

<b>Impact Assessment of:</b> Changes to the Managing Workforce Change Procedure
<b>Service/ Directorate:</b> One HR Service
<b>Date Completed:</b> April 2009
<b>Lead Officer:</b> Val McLaughlan

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Val McLaughlan	HR	Head of HR
Jacqui Green	HR	HR Manager
Dean Bruce	HR	HR Officer
Chris Coates	HR	HR Officer
Amanda Shaw	HR	HR Officer
Kathryn Tarrant	HR	HR Manager

**Brief description of policy / service:**

(take this from Section 1 – aims)

To implement amendments to the existing managing workforce change procedure:

- To introduce a Redeployment Board to support and co-ordinate the Council's activities in relation to redeploying employees who are in the Managing Workforce Change procedure or who are at risk of being supernumerary.
- To provide clarification on how the procedure applies to temporary and fixed term contracts, ill health cases as per the Managing Attendance Policy and Procedure and employees returning from maternity leave.
- To improve the management of supernumerary status and confirm that those employees entering the procedure on or after the 1<sup>st</sup> April 2009 will have notice issued at 9 months.
- To meeting budgetary requirements

**Brief account of how the impact assessment was carried out:**

In carrying out this assessment information was gathered from a variety of sources including:

- Comparison with surrounding Local Authorities and major employers within Leeds
- Statistics on redeployment successes
- Statistics on number of redeployees going beyond 12 month supernumerary status
- Leeds City Council values – Valuing Colleagues
- Consultation with BSC -Recruitment, COR's, Board Members, Equality Team
- Advise from Legal Services
- Consultation with Occupational Health In House Provider
- Consultation with the Jobs and Skills Service

Weekly consultation meetings were held with the recognised trade Unions to discuss the proposals. A frequently asked questions document was produced to address issues raised by employees and a Lotus Notes Discussion Board was set up to deal with any queries / concerns. In addition a management brief along with the FAQs has been posted on the intranet for information.

**Brief description of any adverse effects found:**

Perception of redeployment by the organisation  
Late or Incomplete Skills profiles not being available on the date of job matching therefore potential for missed opportunities

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
<b>General Actions</b>		
Prepare FAQ's from employee questions	Jacqui Green	Completed
Consult with Equality Team to seek a representative to advise the Board on a weekly basis	Jacqui Green	Completed
Consult with Legal to seek a representative to be available for advise to the Board should they need it	Jacqui Green	Completed
Consult with Jobs and Skills to seek a representative to advise the Board on a weekly basis	Jacqui Green	Completed
Brief staff responsible for the administration of the redeployment board	Jacqui Green	Completed
Arrange a "virtual team" to recommend job matching to the Board	Jacqui Green	Completed
Prepare employee factsheet	Jacqui Green	May 2009
Prepare flowcharts	Chris Coates	May 2009
Challenge the organisation's perceptions of redeployees	All advisors and administrators to the Board	Ongoing
Remind Redeployment Officers that there will be	Dean	Ongoing

missed opportunities for employees if skills profiles have not been completed and submitted in time for consideration by the Board	Bruce/Amanda Shaw	
Consult with the in house Occupational Health provider to assess the best way to ensure that the council complies with DDA and the health of the employee is considered post job match	Jacqui Green/Amanda Shaw	May 2009
Produce a "health passport" for those employees who are deemed to be incapable of performing their existing contractual duties for reasons of ill health	Kathryn Tarrant	May/June 2009
Amend skills profile form to include equality data to provide for effective monitoring	Jacqui Green/Amanda Shaw	May/June 2009

<b>Contacts for further information:</b>
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Jacqui Green, Val McLaughlan, Dean Bruce
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<b>Date published on Council Website:</b>
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5 <sup>th</sup> June 2009
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