

**REDEPLOYMENT GUIDE**

 **Guidance for managers releasing redeployed staff**

Upon confirmation that your staff member will be redeployed to another service, the following checklist aims to provide guidance to outline your role and responsibilities as their substantive manager during this period:

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| Activity | Context | Completed |
| Well-being Assessment | Hold a well-being conversation with the member of staff to ensure awareness of their welfare and any required support which can be identified and implemented to aid their redeployment |  |
| On-going Support  | Agree up front the required level of contact throughout their redeployment. I.e. do they want regular check in’s, invites to team meetings etc. They may equally wish to have no contact at all |  |
| Workload Handover | Ensure conversation held to handover work commitments in substantive service in advance of pre-agreed redeployment date |  |
| Manager/Team handover | Check the member of staff is aware of their new manager/team |  |
| Uniform & PPE | Check the member of staff has the relevant uniform (this should be arranged by the redeployed service) |  |
| Compulsory Training | Check all relevant CT completed for new service (this should be arranged by central redeployment team) |  |
| Working Arrangements | Discuss any flexible working arrangements or requests regarding shift patterns with the central redeployment team/new manager |  |
| Annual Leave Request | Discuss any pre-existing annual leave alongside any future requests with the central redeployment team/new manager |  |
| Appraisals | Explain that their new manager will be conducting their appraisal if this is due during their redeployed period |  |