



SIMPSON AND ASHLAND PARISH COUNCIL

Redundancy Policy and Procedure

Reviewed and approved September 2022

Policy Statement

Simpson and Ashland Parish Council (referred to in the document as “The Council”) recognises their responsibility to ensure its employees are treated fairly and consistently. 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.

This policy is not contractual but aims to set out the way in which The Council will deal with such situations, and to minimise the adverse effect of such instances on the business and its employees.

The Council undertakes to assemble a panel of no less than 3 Councillors and note taker who will be responsible for communication, consultation and selection processes.

Scope

This policy applies to all The Council’s employees and aims to ensure that any need for redundancy is managed consistently and fairly.

Definitions

Redundancy – dismissal that is wholly or mainly attributable to:

- A cessation of The Councils business
- A reduction or cessation of work required by The Council
- A change in the roles required by The Council

Policy

The Council intends to provide the greatest possible security of employment for all employees consistent with the needs of local government. However, where it does become apparent, through business need, that employment levels will need to be reduced, The Council will consider a variety of approaches aimed at minimising the need for redundancies:

- Natural staff turnover
- Restricting or freezing recruitment
- Reduction in hours
- Reduction in overtime
- Voluntary redundancy
- Exploring whether there are any other options available to avoid redundancy situation

All employees will be treated with respect, dignity and sensitivity through a period of significant change. In a situation whereby The Council are not able to retain employees in times of business change, any consequent reduction in employment levels will be conducted in a supportive and helpful way. Help and advice may be made available to any employee who is affected by the need to reduce staffing levels, to help them through this transition.

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 a 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).

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 the employee can demonstrate that they are not able to function in that role any longer.

Consultation

Where the possibility of redundancy arises the employee(s) and the trade union/staff representative will be advised accordingly. The appropriate statutory information will be issued. A minimum of thirty (30) 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 Council.

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 appointed panel.

Following the meeting the employee will be informed of the decision within fourteen (14) 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 fourteen (14) 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 fourteen (14) working days of the final decision.

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.

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

Statutory requirements

The Council recognises the statutory obligations to ensure employees are treated fairly throughout this time of uncertainty and commit to providing all the statutory redundancy payments quickly and efficiently.

Implementation of this Policy

Implementation of this policy is the responsibility of Simpson and Ashland Parish Council.

Monitoring and Review

This policy will be reviewed at least every four years to meet any changes in current legislation or if there are changes/additions to the number of staff employed by The Council.