**Please confirm the following points in advance of submitting a redeployment referral. All points must be completed before submitting a referral.**

|  |
| --- |
| Date: |

|  |  |  |
| --- | --- | --- |
|  | The option of redeployment has been discussed with the HR Business Partner, please confirm the HR Business Partner  |  |
|  | Any relevant alternative option(s) have been considered prior to redeployment, for example, mediation, retirement or ill-health retiral. |  |
|  | The option of redeployment has been discussed with the employee. |  |
|  | The employee has agreed to engage in the redeployment process. |  |

**Reason for Redeployment Referral**

|  |  |
| --- | --- |
| **Reason** | **Additional Comments** |
| Budget | *Include any details relating to consultation process, timescales etc.* |
| End of Temporary Contract | *Include any details relating to the date of temporary contract and length of service*  |
| Health  | *Include any details relating to health restrictions and attach any relevant documents, eg. OH reports* |
| Disciplinary | *Include any restrictions following on from disciplinary proceedings and attach any relevant documents, e.g. disciplinary outcome letter.* |

**Details of employee to be redeployed**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact telephone numbers:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home:

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:

Email Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:

 Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work details**

Current Post: Employee No.: \_\_\_\_\_\_\_\_\_\_

Service: Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_ Work Pattern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referring Managers details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.:

Job Title: Email:

Service: Location:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Supporting statement by line manager guidance:**

It is important to be objective when providing a supporting statement for an employee in relation to redeployment. Please ensure that the statement provided is factually correct, including details of for example:

* The nature of your working relationship with the individual;
* Their length of service in their current role and the nature/ scope of this role;
* Their performance in this role, including particular personal strengths/ skills and identified areas for development;
* Knowledge of the Council;
* Training undertaken.

You should not include anything that you are not prepared to discuss with the employee and should arrange to discuss the content with the employee prior to submission (or provide a copy if this is not possible).

If you have concerns about conduct or performance but have never raised it with the employee, you should not include it in the statement. If you use information from another source, i.e. another manager, you should make it clear where the information came from and ensure any comments and views can be demonstrated.

You should also ensure that the employee is made aware of any additional information that will be provided as part of the redeployment referral, such as OH report or disciplinary outcomes letters.

**Supporting statement by line manager:**

Please refer to guidance above.

Signature:…………………………………………… Date: ………………………

**Additional documentation**

Please note below any additional information or documents relevant to the employee that you have attached as part of this referral:

|  |  |
| --- | --- |
|  | OH Report |
|  | Disciplinary Outcome letter |
|  | Budget consultation letter or other correspondence  |
|  | Other, please specify |

I confirm this referral is being made following discussion with the employee and Business Partner as above.

Signature: ………………………………………………………………………………………………………………………

Date: …………………………………………………………..

Completed form and any other supporting paperwork to be sent to HR Helpdesk at hrhelpdesk@falkirk.gov.uk