

COVID 19 Redeployment Procedure

The principles set out below are based on being able to provide a timely response to support essential services which face unprecedented demand as a result of the COVID 19 pandemic.

The principles are not proposed as a long-term alternative to the existing jointly agreed m people framework and in the main are designed to allow the swift deployment/redeployment of staff to support services and protect the most vulnerable Manchester residents.

The principles have been developed in keeping with the spirit of m people and have been written taking account of the latest guidance from the NJC and the LGA.

It is proposed the principles below are put in place for 3 months in the first instance (with a review after 4 weeks and then every 4 weeks for the duration of the process).

Data gathering:

Due to the unprecedented demand as a result of COVID 19 the City Council needs to be able to deploy its staff to support essential services and vulnerable residents.

The impact of COVID 19 on the workforce is also unprecedented.

On the advice of government and Public Health England we have had to move quickly to an agile based model with the majority of staff now working off site.

HROD have undertaken a huge data collection piece which has provided the status of each employee in the Council based on the criteria set out below to help inform how we will be able to respond to resourcing requests:

- Staff currently working in Priority 1 and Priority 2 services (therefore not available for redeployment)
- Staff in Shield/Vulnerable category (therefore not available for *frontline* redeployment)
- Employee living with someone who falls within the Shield category (and therefore not available for *frontline* redeployment)
- Staff currently working from home working on priority Covid work (therefore not *presently* available for redeployment)
- Staff working from home who are not working in priority Covid or essential back office work (therefore available for redeployment)
- Staff currently at home who are unable to work due to the nature of their substantive role and (therefore available for redeployment)

The above data will identify which staff are therefore available for redeployment, and a high-level overview of their skills will help the matching process.

1. Flexibility Clause

All MCC staff have a flexibility clause as standard in their contract. The Statement of Particulars references the requirement to undertake additional / other duties and alternative roles in two sections.

It states:

- 1) *'In addition to or in substitution for the duties set out in it you may at any time be required to undertake additional or other duties as necessary to meet the organisational needs of the Council in accordance with the agreed m people process.'*
- 2) *In particular, to meet the requirements of the Council, in line with agreed m people procedures and collective agreements, you may be required to work in an alternative job/role which the Council may, from time to time, deem appropriate.*

However, in determining any such move, the Council will have regard to the following factors:

- *The operational needs of the Council*
- *Your formal qualifications*
- *Your skills and experience*
- *Your assessed potential for future training or other career development*
- *Any personal circumstances you may have*

You will be given reasonable notice of any proposed move.'

Proposal:

The City Council does not propose moving away from the current position as set out above, with three exceptions:

1. **Reasonable notice** - given the unprecedented and pace of change in relation to the response required, requests to redeploy staff may be at short notice.
2. In addition to the factors outlined above a **full risk assessment** will be required before the Resourcing Hub will match staff into a role or placement.
3. In addition to the factors outlined above the Resourcing Hub will take into account the status of staff confirmed as part of the Impact Data Collection which will include whether staff:
 - a. Are in the Vulnerable or Shield category and therefore not available for frontline redeployment.
 - b. Live with a person in the Shield category and therefore are not available for redeployment.
 - c. Have childcare or other caring responsibilities which may limit the amount of time staff are available for frontline redeployment.

2. Pay

Proposal:

- Where people are undertaking a Job Evaluated role of a higher value, they will be paid the rate of the role including any additional payments the role attracts.
- For the period of response to COVID 19 policy in relation to pay protection or pay protection “clocks” will be disregarded and these will be treated as placements with no impact on the pay protection period.
- If the new role or activity attracts a flexibility payment this will be paid for the period of deployment in line with the Part 3 agreement.

3. Redeployment of staff

Proposal:

- Staff being redeployed within their normal business areas should be treated as business as usual with no requirement for managers to engage with the Resourcing Hub or with Trade Unions. **This will apply for any back-office function or frontline service where the employee’s substantive role/duties will essentially be the same.**
- Any changes to location should be reasonable in terms of distance and time travelled and discussed with the employee in advance to determine if there are any issues.
- HROD will require a complete risk assessment including assurance around PPE and / or Social Distancing arrangements before an opportunity will be matched to.
- Matching of available staff to opportunities will be based on a skills match (based on skills of an employee’s substantive role) and work commensurate with their current role.
- Targeted reach outs will be sent in the first instance based on a skills match and Trade Unions will be informed of an intention to reach out (and potential to direct staff if required numbers are not met on a voluntary basis)
- If staff are redeployed to a Job Evaluated role of a higher grade than their substantive role, they will be paid the rate for the higher role.
- Redeployment moves will take account of responsibilities staff have outside of work (including childcare).
- Staff who are in Shield Vulnerable groups. Staff living with someone in the Shield category will not be required to move to an onsite or frontline role.
- Where staff are being asked to carry out a new role or new set of activities, the relevant manager will contact the Resourcing hub so requirements can be discussed, working times and Risk Assessment/DBS requirements can be captured and the team will then match to the available redeployment pool.
- If the temporary role attracts a flexibility payment (in line with Part 3) staff will be paid this for the duration they are redeployed.
- Staff will return to their substantive post at the end of the response to Covid-19.

4. Additional Travel/Expenses:

The normal policy will apply however it should be noted there will be free parking available to staff in NCP car parks.