



REDEPLOYMENT STAFF INFORMATION PACK

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DRAFT REDEPLOYMENT STAFF INFORMATION PACK

INTRODUCTION

The Council has recognised that coping with workplace and personal changes that are beyond an employee's control can be difficult. The essential factor is for the employee not to allow their immediate anxieties to overshadow the need for planning and preparation. If you are a redeployee, you are probably thinking 'what is next? This redeployment staff information pack aims to provide you with the kind of information you are likely to need over the coming weeks, should you are facing redeployment due to redundancy, capability, conduct or any other circumstances set out in the Council's Redeployment Policy. Also it will help you to explore some of the options which are available to you.

SECTION 1

SUMMARY OF THE REDEPLOYMENT PROCESS

- 1.1 Once you have been formally advised that you are regarded as a **redeployee** you will be eligible for **preferential interviews** for all vacancies that might be suitable - see Section 2. The Redeployment Policy sets out a priority order for this preferential treatment, giving first preference to redundant employees. For full details of the remaining priority order please refer to the Intranet.
- 1.2 **Suitable alternative employment**
 - Suitability is determined through consideration of a number of factors (below) and assessing their similarity with the employee's previous post.
 - When deciding on reasonableness of a job offer a comparison will be made of the employee's experience, skills, knowledge and/or qualifications and those required in the person specification for the new role.
 - The following factors will be considered when assessing whether the offer is suitable alternative work.
 - Training, qualifications, skills, knowledge and competencies of the employee.
 - A comparison of the total remuneration packages.
 - Current job including the requirement for skills, abilities and qualification; responsibilities, grade; prospects for advancement; job description, person specification and job status.
 - The suitability of alternative work will be assessed objectively by comparing the terms of an offer with those previously enjoyed and whether it is reasonable to expect the employee to accept the job taking the above into account.
 - The hours of work and working pattern
 - Accessibility of proposed new location
 - Personal circumstances, eg outside work care responsibilities
- 1.3 The Council will regard as suitable alternative employment positions offered of one grade below or one or two grades up from the employee's existing post. Where an employee

unreasonably refuses such an offer they will not be entitled to a redundancy payment or where applicable, a severance payment.

- 1.4 As a redeployee you will also be able to benefit from the following services:
- you can get a copy of the **Job Shop (the Council vacancy supplement)** from a One Stop Shop.
 - You will go through a **profiling process** which will help to focus on the skills and experience you have and how these might be applied in your future career.
 - The information gained during the profiling process will be used in **matching**, i.e. identifying jobs which would be suitable for you. This is done through the People Centre central job-matching service, as explained in Section 3.
- 1.5 Once the final decision has been made following the end of consultation you may be given formal notice that your employment is being terminated.
- 1.6 **Notice periods** are explained in **Section 6**. The efforts to find you another job will continue while the notice is running.
- 1.7 You should discuss with your manager any problems you have in completing the on-line profile form as detailed in Section 4 of this document or other aspects of the job search process. S/he may be able to offer further assistance.

SECTION 2

REDEPLOYEES' INTERVIEW RIGHTS

- 2.1 Vacant posts within the Council will not be advertised until a job search for suitable alternative posts has been carried out against redeployees in the redeployment pool.
- 2.2 As a redeployee you may be offered a **preferential interview** for all posts which could be deemed to constitute suitable alternative employment (subject to the priority order referred to earlier in this information pack). This means that you will be interviewed for suitable posts ahead of other applicants who are not redeployees. This will apply to posts 1 or 2 grades up or 1 grade down from your existing grade.

SECTION 3

PROFILING AND MATCHING

- 3.1 Once you are formally informed that you are regarded as a **redeployee**, you should complete the Profile Sheet which is at the back of this pack and submit it to hr enquiries using the brent email system. Otherwise submit the form to hr.enquiries@brent.gov.uk. If you do not have access to a computer you should send the form by post to The People Centre, Chesterfield House, 9 Park Lane, Wembley, HA9 7RJ. This is to help you focus on the skills and experience you have and how these might be applied in your future career. However, you will be responsible for completing the skills profile.
- 3.2 The information gained during profiling will be used in matching, i.e. identifying jobs which would be suitable.
- 3.3 You should ensure that your manager's name is included on the form so that s/he is kept informed of any matching posts.
- 3.4 The People Centre will inform you and your manager when a matching post is identified.

- 3.5 It is for you to say whether you are interested in and wish to apply for any matched post. The recruiting manager might ask for the profile form to be supplemented by a supporting statement addressing the person specification where s/he feels that more information is necessary.
- 3.6 The People Centre may send you information about a post one grade lower or one or two grades higher than your existing grade if it appears that this could constitute suitable alternative employment. **Pay protection at your existing grade will apply for one year** provided the reduction in grade is no more than two grades. Please refer to the full provisions of the Pay Protection Policy.
- 3.9 Your line manager will regularly review the position of your status as a redeployee. It is important that you should discuss with them any case where you think you meet the job requirements but are not offered an interview for the post. The appointing 'manager will tell you why you were not shortlisted and you should discuss this with your manager if you still feel you meet the job needs.
- 3.10 Your manager will regularly check whether you have asked to be interviewed for any matched posts, discussing any feedback you have received from interviews and ensuring you have received appropriate help and support. More frequent reviews will be held for disabled employees.

SECTION 4

GUIDELINES ON COMPLETION OF THE PROFILING FORM

Step One - Complete the Profiling Form

- You will need to complete the attached Profile form and email this to 'hr enquiries' or using an external computer email this to hr.enquiries@brent.gov.uk
- Remember that the information you provide is the only details that will be used during the matching process. Do not discount any skill, ability or experience you have.
- Contact your manager, People Centre or departmental HR if you need help. Writing a brief synopsis of many years' experience can be a daunting task and you may need to redraft it several times.
- Make your information as comprehensive as possible. If you have keyboard or IT skills say which packages you have used.
- If you do not have access to a computer you can use the copy at the back of this Staff Information Pack..

Step Two - Submitting your profile where you do not have access to a computer

If you have do not have access to a computer you will need to send a paper copy to The People Centre, Chesterfield House, 9 Park Lane, Wembley, HA9 7RJ.

Step Three - Matching

The People Centre will inform you and your manager when a matching post is identified. The manager placing the advertisement will also be informed of any redeployees whose profiles indicates a match with the duties of the post.

Step Four - Application

Inform the People Centre and your manager of the vacant post you wish to be considered for. You may rely on the information in your profiling form, but it is preferable to complete a supporting statement or write a covering letter providing further information about your suitability for the post under the headings in the person specification. Any supporting statement or letter that you submit should state clearly at the top that **you are a redeployee**. This should be sent to 'hr enquiries or from an external computer to hr.enquiries@brent.gov.uk or by post to The People Centre, Chesterfield House, 9 Park Lane, Wembley, HA9 7RJ.

SECTION 5

SUITABLE ALTERNATIVE EMPLOYMENT

Employment within Brent Council

- 5.2 Where you are successful in your application for a post, the recruiting manager will seek a reference from your current Unit. Depending on the nature of the post, medical or criminal record clearance may also be required. Should you not be considered suitable, the reasons will be explained to you.
- 5.3 Any formal job offer made will include a job description (which was provided to you at the matching and interview process) and statement of the grade and hours of the post, together with any terms and conditions which are different from those of your previous contract.
- 5.4 Where an offer has been made, you are entitled to a trial period of 4 weeks in which to decide whether the post is suitable. The trial period gives both employee and manager the opportunity to try out the new job before making final decision on its suitability. However, where the Council believes you have unreasonably refused an offer of employment you will lose your entitlement to redundancy pay and, where applicable, severance pay.
- 5.5 If you unreasonably refuse an offer of alternative employment with a period of development, any entitlement to redundancy pay will be limited to the statutory ceiling. In this circumstance there will be no entitlement to severance pay.

Other Options

- 5.6 You may wish to ask your manager about sources or facilities of assistance with seeking work outside the Council.
- 5.7 Redeployees who qualify for an immediate pension (**See Section 8.1 to 8.13** onwards) should look out on the Intranet for pre-retirement courses and pension surgeries run by the Council's Pensions Service.
- 5.8 If, during your notice period, you are offered a job by an employer which is **not** a Local Authority or a related Body, this will not affect your redundancy pay. You can ask to be released early to start your new job and your manager will wherever possible be sympathetic to your request, but if you do this you will not receive pay for the unexpired period of notice. (**See Section 8.22** about leaving for other Local Government or related employment).
- 5.9 Pay and the Local Government Pensions Scheme: If your pensionable pay is restricted or reduced:
 - (a) because you choose to be employed by the council at a lower grade or with less responsibility;
 - (b) for the purposes of achieving equal pay in relation to other employees of the council;
 - (c) as a result of a job evaluation exercise;
 - (d) because of a change in your contract of employment resulting in the cessation or restriction of, or reduction in, payments or benefits specified in your contract of employment; or
 - (e) because the rate at which your rate of pay may be increased is restricted in such a way that it is likely that the rate of your retirement pension will be adversely affected,

If this applies, you may choose to calculate your final pay using an average of your pensionable pay from any three consecutive years (ending 31 March) within a thirteen year period ending with your last day of service.

5.10 To request that an earlier pay figure is used in the calculation of your pension you would be required to write to the People Centre no later than one month prior to the date on which you would cease membership of the LGPS.

5.11 You would not be entitled to use an earlier pay period if that period:

(a) commences before the beginning of the period of ten years ending with your last day as an active member;

(b) immediately follows a period in which you occupied a post on a temporary basis at a higher rate of pay; or

(c) is because the you choose to reduce his or her hours of work or to be employed at a lower grade, for the purposes of flexible retirement.

Other Advice

5.12 The assistance available to you in terms of the job search etc. is explained in **Section 6**.

SECTION 6

SUPPORT AVAILABLE TO STAFF FACING REDUNDANCY

- 6.1 There are a variety of services available in appropriate circumstances from internal and external providers. Where you need additional support in looking for alternative work or planning for the future, you should explain your circumstances to your manager and ask whether it is possible for any additional support to be made available.

Internal Sources of Information and support in Brent

- 6.2 Key Sources are

- The Council's Job Shop (the Council's vacancy supplement) - available from One Stop Shops
- The People Centre provide a profile matching service - contact Andy James, The People Centre, Chesterfield House, Wembley, HA9 7HJ or contact Ext 0208 937 3900, based at Chesterfield House
- Support from Human Resources on completing a skills profile plus advice on job applications, supporting statements, CV writing and interview preparation.
- A 24 hour telephone counselling facility or face to face counselling is available through Care First by contacting 0800 174319.
- You will be allowed reasonable time off to search for a job both inside and outside the Council.

Careers Advice

- 6.3 As part of a Government sponsored scheme, a number of local providers offer free careers advice and information on a one-to-one basis. For example Library Arts and Heritage unit provide IAG (Information, Advice and Guidance)/CV sessions

This involves:

- Professional and confidential consultation with a skilled adviser who will help you to plan your career path
- Information on training programmes and who to contact in local training organisations
- Information about the local job market with advice on where to look for jobs and how to apply

- 6.4 Staff are able to choose from any of the following local providers:

- BACES (Brent Adult & Community Education Service), 1 Morland Gardens, Stonebridge, London, NW10 8DY, 0208 838 2882
- Harrow Adult Education Guidance Service, Congress House, 14 Lyon Road, Harrow, Middlesex, HA1 2EN, 0208 863 1243
- Exchange Group based at Willesden Green Library, 95 High Road Willesden, London, NW10 2SF, 0208 937 3400

- 6.5 This service is also available from the Learning and Skills Council UK and further details can be found on <http://www.lsc.gov.uk/>, LSC London Region, Centre Point, 103 New Oxford, Street, London [WC1A 1DR](#), 0845 019 4144

SECTION 7

NOTICE PERIODS & PAY IN LIEU OF NOTICE

- 7.1 If you receive a formal letter giving notice of dismissal because of redundancy, it will give you the **contractual or statutory notice** to which you are entitled. You are entitled to whichever period is the longer as shown in the following table.
- 7.2 In this Table of Contractual/Statutory Notice Periods, the notice periods are in weeks except where otherwise stated

EMPLOYMENT PERIOD - YEARS												
	1	2	3	4	5	6	7	8	9	10	11	12
MONTHLY PAID UP TO SO2	1 CAL MTH	1 CAL MTH	1 CAL MTH	1 CAL MTH	5	6	7	8	9	10	11	12
MONTHLY PAID PRINCIPAL OFFICER	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	2 CAL MTHS	9	10	11	12
MONTHLY PAID CHIEF OFFICER SCALES	3 CALENDAR MONTHS				3 CALENDAR MONTHS				3 CALENDAR MONTHS			

- 7.3 You may be given a longer period of notice than the one shown in the table.

Pay in lieu of notice

- 7.4 If you are leaving with pay in lieu instead of working out your notice, you will still be required to provide sufficient profiling details to enable the matching service to look for a suitable alternative post. Council policy is to avoid redundancies where ever possible and **the Council is not allowed to make a redundancy payment to you if there is a suitable job available.**
- 7.5 Pay in Lieu of Notice is normally subject to tax.

SECTION 8

REDUNDANCY PAY AND COUNCIL'S SEVERENCE ARRANGEMENT

- 8.1 The Council has a legal requirement to pay you a redundancy payment and must pay this where qualifying conditions have been satisfied. Additionally the Council has the discretion to pay an additional amount known as a severance payment. The council currently makes an additional payment that is equivalent to half the statutory redundancy payment, subject to satisfactory assessment relating to performance, attendance and discipline. It should be noted that the additional severance is not a contractual entitlement, is subject to review and may be amended or removed in the future.

Statutory Redundancy Pay

- 8.2 To qualify, you must have two years' continuous Local Government service and be aged 17 or over.
- 8.3 Where an employee unreasonably refuses an offer of alternative employment (beyond the scope of their existing skills/knowledge) with a period of development, their entitlement to redundancy will be limited to the maximum statutory ceiling (currently £380). In this circumstance there will be no entitlement to a severance payment.

What is Pay based on and what is a week's Pay?

- 8.4 Statutory redundancy pay is calculated on the basis of a particular week's pay. Which week is laid down according to the date your employment will come to an end. This is important because it means that if your pay has fallen over your career e.g. because you reduced your hours, the Council has no flexibility to base Statutory redundancy pay on an earlier, higher, figure.
- 8.5 The Statutory Redundancy Scheme places a cap on the amount that can be counted as a week's pay. Brent Council has agreed to exercise its discretion to disregard this limit. Your redundancy payments will therefore be based on your gross contractual weekly pay in the relevant week i.e. the amount due under your contract if you work your normal week. It includes any regular and non-variable allowance or bonus but it does not include overtime unless this is contractual.

Calculation

- 8.6 The amount of your redundancy payment is dependent on how long you have been continuously employed within local government service. (Service with other organisations related to Local Government can also count - if you are unsure whether a particular organisation is included you can contact the council's pension contractor the London Pensions Fund Authority on 020 7369 6249, and they will advise you.
- 8.7 Redundancy pay is calculated by multiplying a week's pay ($\frac{1}{2}$, 1 or $1\frac{1}{2}$ times a week's pay, depending on age in each year of service) by the number of completed years of service at the date you employment ended, as follows:
- For each completed year of service below the age of 22 inclusive half a week's pay.
For each completed year of service from age 22 but less than 41, one week's pay.
For each year of service from age 41, one and a half week's pay.
- 8.8 The maximum service which can count is 20 years, but this is counted back from the date of redundancy. The maximum entitlement is 30 weeks' pay.
- 8.9 The table on page 12 gives the resulting number of weeks' pay according to age and service.

Worked Example

8.10 An employee who is 50 years old, has 27 years of service and earns £30,000 per annum.

Service at the relevant date = 27 years, which exceeds the maximum 20, so only the last 20 years of service count

Completed years of service from age 41 = 9 @ 1.5 weeks per year = 13.5

The last 20 years of service was all over age 22

20 years minus 9 gives a balance of 11 @ 1 week per year = 11

Total = 24.5

[The table at page 12 gives the same result i.e. age 50 with 20 years = 24.5]

24.5 weeks pay at £575.34 = £. 14095.83

Under the Council's current severance arrangement the employee would also receive an additional amount equivalent to half the above redundancy payment:

£14095.83	x	½	= £7047.92
Plus Redundancy Payment			= <u>£14095.83*</u>
Total			<u>£21143.75</u>

*The Councils Severance Arrangement is not contractual, is subject to review and may be amended or removed in the future.

Ready Reckoner for Redundancy Payments

Statutory redundancy pay table																			
	Service (Years)																		
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17*	1																		
18	1	1½																	
19	1	1½	2																
20	1	1½	2	2½	-														
21	1	1½	2	2½	3	-													
22	1	1½	2	2½	3	3½	-												
23	1½	2	2½	3	3½	4	4½	-											
24	2	2½	3	3½	4	4½	5	5½	-										
25	2	3	3½	4	4½	5	5½	6	6½	-									
26	2	3	4	4½	5	5½	6	6½	7	7½	-								
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-							
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-						
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-					
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-				
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-			
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-		
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½

42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

To calculate the number of week's redundancy pay, cross reference the person's age and years of service and then multiply that number by the weekly salary

17* - The table starts at age 17, as it is possible for a 17 year old to have 2 years service. Compulsory school leaving age can be 15^{3/4} or 15^{4/5} where a child is 16 before 1 September. Particular care should be taken when calculating an individual's redundancy pay when they joined as an employee below the age of 16.

61+ - The table stops at age 61 because for employees age 61 and over, the payment remains the same as for age 61.

The table has been changed to incorporate the introduction of the Employment Equality (Age Regulations) in October 2006.

Other payments for staff aged 55 and over

If you have reached the minimum retirement age of the scheme on your last day of service, you may qualify for benefits in addition to your statutory redundancy pay under A, B or C below.

A Payments to members of the Local Government Pension Scheme: Minimum Age and Minimum Membership

- 8.11 The minimum retirement age of the LGPS is 55. If you have reached that age and are made redundant you would be entitled to receive the immediate payment of your pension benefits provided you have at least three months membership or have transferred in membership from another pension scheme.
- 8.12 LGPS members who have satisfied the minimum age and service requirements will be entitled to the immediate payment of their pension benefits the employee has accrued i.e.

• **Annual Pension is based on a fraction of your final pay and your years of scheme membership.** The fraction is 1/80th for service before 1st April 2008 and 1/60th for service thereafter. **There is a guaranteed tax free lump sum payable if**

you have scheme membership before 1st April 2008. You may elect to commute some of your pension for a lump sum for membership after that date.

Worked examples

Final Pay

- 8.13 Pension payments are based on Final Pay. This is the salary and any non-regular pensionable emoluments (e.g. honoraria or PRP) that have **actually been paid in the year ending on the last day of service**. If your pay was higher in a previous year, please contact the council's pension contractor the London Pensions Fund Authority on 020 7369 6249, who will advise you.

B Payments to members of the Pension Scheme: Less than 3 months service

- 8.14 Members of the pension scheme would normally receive a refund of their contributions less deductions for tax and National Insurance. Instead of a refund you may transfer the membership to another pension scheme. This applies even if you have reached or are above the minimum retirement age of the scheme.

C Payments to those aged 55 & over who are NOT members of the Pension Scheme

- 8.15 Such employees may qualify for a **gratuity** but if you had the opportunity to join the Pension Scheme and did not do so, you are not eligible after you had the chance to join. [Since 1/1/93, virtually all employees have had the chance to join]. If you think you may qualify for a gratuity, ask your manager or personnel adviser for more details.
- 8.16 The amounts payable in A, B and C are in addition to the redundancy and discretionary severance payments.

USEFUL/KEY INFORMATION

Taxation and National Insurance

- 8.17 The statutory redundancy payment and severance are free of liability for National Insurance tax up to the first £30,000 in total. Any payment in excess of £30,000 would be subject to tax only.

Continuous service & breaks in service

- 8.18 Periods of continuous service with other Local Authorities and related employers count towards service for redundancy pay purposes. (Service with other organisations related to Local Government may also count - if you are unsure whether a particular organisation is included you can ask the council's pension contractor the London Pensions Fund Authority on 020 7369 6249.
- 8.19 Previous local government service would not count if there is a break in that service of seven days or more or you received a redundancy payment in respect of that service. You will therefore be asked to sign a declaration that you have not received a previous redundancy payment before you qualify for redundancy pay from Brent.

Forfeiture of the right to payment by starting a new job

- 8.20 You would forfeit your right to a redundancy payment if you are offered another job with Brent or another local authority or related employer before your last day of employment with Brent and start work without a break of at least 4 weeks. Also see paragraph 8.25 below. The exception is that if the job offer is not made until **after** your last day of service (ie you have already signed the declaration of entitlement to redundancy) you may accept another job and start work immediately without losing redundancy pay provided there has been some break.

- 8.23 If, during your notice period, you are offered a job by an employer which is **not** a Local Authority or a related body, this will not affect your redundancy pay. You can ask to be released early to start your new job and your manager will be sympathetic to your request, but if you do this you will not receive pay for the unexpired period of notice.

Re- Employment in Local Authority Service

- 8.24 If you leave due to redundancy and subsequently return to Local Government employment (with Brent or another Authority) you need to note the following:
- If you took a refund of contributions, previous service would not count towards future benefits.
 - If you are receiving an immediate pension, you must inform Brent and your new employing Authority. Your pension may be suspended or reduced if the new salary plus the pension exceeds the old salary (known as abatement).
- 8.25 **If considering subsequent employment with Brent you need to ensure that you are not jeopardising your redundancy pay. All cases of redundancy must be justifiable as meeting the statutory definition - including the requirement that all opportunities for suitable alternative employment were explored before redundancy payments were made. This means that early re-employment would either have to be in a different kind of work or on a contractual basis that was as different from the former contract as to make it entirely unsuitable as alternative work. This would mean e.g. that a short term casual appointment to meet an emergency work peak would need, in practice, to be demonstrably casual i.e. very short term and/or irregular. If this was not in fact the case, the payment of redundancy pay could be open to challenge.**

LONDON BOROUGH OF BRENT

Profile Sheet

1

PERSONAL DETAILS

Surname :Other Names:

Home Address :

Post Code : Day Time Phone No:

Redeployment status (Please indicate with an x against the appropriate category for your redeployment status)

Redundancy	Ill-Health	Capability	Fixed term
Exceptional circumstances.....			

2

CURRENT POST

Post Title:

Grade: Dates Employed From:To

Line Manager:Human Resources:

Notice expires on:

Main Duties:

3 EMPLOYMENT HISTORY:

(List in order, starting with the most recent job, the organisations you have worked for, including full-time and part-time, paid and unpaid work. Continue on a separate sheet if necessary).

Post Title:

Grade: Dates Employed from: To

Main Duties:

Employer:

Post title: Dates Employed From: To

Main Duties:

Employer:

Post Title: Dates Employed From: To

Main Duties:

4 SKILLS & KNOWLEDGE

SKILLS:

(include skills and knowledge acquired in your current and other jobs or outside the formal or education environment e.g. voluntary, community or unpaid work, or other outside activities. For example: office skills, negotiating skills, typing skills, supervisory skills, book keeping, counselling skills etc.)

KNOWLEDGE:

(include things you needed to know or learnt in your current or previous jobs e.g. knowledge of the organisation, office procedures, legislation, operating systems etc.).

OTHER RELEVANT EXPERIENCE:

(include unpaid work, voluntary work, child rearing, caring, union or other activities outside of work).

5. EDUCATION:

(include formal education with qualifications obtained at school/college or university, professional qualifications and membership of professional institutes/associations and other training such as short courses and on the job training).

SCHOOL/COLLEGE/UNIVERSITY

From	To	Course	Qualification Obtained

OTHER TRAINING:**DETAILS OF POSSIBLE ALTERNATIVE EMPLOYMENT**

Restrictions to employment: Please provide details of any restrictions that might apply e.g. any medical conditions that may impact on alternative employment opportunities; any work-life balance commitments that are not flexible:

HOURS OF WORK:

What are your minimum and maximum hours you are able/prepared to work?

MOBILITY:

Are you able to travel in other locations? If there are restrictions on this, please detail. Is the employee able to travel independently?

Employee Name: Signature:

Advocate Name: Signature:

Date: (NB: Please retain a copy of the form)

PLEASE EMAIL TO 'hr enquiries' (or from an external computer to hr.enquiries@brent.gov.uk or if you do not have a computer send a paper copy to Andy James, The People Centre, Second Floor, Chesterfield House, 9 Park Lane, Wembley, HA9 7RJ)