

# Redundancy Policy

Redundancy means a job is not needed any more.

This could be because:

- The organisation has to close
- Part of the organisation has to close
- The amount of work available is reduced or gone completely
- Money runs out for a project
- The needs of the organisation change

If the job is not needed, then the person doing the job cannot carry on doing that job.

Redundancy can be one of the most upsetting things for paid staff. Announcement of redundancies may affect how paid staff feel and it may affect their work.

This policy is to make sure that the process is fair.

We will plan carefully to make sure employment of staff is secure and we will avoid redundancies wherever possible.

**There are laws about redundancy. If the law gives more or different rights to this policy, then we will follow the law not this policy.**

## **Alternatives to redundancies**

Before we start a redundancy process, we will think about how we might do things differently. It may mean that there is no need for redundancies, or it might mean fewer redundancies.

We will think about these alternatives to redundancies:

- retraining staff for a different job
- asking staff if anyone wants to go part-time or job share.
- asking staff if anyone wants voluntary redundancy or early retirement. We will not single out staff otherwise it could be discrimination. We do not have to accept requests for voluntary redundancy.
- asking staff to take unpaid leave or annual leave for a short time. The staff member would need to agree.

We will not force anyone to do this.

- asking staff to work fewer hours each week. The staff member would need to agree. We will not force anyone to do this.
- agreeing changes to staff pay or other employment conditions, following formal staff consultation. We will write new Written Statements. We will not force anyone to do this.

## Plan what to do

There are special rules if more than 20 posts may be made redundant. You can find these at:

<https://www.gov.uk/staff-redundant>

This policy covers up to 20 posts.

The Co-Chairs, Board and Chief Executive will make a plan. The plan includes:

- talking with the manager(s)- to work out what help or training they need.
- talking to the staff- This is the law. We will consult meaningfully with the staff. Our staff may have ideas that we had not thought about. We will listen carefully to their ideas
- how we will choose which jobs to make redundant - if redundancy does need to happen, we will plan how to be fair in deciding which jobs will go. We will plan how we will select people for redundancy from those jobs if more than one person does the same type of job.

- giving redundancy notice and pay - we will explain this. We will only offer as much notice and pay as the law says we must offer.
- notice period rights - redundant staff have rights to take time off work to look for jobs or training. If other jobs in our organisation come about, we will offer staff who have been given redundancy notice a trial period to see if they could move to the new job.
- appeals - we will allow time for employed staff to do this. It is a chance to make sure everything has been done right, and if not, to put it right.
- focussing on the organisation's future - we will remember that redundancy is meant to help the organisation get back on track. The Co-Chairs, Board and Chief Executive will plan how the organisation will operate when redundant staff leave. We will tell the staff who will be staying about how things will work in the future.
- We will decide which Board members will be involved in an appeals procedure.

## **How we will consult about redundancy**

We will meet individually and privately with each staff member. This includes any staff who are on leave or who are off sick.

We will also meet with staff as a group.

We will be open and honest about the organisation's situation.

In the meetings, we will:

- explain the situation, what we plan to do and why.
- explain how jobs will be selected
- ask for ideas to help us avoid or have fewer redundancies
- listen to any staff concerns
- say how we can help and arrange time off for staff to update their CVs or get training

We will put in writing to each staff member:

- what would happen if their job was made redundant
- how much notice and redundancy pay they would get



## **Choosing staff for redundancy**

Sometimes several members of staff do similar jobs. We may only need to make some of those jobs redundant. This means we have to choose which staff member to make redundant.

We will be fair. We will not discriminate.

We will ask for volunteers.

Then we will choose by looking at:

- disciplinary records
- absences without good reason. We will not look at sick leave, disability or pregnancy-related absence, holidays or parental leave.
- performance
- skills, experience and qualifications
- reliability, for example how often employees arrive at work on time

If this leaves more than one person to choose from, we will interview the candidates to see who is better placed to do the job.

We will remember that it is against the law to discriminate against people at work because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- sexual orientation
- religion or belief
- sex.

## **Consultation with staff selected to be considered for redundancy**

We will write to each staff member selected to be considered for redundancy.

- We will explain why they were chosen.
- We will invite them to a private meeting to talk about it. There will be more than one meeting.
- Staff have a right to be accompanied at the meetings.
- We will consider any suggestions they make.

After the meeting, we will write to the staff member within 3 working days.

- If they have been made redundant, we will explain their right to appeal and their right to be accompanied at the appeal meeting by a trade union representative or colleague.

## **Appeal**

Staff wishing to appeal must do so within 5 working days of receiving the decision. The staff member should say briefly what their reasons for appeal are.

The appeal meeting will be arranged as soon as possible.

The Co-Chairs and Board will consider the appeal. We will write to the staff member within 5 working days of the final decision.

## Giving notice to staff

We will give you the notice period in your Written Statement **or** the minimum notice for redundancy – whichever is longer.

<b>Length of service</b>	<b>Notice</b>
1 month to 2 years	At least a week
2 years to 12 years	A week's notice for every year employed
12 or more years	12 weeks

We may offer pay instead of notice. This is called notice in-lieu. It would mean that your employment ends straight away but that you would not miss out on any money owed to you.

We may offer you garden leave during your notice period, which means that you would still be employed by AWPf during your notice period and get paid as usual, but that you would not have to do any work.

## **Moving to another job with us**

We will tell all staff members who are under notice of redundancy about any vacancies we expect.

The Co-Chairs and Board will work out whether any of the staff declared redundant should be offered an interview for it.

We will only offer an interview to someone else if none of the staff are suitable or none of the staff want the job.

## **Trial period**

Staff who move to a different job in our organisation will have a 4-week trial period.

The Co-Chairs and Board will write to the staff member saying when the trial finishes, and what the terms and conditions will be after the trial.

The trial can be made longer if the staff member or our organisation need longer to make a decision. This must be agreed in writing.

If the staff member decides not to take the new job, they will still get their redundancy pay.

If the staff member carries on working after the trial, they will be classed as accepting the new job. They will not get redundancy pay from their old job.

## **Help to get a new job**

We will help staff, where possible, to get a new job.

We will give staff reasonable paid time off to look for work, go to interviews or arrange training.

