

Changes in the demand for services, levels of funding, and/or the need for change because of technological or organisational developments may lead to a requirement in the reduction in staffing levels within an organisation. Should such an occasion arise within Old Woughton Parish Council (referred in the document to as “The Council”) The Council undertakes to assemble a panel of no less than 5 councillors and note taker agreement to be obtained by all parties involved who will be responsible for communication, consultation and selection processes.

1. Policy Statement

It is the policy of The Council by careful forward planning, to ensure as far as possible security of employment for its employees and to seek to avoid redundancies wherever possible. However changes in the demand for services, levels of funding, and/or the need for change because of technological or organisational development may lead to a requirement for a reduction in staffing levels.

Where a post/posts is/are being made redundant the employee(s) and the trade union/staff representative will be advised accordingly. The appropriate statutory information will be issued. A minimum of thirty days will normally be allowed for consultation and the employee(s) who may be affected, their representatives and/or trade union will be given the opportunity to make representations to the Parish Council

2. Measures to avoid or minimise redundancies

Before deciding upon compulsory redundancy, consideration will be given to the following measures which may avoid or minimise the need for redundancies:

- natural staff turnover
- restricting all recruitment in the areas of reduced needs
- reduction or termination of temporary employees*
- retiring employees at or over the default retirement age
- redeployment
- job share
- reduction in hours
- reduction in overtime (if applicable)
- voluntary redundancy

Employees on fixed-term contracts will not be treated less favourably than comparable permanent employees unless this treatment can be objectively justified.

3. Compulsory redundancy

Following consultation and careful consideration of all other measures available, it may still be necessary to make compulsory redundancies. Compulsory redundancies will be made using selection criteria following consultation with the employees and their appropriate representatives. The Council is committed to the use of fair and non-discriminatory selection criteria and the following list is illustrative and gives examples of fair criteria:

- Skills, experience and aptitude

- The standard of work performance
- Attendance or disciplinary record (Absences relating directly to an employee's disability or pregnancy will be discounted when using attendance as a selection criteria).
- The Council will consult with Employee Representatives and or Trade Unions regarding the selection criteria

Neither The Council nor employees should rely on length of service as a sole or main selection criteria for selection for redundancy as it could constitute age discrimination unless the employer can demonstrate that this criteria was selected to achieve a legitimate business aim and is a proportionate means of achieving that aim or provide and the employee can demonstrate that they are not able to function in that role any longer.

4. Individual consultation

Each employee provisionally chosen for selection will be written to, notifying them of the reason for the proposed redundancy and invited to a meeting to discuss the matter. The employee has a right to be accompanied at this meeting. Any suggestions made will be given full consideration by The Council or the appointed panel.

Following the meeting the employee will be informed of the decision within 14 (fourteen) of working days, and will be informed of their right to appeal, and their right to be accompanied at the appeal meeting.

Employees wishing to appeal must do so within 14 (fourteen) working days of receipt of decision, briefly outlining their grounds of appeal.

The appeal meeting will be arranged as soon as possible.

After considering the appeal, the employee will be informed in writing within 14 (fourteen) working days of the final decision.

5. Redeployment

Redeployment, if possible and where appropriate, will be used to avoid compulsory redundancy. Employees under notice of redundancy shall be informed of all actual and expected vacancies at The Council during the period of their notice.

For each vacancy available at that time, The Council will determine whether any of the employees declared redundant should be offered a redeployment (ring-fenced) interview for it.

6. Trial period

Employees offered redeployment will be subject to a trial period of 4 (four) weeks in order to allow both parties the opportunity to decide whether the redeployment is suitable. The trial period begins when the previous contract has ended and may be extended to 8 (six) weeks for retraining purposes, provided that the agreement is in writing, specifying the date on which the trial period ends and confirms the employee's terms and conditions of appointment after the trial period.



The trial period ends 4 (four) weeks (unless extended by agreement) after the date on which the employee starts work under the new contract. If the employee works beyond the end of the 4 week, or the jointly agreed extended trial period, the employee shall be deemed to have accepted the new employment and as such will lose all redundancy entitlement. This will be communicated to the employee when the alternative job offer is made.

Should The Council wish to end the new contract within the trial period for a reason connected with the new job, the employee will preserve the right to a redundancy payment under the old contract. If the dismissal was due to a reason unconnected with redundancy, the employee may lose that entitlement.

7. Assistance in finding work

The Council will assist, where possible, at risk employees in finding alternative employment and in addition will grant reasonable paid time off to look for work, to attend interviews or to arrange for training for new employment. Such time off must be arranged in advance with the relevant Line Manager.

8. Severance payments

In order to qualify for a redundancy payment, employees must have been employed by The Council for a minimum of 2 years and limited to a maximum of 20 years.

The Council shall notify the employee of any statutory redundancy pay to which the employee is entitled.

The Council shall notify the employee of any commission, overtime payments, accrued holiday pay and whether time off in lieu not taken will be paid.

Should the employee leaves before the end of the notice period, The Council will supply details regarding payment of redundancy in the post within 7 (seven) working days of the end of the notice period.

9. Further help

ACAS
Tel: 08457 474747
www.acas.org.uk
Redundancy Help
www.redundancyhelp.co.uk

[Adapted from an ACAS document]

<u>REVIEW HISTORY</u>		
Version 1	Adopted	July 2013
Version 2	Adopted	16/03/15
Version 3	Adopted	13/07/20