

## **Principles of Suitable Alternative Employment and Redeployment**

Capita recognises that during the proposed transition and transformation programmes, some employees will be affected by circumstances that may mean a change of job. Where this is the case, Capita will apply the following principles:

| <b>Situation</b> <i>Example only</i>  | <b>Terms and Conditions to apply</b>  |
|---|---|
| 1. Re-Deployment into a Suitable alternative role (no change job stay's in Barnet)  | <ul style="list-style-type: none"> <li>• Barnet contractual TUPE Terms &amp; Conditions</li> <li>• *Barnet Pension (ABS)</li> <li>• Policies and Procedure applicable to Capita/LBB contract (T&amp;C Matrix)</li> </ul>  |
| 2. Re-Deployment into a Suitable Alternative role (covering some or all of Barnet work) in Capita Local Government contracts  | <ul style="list-style-type: none"> <li>• Barnet contractual TUPE Terms &amp; Conditions</li> <li>• *Barnet Pension (ABS)</li> <li>• Policies and Procedure applicable to Capita/LBB contract (T&amp;C Matrix)</li> </ul>  |
| 3. Re-Deployment into an Alternative role within Barnet, working on Barnet work (& no increase in salary or responsibilities) | <ul style="list-style-type: none"> <li>• Barnet contractual TUPE Terms and Conditions</li> <li>• *Barnet Pension (ABS)</li> <li>• Policies and Procedure applicable to Capita/LBB contract (T&amp;C Matrix)</li> </ul>  |
| 4. Re-deployment into an Alternative role within Capita Local Government contracts  | <ul style="list-style-type: none"> <li>• Capita Terms &amp; Conditions</li> <li>• Capita Pension if not working on Barnet work</li> <li>• Barnet ABS if doing alternative role on Barnet work</li> <li>• Capita Policies and procedures at point of moving to new role</li> </ul> |
| 5. Redeployment into an Alternative role within Capita  | <ul style="list-style-type: none"> <li>• Capita Terms &amp; Conditions</li> <li>• Capita Pension</li> <li>• Capita Policies and procedures at point of moving to new role</li> </ul>  |

### **Suitable alternative employment:**

Capita considers a Job to be a suitable alternative if the new Job has the same or very similar:

- Content and responsibilities
- Status
- Salary / Remuneration Package
- Reasonable travelling distance
- Required Knowledge, Skills, Experience and Qualification (if required)

The above situations are *examples* that cover a variety of mitigating routes that might apply for individuals who are displaced. This principle provides an optimum number of opportunities for an individual to avoid being made redundant. Each scenario has different implications and a different level of discretion that the employee has to exercise depending on their preferences and personal circumstances.

Capita will offer the employee a trial period of at least four weeks in their new suitable alternative job. Where training is required, the trial period may be extended by mutual agreement. Should either party decide that the trial period is unsuccessful; the employee may be made redundant, on their transferred redundancy terms. Where the trial period is successful the employee will be confirmed in the job with the associated terms and conditions.

Employees who unreasonably refuse an offer of suitable alternative employment may lose any entitlement to redundancy pay. Unreasonable refusal may apply where the differences between the new and the old job are negligible, or where an employee assumes rather than investigates the change that a new job might involve, for example, travelling time or working conditions.

Capita will facilitate employees to explore via extranet the widest available opportunities of suitable alternative employment in order to mitigate a redundancy risk.

**Alternative employment:**

We recognized that employees within Barnet may have other transferrable skills and experience from their past work history and may want to also look at ways to mitigate redundancy by reviewing wider opportunities within the larger Capita Organisation which may not be suitable alternatives to their Barnet roles.

Where an employee has been successful in applying and being offered an alternative role i.e. one that is not deemed to be a suitable alternative, there will be a trial period of a minimum of 4 weeks. Should either party decide that the trial period is unsuccessful the employee may be made redundant, on their transferred redundancy terms. Should the trial period be successful the employee will be confirmed in the role on the terms and conditions associated with that role.

**Reasonable travelling distance:**

Capita will determine this on a case-by-case basis, acknowledging that individual circumstances will be different. The following will be used to inform a decision on whether the distance to be travelled as a result of relocation is reasonable:

- Mode of transportation
- Length and type of journey
- Dependant arrangements (e.g. childcare, elderly parents)
- Working patterns

The above is not an exhaustive list, but are the key factors taken into account when assessing the reasonableness of a different commute and an individual's circumstances.

**\*Condition of LBB pension:**

- As part of the admitted body status agreement that we have engaged in with LBB, in order for an employee to remain in the LLB pension and employee must carry out some Barnet work in their role. If for any reason the criteria is not met, the individual's pension will be deferred and they will be offered Capita's money purchase scheme.