child has been placed with them for adoption.

3.3 Please note: The period of 18 months referred to in paragraph 3.2 does not extend beyond a member of staff's contract termination date.

3.4 If a member of staff has a miscarriage before 24 weeks of being pregnant they will be included in Group One until four weeks after their pregnancy ended, or 18 months from the date of a stillbirth.

## 4. Protection for Group One redeployees at Imperial

4.1 Group One redeployees have priority for redeployment opportunities, before any other redeployees.

4.2 Group One redeployees do not need to fill out a Redeployment Form in order to be added to the Redeployment Register as they are automatically added, unless they make it clear that they do not wish to be added.

4.3 Group One redeployees are eligible to be slotted into suitable alternative vacancies if available. Note that not just any vacancy will be deemed a suitable alternative vacancy. There must be careful consideration as to whether the vacancy is broadly commensurate to the member of staff's current role in relation to pay, conditions and status. For guidance on what may constitute suitable alternative employment, managers should refer to paragraph 6 of the Redeployment Management Guidance.

4.4 Where there is a suitable alternative vacancy, a Group One redeployee should be slotted into it and does not need to undergo a competitive recruitment process.

4.5 Group One redeployees are not required to apply for suitable alternative employment, provide CVs or attend formal interviews. The exception is if more than one member of staff in redeployment Group One are both suitable for the same vacancy.

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- 4.6 As an employer, Imperial is legally required to offer suitable alternative employment to Group One redeployees (if available) where they meet the minimum essential criteria.
- 4.7 An essential criterion for certain roles may include the ability to be available within a specific timeframe, or on an urgent basis. A group one redeployee may not meet this essential criterion if for example they will be on maternity leave during the time when the work needs to commence, e.g. for maternity cover roles or temporary assignments. If in any doubt as to whether timescales may impact on a group one redeployee's ability to meet the essential criteria for a role, managers should seek advice from their HR Representative.

## 5. Roles and Responsibilities

- 5.1 Key roles and responsibilities are specified in Appendix A to the Redeployment Policy and Procedure.
- 5.2 It is the responsibility of the line manager to inform a member of the HR Partnering Team when they become aware of upcoming roles, ideally before they are advertised. This will enable the HR Partnering Team to arrange for support to be provided through a designated member of the HR team (the "HR Representative").
- 5.3 The HR Representative will be supported by the Redeployment Manager and should maintain regular contact with departments to identify any employment opportunities that may arise.
- 5.4 The process chart at paragraph 11 of this guidance provides an overview of the redeployment process in relation to Group One redeployees and highlights specific roles and responsibilities.

## 6. Redeployment Process

- 6.1 The [HR Representative](#) will be supported by the Redeployment Manager in conducting weekly job searches at Imperial for the member of staff and they or the Redeployment Manager will provide the member of staff with details of potential opportunities.

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- 6.2 Where a role may be suitable alternative employment and the member of staff may meet the minimum essential criteria, the [HR Representative](#) (with support from the Redeployment Manager) will inform the Recruiting Manager.
- 6.3 If the role is in a different area of Imperial, the HR [Representative](#) or Redeployment Manager will inform and work with the [HR Representative](#) for that area to ensure that the Recruiting Manager is made aware of the Group One redeployee and of the need to prioritise them for suitable alternative employment.
- 6.4 Where the Recruiting Manager and [HR Representative](#) decide that a role is suitable alternative employment for a Group One redeployee who meets the minimum essential criteria, the Group One redeployee must be offered the role. This is the case even if the redeployee would need to undergo some initial training in order to be able to carry out aspects of the new role.
- 6.5 If a role may be suitable alternative employment for more than one Group One redeployee, then a competitive process will be followed.
- 6.6 Before offering the role, the Recruiting Manager will arrange to meet with the member of staff.
- 6.7 The new role will start when the member of staff's maternity, adoption of shared parental leave ends or their current funding ends, whichever is later.
- 6.8 The [HR Representative](#)/Redeployment Manager and Recruiting Manager will be able to review the member of staff's CV if provided and the Essential Criteria Form. Having details of where the member of staff works, their job title, current terms and conditions, pay and benefits, location of work will also help to inform the decision of whether the role is suitable alternative employment. The Recruiting Manager may also have an informal discussion with the member of staff to help inform the decision.
- 6.9 Where the member of staff does not meet the minimum criteria of the person specification but may do so with further training, they should be offered the role. Training should be provided wherever it is reasonable, practicable and cost effective to provide such training, and where the member of staff demonstrates a

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capacity and willingness to learn and apply these new skills within an agreed timeframe.

- 6.10 Group One redeployees should be able to decide for themselves if they are interested in a role. It follows that information about potential vacancies should not be withheld on the speculative basis that the member of staff might not be interested.
- 6.11 For guidance on what to do if a Group One redeployee rejects a suitable alternative role, or if the role is deemed unsuitable managers should refer to paragraphs 6 and 7 of the Redeployment Management Guidance.
- 6.12 Group One redeployees may be interested in considering alternative employment, which is different to suitable alternative employment. For guidance on what may constitute alternative employment, managers should refer to paragraph 8 of the Redeployment Management Guidance.
- 6.13 A Group One redeployee would not be slotted into alternative employment (in the same way they would be slotted into suitable alternative employment). However, they and Imperial may wish to consider alternative employment as a way of avoiding redundancy, where no suitable alternative employment is identified.

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## 7. Redeployment Process Chart

Stage	Responsible
<p><b>A. Family Leave Planning</b> (Part of the <a href="#">Maternity</a>, <a href="#">Adoption</a> and <a href="#">Shared Parental Leave Policy</a>)</p> <p>I. When arranging maternity, adoption or shared parental leave, the HRSH Coordinator checks ICIS to see if the employee is subject to a contract or funding end date falling within 18 months of the expected date of birth/placement. If so, the HRSH Coordinator discusses this with the employee, providing information on redeployment in the maternity/adoption/shared parental leave meeting and letter.</p> <p>II. The HRSH Coordinator ensures that the employee's line manager, their department and HR Partner are made aware of the situation so that full support can be provided. The HRSH Coordinator asks the employee to provide an up to date contact email address and telephone number so that they can be contacted to commence consultation, when/if required.</p>	<p>HR Staff Hub (HRSH) Coordinator; Redeployee; Line manager; Departments; HR Partner</p>
<p><b>B. Monitoring</b></p> <p>I. The HR Partnering Team allocates an <a href="#">HR Representative</a> (who will be supported by the Redeployment Manager). The <a href="#">HR Representative</a> works with departments to regularly review any employees who are pregnant, on maternity, adoption or shared parental leave, or who have recently returned from such leave and may be at risk of redundancy.</p> <p>II. The <a href="#">HR Representative</a> can access the Parental Leave Dashboard. This dashboard provides a list of all staff who:</p> <ul style="list-style-type: none"> <li>• have a period of upcoming maternity, adoption or shared parental leave recorded on ICIS,</li> <li>• are on maternity, adoption or shared parental leave,</li> <li>• have returned from a maternity, adoption or shared parental leave since 6 April 2024.</li> </ul> <p>III. HR Partners, who manage consultation for organisational change, review the Parental Leave Dashboard to ascertain if any affected staff are Group One redeployees.</p>	<ul style="list-style-type: none"> <li>• Departments</li> <li>• HR Partnering Team</li> <li>• Redeployment Manager.</li> </ul>
<p><b>C. Joining the Redeployment Process</b> (Section 5 of the Redeployment Policy)</p> <p>I. The HR Partnering Team (with support from the Redeployment Manager) ensures that staff in redeployment Group One are included in the redeployment process. Unlike other redeployment groups, Group One redeployees are automatically placed on the Redeployment Register and this is not conditional on them filling in any forms.</p> <p>II. <b>Redeployment Register</b></p> <p>The Redeployment Register is a centralised list kept up to date by the HR Partnering Team and Redeployment Manager. The register is reviewed by other HR teams (including recruitment) who may need to know a redeployee's redeployment group.</p>	<ul style="list-style-type: none"> <li>• Departments.</li> <li>• HR Partnering Team.</li> <li>• Redeployment Manager.</li> <li>• HR Recruitment Team.</li> <li>• Recruiting Managers.</li> </ul>

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<p>The Recruiting Manager may ask the HR Recruitment Team to review the register before advertising a role. Where there may be a suitable match, the HR Recruitment Team advises the <a href="#">HR Representative</a> of this. A suitable match from redeployment Group One has priority over matches from other redeployment groups.</p>	
<p><b>D. Applying for a Role</b> (Section 6 of the Redeployment Policy)</p> <p><b>Search for Roles</b></p> <ol style="list-style-type: none"> <li>I. The <a href="#">HR Representative</a> asks the HR Recruitment Team for a list of current live roles including a list of roles that have been logged onto TalentLink but not yet live on the webpage. The <a href="#">HR Representative</a> requests this information as and when required. The lists are filtered by the <a href="#">HR Representative</a> to check for any possible matches. The HR Recruitment Team provides the <a href="#">HR Representative</a> with a copy of the job description document on request.</li> <li>II. The <a href="#">HR Representative</a> encourages the redeployee to advise them of any roles about which they are interested.</li> <li>III. Departments consider whether any vacant (or soon to be vacant) positions in their department may be suitable for the member of staff.</li> <li>IV. The HR Partnering Team keep records of relevant job vacancies and the correspondence between themselves and the redeployee. Where discussions are made on the telephone or in meetings, brief notes are kept for the record.</li> </ol> <p><b>Essential Criteria Form</b></p> <ol style="list-style-type: none"> <li>I. Where a potentially suitable position is identified for a Group One redeployee, the <a href="#">HR Representative</a> and redeployee discuss whether the job may be suitable alternative employment. If so, the redeployee completes the Essential Criteria Form.</li> <li>II. Following receipt of the Essential Criteria Form, the <a href="#">HR Representative</a> and Recruiting Manager consider whether the role may be suitable according to the redeployee's skills, experience and capabilities. If the role is in a different area of Imperial, the <a href="#">HR Representative</a> for that area will discuss with the appropriate Recruiting Manager.</li> <li>III. Where the Recruiting Manager and <a href="#">HR Representative</a> decide that a vacancy may be suitable alternative employment and the member of staff meets the minimum essential criteria (or may do so with reasonable training), they arrange an informal meeting with the redeployee.</li> <li>IV. Where it is decided by the <a href="#">HR Representative</a> and Recruiting Manager that a role is not suitable, the <a href="#">HR Representative</a> arranges an informal meeting with the redeployee to discuss the reasons for the decision.</li> </ol>	<ul style="list-style-type: none"> <li>HR Partnering Team</li> <li>HR Recruitment Team</li> <li>Redeployee</li> <li>Departments</li> </ul>          <ul style="list-style-type: none"> <li>Redeployee</li> <li>HR Partnering Team</li> <li>Recruiting Manager</li> </ul>
<p><b>E. Shortlisting and Interviewing</b> (Section 7 of the Redeployment Policy)</p> <p><b>Informal Meeting</b></p>	<ul style="list-style-type: none"> <li>Redeployee.</li> </ul>



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<p>I. The Recruiting Manager, redeployee and <a href="#">HR Representative</a> attend an informal meeting. This is not an interview but an opportunity to discuss the role and for both the Recruiting Manager and redeployee to consider whether it is suitable alternative employment.</p> <p>II. Where reasonable training is required, a training plan is agreed at this stage.</p> <p>III. Possible start dates are discussed. The redeployee may still be on family leave and they may consider taking off a shorter or longer period of time than they had originally planned. In such circumstances their return to work date will need to be agreed between the parties. Please note: where the leave period is such a length that it greatly delays their return to the office, this may be a reason to consider the role to be unsuitable.</p> <p>IV. Where it is agreed that the role is suitable, the <a href="#">HR Representative</a> offers the role to the Group One redeployee in writing following the meeting.</p> <p>V. Where it is agreed or decided that the role is not suitable, by the Recruiting Manager or the redeployee, then the Recruiting Manager and <a href="#">HR Representative</a> discuss this with the redeployee. This may be during the informal meeting if appropriate, following which parties continue to search for other suitable roles.</p>	<ul style="list-style-type: none"> <li>• HR Partnering Team.</li> <li>• Recruiting Manager.</li> </ul>
<p><b>F. Accepting or Declining an Offer</b> (Section 8 of the Redeployment Policy)</p> <p>I. <b>Accepting</b> Where the redeployee accepts the role, the Recruiting Manager informs the HR Recruitment Team of their decision to recruit the redeployee. The HR Recruitment Team conducts their employment checks.</p> <p>II. <b>Declining</b> Where the redeployee declines the role because they do not agree that the role is suitable alternate employment, the redeployee outlines why they consider it to be unsuitable. Reasonable reasons may include the job being on lower pay, or having health issues that stops them from doing the job, for example.</p> <p>III. If Imperial decides that the member of staff has unreasonably rejected an offer of suitable alternative employment, they may not be eligible for a redundancy payment. The <a href="#">HR Representative</a> seeks advice from the Employee Relations Team on this matter, where required.</p>	<ul style="list-style-type: none"> <li>• Redeployee.</li> <li>• HR Partnering Team.</li> <li>• Recruiting Manager.</li> </ul>
<p><b>G. New Role and Trial Period</b> (Section 9 of the Redeployment Policy)</p> <p>I. <b>Contract</b> The HR Recruitment Team issues a new contract. The contract start date should ensure that the redeployee maintains their continuous service. The contract will include information regarding any trial period.</p>	<ul style="list-style-type: none"> <li>• Recruiting manager</li> <li>• HR Recruitment Team</li> </ul>

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<p>II. <b>Trial Period</b> The trial period is usually 4 weeks, although may be extended for the sole purpose of re-training the redeployee in the new role. Any extension for re-training purposes must be agreed in writing with the redeployee prior to the trial period commencing. The trial period enables both the recruiting manager and the member of staff to assess the suitability of the post. During the trial period, the line manager meets with the member of staff on a regular basis to review progress and identify any areas of concerns or where further training or support may be required.</p> <p>III. Where the trial is unsuccessful, the outcome is communicated to the redeployee - usually (and where practicable) during a meeting with their line manager and a representative from HR. In the absence of another suitable alternative role that can be offered to the redeployee, their employment is deemed to have ended on the date their original contract ended for reasons of redundancy. Contractual notice should already have been served under the original contract and there is no further notice entitlement in relation to the trial period. The redeployee is entitled to receive a redundancy payment, if eligible.</p> <p>IV. Where the role is suitable, the Recruiting Manager confirms to the redeployee that the trial period has been successful and that they are confirmed in post.</p>	<ul style="list-style-type: none"><li>• Redeployee/ member of staff</li><li>• Recruiting manager/ line manager</li></ul>
<p><b>H. No Role</b> (Section 10 of the Redeployment Policy)</p> <p>The <a href="#">HR Representative</a> continues to consult with the redeployee and oversees the ending of their contract in line with the <a href="#">Change Management Policy and Procedure</a>.</p>	<ul style="list-style-type: none"><li>• HR Partnering Team</li></ul>