

Lead Employer Trust

Rehabilitation/Redeployment Policy

POLICY INFORMATION SHEET

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Summary of Changes

Date of Change	Changes made	Location of changes	Changes approved	Version Control
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January 2017	Document review	No changes – general review	November 2018	3
May 2019	HEENE changed to HENE	Throughout		4
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May 2023	Equality Impact Assessment	Page 8	30 th May 2023	5

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1 INTRODUCTION

The Lead Employer Trust's (LET) primary aim is, wherever possible, to secure a return to work for any employee following a period of long term sickness, or retain an employee who is diagnosed with a medical condition which may affect their ability to continue in their current role.

The Occupational Health Department may recommend one of the following management actions to facilitate a return to work:

- The employee is able to return to their current post, but will require a period of rehabilitation or work place adjustments / phased return (i.e. reduced hours, restricted duties)
- The employee is able to return to their current post if the Host Training Organisation is able to accommodate the recommended modifications – this could include temporary or permanent modifications in line with meeting the training needs of the programme as required by Health Education England North East (HENE).
- The employee is not able to return to their current post, but will be able capable of other work following consultation with HENE as the Training Provider.

This policy describes the steps the LET has to take when considering any of these options.

In circumstances where the Occupational Health Department advises that the employee is not able to return to work in any capacity for the host training organisation, the LET should refer to the Management of Attendance Procedure.

The recommendations from the Occupational Health Department are advisory only, and it is always at the LET's discretion as to whether they can be implemented, taking into account legislative obligations. All decisions made must be justifiable, but the LET need to take into the account the benefits to the employee when considering any rehabilitation programme.

2 RISK ASSESSMENT

It is a requirement of both the Management of Health & Safety 1999 and the Manual Handling Operations Regulations 1992 to undertake risk assessments. This is particularly applicable to an individual who has been absent with a musculo skeletal condition. It is also very important where stress is the issue.

The host training organisation should carry out a risk assessment at departmental level, and refer to Occupational Health and the Specialty School for expert advice (they should be provided with a copy of the risk assessment and the training curriculum. This should normally be undertaken before the employee returns to work so that any support/modifications identified can be put in place and the LET informed. If the host training organisation obtains the services of their own Occupational Health department, any copies of reports should be provided to the LET's Occupational Health Department and the LET HR department should be made aware.

On the basis of this assessment and the medical report, recommendations regarding modification of duties may be made by the Occupational Health Department. It should be note that the accommodation of the recommendations made by either the Risk Assessment or Occupational Health Department are at the LET's discretion, bearing in mind the overall training programme requirements.

3 THE EMPLOYEE IS TO BE REHABILITATED INTO THEIR CURRENT POST

Where recovery looks favourable and an early return looks probable the LET should keep the position under regular review.

The LET should obtain a report from the Occupational Health Department and wherever possible, accommodate the recommendations of the Occupational Health Department, during a period of rehabilitation.

The Occupational Health Department may advise that an employee returning from long-term sickness absence should return to work on a rehabilitation programme which may involve reduced hours. In these circumstances, the employee should receive their normal full pay for up to a maximum of four weeks following the return to work, based on contracted hours, and thereafter will be paid for the number of hours actually worked. In addition, annual leave may be used to reduce the working week for a further period as agreed with the LET and Host Training Organisation.

If a return looks likely then an employee could be offered a host of measures to help “ease” them back to work. For example:

- *Initially working shorter shifts, increasing over the return period*
- *two or three days at work followed by days off*
- *Modifying or reducing workload*

Any rehabilitation programme should be discussed and agreed between the employee, host training organisation and the LET, and should fit in with the needs of the service. Rehabilitation periods are normally short term periods (normally up to a maximum of 3-4 weeks), but depending on individual circumstances can be longer, and should be both reasonable and beneficial.

During rehabilitation periods, working additional duties is not permitted. Where employees are on a phased return to work programme, they should not undertake other employment outside the LET, during their rehabilitation period.

4 MODIFICATIONS ARE RECOMMENDED FOR RETURN TO THEIR CURRENT POST

Where the Occupational Health Department Report advises that an employee is fit to return to their current post if the host training organisation are able to accommodate modifications to the post, the LET should initially consider if these are practical/possible. Where necessary a Workplace Risk Assessment can be undertaken. At all times LET and host training organisation need to consider the requirements of the Equality Act (see LET's Disability Policy).

The LET should meet with the employee to discuss the report, and explore what modifications would be practical. If modifications are possible, then these should be in place before the member of staff returns to work/or needs to use that particular piece of equipment. Following long term absence, a period of updating under a mentor may be required, at the discretion of the LET.

If the outcome is that it is not reasonable to accommodate the recommended modifications, the LET should explore with HENE if alternative training can be considered.

5 THE EMPLOYEE IS ABLE TO RETURN TO AN ALTERNATIVE POST

Where the Occupational Health Department Report advises that an employee is unfit to return to their current post, even with reasonable adjustments, but may be able to undertake alternative duties, the occupational health physician will give guidance on the range of activities within the capabilities of the employee. The LET will discuss this with HENE prior to before other options will be considered.

The LET should meet with the employee to discuss this.

At the meeting the manager will:

- discuss the outcome of the report with the individual and canvass his/her opinion on the advice received
- advise of any vacant suitable alternative positions, following discussions with HENE
- The employee may also at this time be given notice of the termination of their employment on the grounds of ill-health.

6 EQUALITY AND DIVERSITY STATEMENT

The LET is committed to providing equality of opportunity, not only in its employment practices but also in all the services for which it is responsible. As such, an Equality Impact Assessment has been carried out on this policy to identify any potential discriminatory impact. The LET also values and respects the diversity of its employees and the wider community it serves. In applying this policy, representatives of the LET will have due regard for the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups

For further information, please refer to the LET's Equality Diversity and Human Rights Policy.

7 REVIEW AND MONITORING

The General Manager for the Lead Employer Trust is responsible for monitoring the application of this policy and to ensure that the policy is reviewed no later than three years from the date of issue. The policy may be amended at any time by joint agreement.

The application of this policy will be monitored via the number of employees undertaking rehabilitation programmes and the number of employees redeployed due to health reasons

8 REFERENCES/ASSOCIATED DOCUMENTS

Procedure for the Management of Attendance

Disability Policy

Equality Act 2010

Equality Impact Assessment

Preliminary Assessment Form

v1/2009

The preliminary impact assessment is a quick and easy screening process.

It should:

- Identify those policies, procedures, services, functions and strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Division/Department

LET HR Department

Title of policy, procedure, function or service

Rehabilitation/Redeployment Policy

Type of policy, procedure, function or service

- Existing
- New/proposed
- Changed



Q1 - What is the aim of your policy, procedure, project or service?

To secure a return to work for any employee following a period of long term sickness, or retain an employee who is diagnosed with a medical condition which may affect their ability to continue in their current role.

Q2 - Who is the policy, procedure, project or service going to benefit?

All LET Employees

Q3 - Thinking about each group below, does, or could the policy, procedure, project or service have a negative impact on members of the equality groups below?

Group	Yes	No	Unclear
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Age		N	
Disability		N	
Race		N	
Gender		N	
Transgender		N	
Sexual Orientation		N	
Religion or belief		N	
Marriage & Civil Partnership		N	
Pregnancy & Maternity		N	
Relationships between groups		N	
Other socially excluded groups		N	

If the answer is “Yes” or “Unclear” you **MUST** complete a full EIA

Q4 – Does, or could, the policy, procedure, project or service help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	Y		
Disability	Y		
Race	Y		
Gender	Y		
Transgender	Y		
Sexual Orientation	Y		
Religion or belief	Y		
Marriage & Civil Partnership	Y		
Pregnancy & Maternity	Y		
Relationships between groups	Y		
Other socially excluded groups	Y		

Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project or service may impact upon these groups?

Group	Yes No Impact	Yes Impact	No	Unclear
Age			N	
Disability			N	
Race			N	
Gender			N	
Transgender			N	
Sexual Orientation			N	

Religion or belief			N	
Marriage & Civil Partnership			N	
Pregnancy & Maternity			N	
Relationships between groups			N	
Other socially excluded groups			N	

Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, procedure, project or service?

Yes		No	X
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If you have answered “Yes” now follow the EIA toolkit and complete a full EIA form

Q7 – How have you come to this decision?

There is a potential impact on employees with disabilities i.e. loss of earnings on redeployment to alternative role. In these circumstances there is provision for a short term period of protection of earnings.

Q8 – What is your priority for doing the full EIA

High	Medium	Low
		X

Q9 – Who was involved in the EIA?

LET HR Department

This EIA has been approved by:

Head of Human Resources, Lead Employer Trust

Date: 18.5.2023

Contact number:

0191 275 4769

Please ensure that this assessment is attached to the policy document to which it relates.



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