



Workforce Change Policy

HR-02/2019

At the Council meeting on 4 April 2019, approval was given to the introduction of a new Workforce Change Policy. The policy brings together previous separate policies on Recruitment, Redeployment and Redundancy. The new policy also introduces Flexible Retirement.

Key changes to highlight in the new Policy include:

- Other than in exceptional circumstances (to be determined by the Head of Service), vacancies must be advertised internally in the first instance.
- Consideration should be given to restricting recruitment to relevant NLC 3 (and below) posts to existing apprentices, trainees or other identified groupings e.g. care experienced.
- The circumstances that redeployment will be considered are now restricted to those in a redundancy situation or other exceptional circumstances.
- Re-employment of individuals previously considered redundant from NLC will only take place in exceptional circumstances.
- Flexible retirement will be considered for those who meet the criteria:
 - Aged 60 or over and meet the rule of 85.
 - Required to reduce the contracted working week by 20% or take lower graded post.
 - Must be positive benefits to the Council in granting flexible retirement.

The Workforce Change Policy can be accessed [Here](#).

Please ensure that the content of this Circular is brought to the attention of all employees by circulating this circular or prominently displaying a copy on your Service notice boards. Thank you for your assistance with this matter.

Head of People & Organisational Development

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