APPENDIX 2

Checklist of alternative courses of action

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| Name |  |
| Job title |  |
| Team |  |
| Cluster/Function |  |

**1. Prior to receiving the ill health retirement report**

a) Was redeployment, or retraining for that purpose,considered/examined at any stage in the process, prior to receiving the occupational health provider’s recommendation of ill health retirement?

Yes/No

b) If yes, was redeployment, or retraining for that purpose,pursued as an option?

Yes/No

If yes, what was the outcome of any redeployment search undertaken or retraining opportunity examined? Please provide details of any alternative posts the employee was considered for and the reason(s) for not being appointed or any retaining opportunity considered.

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c) If no, please state why redeployment, or retraining for that purpose, was not considered to be a suitable option at that stage in the process.

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**2. After receiving the ill health retirement report**

1. At the meeting with the employee to discuss the contents of the medical report recommending ill health retirement, did the employee suggest any alternative course of action to ill health retirement?

Yes/No

b) If yes, what course of action was suggested?

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c) If redeployment, or retraining for that purpose, was suggested, was it agreed to examine this as a possible alternative to ill health retirement (but only after taking further advice from the Council’s occupational health provider as to whether the employee would be medically fit to carry out/or be trained in an alternative role in the Council)?

Yes/No/Not Applicable

d) If yes, was a redeployment search then initiated or retraining explored?

Yes/No/Not Applicable

e) If a redeployment search was initiated, please provide details of any alternative posts the employee was considered for and the reason(s) for not being appointed or detail the outcome of any retraining opportunity.

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f) If no, please state why redeployment, or retraining for that purpose, was not considered to be a suitable option at that stage of the process.

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**Once completed, this form should be retained in the employee’s personal file.**