**Coronavirus and the temporary redeployment of staff**

**Purpose**:

To set out measures that can be taken to move employees from one job to another on a temporary basis, to cover essential services should the Coronavirus result in large number of staff reporting as absent from work (due to self-isolation or sickness).

**Business Continuity Planning:**

The temporary redeployment of employees to cover essential services is something that should be considered by each service within their Business Continuity Plan (BCP). The BCP should identify essential services, and set out how these services can be delivered in the event of significant employee absence. The BCP should set out plans to manage the redeployment of employees across the service in order to continue the delivery of essential services.

If plans require the wider redeployment of employees from one directorate of the Council to another, then this should be discussed and agreed at a corporate level by the Incident Management Team. Management Teams can refer items for consideration via their Directorate IMT representative and via the email address: [incidents@npt.gov.uk](mailto:incidents@npt.gov.uk).

**Points to consider:**

Statements of Particulars (the contract of employment) contain the following clause:

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| Your post and place of work / fixed centre are as described above. However, the Council has the right to transfer you to the same or a different job, either temporarily or permanently, in any of its establishments at any other location or service area within the current administrative boundaries of this Council, Bridgend County Borough Council and the City and County of Swansea to maximise the efficient and effective delivery of Council services and facilitate the Welsh Assembly Government’s objective of greater collaborative working between local authorities and across the public sector.  If the Council decides that it wishes to exercise this right, this will be subject to discussion with you which will include:   * your domestic and family circumstances being taken into consideration; * the nature of the work to be undertaken; * your knowledge, skills, experience and qualifications; * the alternative post being graded differently by no more, and no less, than one pay grade (pay protection will apply if the new post is graded lower) * the distance of the move in terms of location; * the hours of work; * the business need for the move; * the duration or permanent nature of the move; * the timescale for the move; and * the selection process if appropriate   A disturbance allowance payment of 19.0 pence per mile will be paid other than for the first five miles (each way) of any additional home/work/home journeys arising each day from a change of work location for employees on NPT pay grades 1 to 5 (inclusive), and other than for the first ten miles (each way) for employees on NPT pay grade 6 and above. This payment will be for a maximum duration of 18 months. |

**Key points**

* Any requests to temporarily redeploy should be ‘reasonable’ and take account of the criterion listed above.
* For example, it *would* be reasonable to require an HR Assistant carrying out clerical and administrative tasks to temporarily redeploy to the Emergency Planning Team to assist with data entry tasks. The work is of a similar nature and the employee has the necessary skills to do the work.
* It would *not* be reasonable to require the HR Assistant to redeploy, for example, to domiciliary care work, as the employee would not have the necessary skills and training to undertake the work.
* The Council can ask employees to volunteer to cover different types of jobs (so asking, rather than requiring), however as an employer we have an obligation to ensure that employees are suitably qualified for the tasks they undertake – so we would need to ensure any statutory employment qualifications or training requirements are in place, as well as other statutory requirements such as Disclosure and Barring Service checks.
* Advice in relation to qualification and training requirements can be obtained by contact the Learning, Training & Development team (tel: 01639 685271 or email [trainingadmin@npt.gov.uk](mailto:trainingadmin@npt.gov.uk)).
* Advice in relation to managing temporary redeployment can be obtained from the HR teams (Cath Lewis, HR Manager for ENV, CX & FCS tel: 01639 686267, email: [c.lewis3@npt.gov.uk](mailto:c.lewis3@npt.gov.uk), Amy Hutchings, HR Manager for ELLL, tel: 01639 763304, email: [a.hutchings@npt.gov.uk](mailto:a.hutchings@npt.gov.uk), Tom Owen, HR Manager for SSH&H, tel: 01639 763406, email [t.owen@npt.gov.uk](mailto:t.owen@npt.gov.uk)).