

Barnton Parish Council (BPC)

Policy Title: Redundancy Policy	Ref: BPC PO10
Author: Lynn Gibbon	Date: January 2013 Version 5 Review Date: January 2014

Introduction

BPC recognises their responsibility to ensure its employees are treated fairly and consistently. The aim is to provide, as far as possible, security of employment for its permanent staff through careful forward planning of human resource requirements. However, it is recognised that circumstances may arise where changes in competitive conditions, technological developments or organisational requirements necessitate a reduction in employee numbers, leading to subsequent redundancies.

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

Scope

This policy applies to all BPC employees and aims to ensure that any need for redundancies is managed consistently and fairly.

Definitions

Redundancy - dismissal that is wholly or mainly attributable to:

- The fact that BPC has ceased or intends to cease to carry on the business for the purposes of which the staff member was employed, or
- The fact that the requirements of that business for staff members to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish.

Policy

BPC intends to provide the greatest possible security of employment for all employees consistent with the needs of a local government. However, where it does become apparent, through business need, that employment levels will need to be reduced, or relocated, we will consider a variety of approaches aimed at minimising the numbers of employees that might have to leave us as a result of downsizing or relocation.

BPC are committed to minimizing the number of employees leaving and will aim to ensure that the best possible re-skilling and/or re-training programmes are available to reduce the impact of such an occurrence. BPC will also strive to ensure that employees affected by such changes are given every opportunity to apply for any other internal vacancies and adequate training to integrate into new roles.

All employees will be treated with respect, dignity and sensitivity through a period of significant change. In a situation whereby we are not able to redeploy or 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.

Consultation

Where the possibility of redundancies arises, BPC will enter into consultation with a view to considering all of the options. This will be done in accordance with statutory requirements. This may be initially via elected representatives, if the possible number of redundancies warrants this, but will always include consultation on an individual basis.

Consultation with staff representatives, where undertaken, will cover ways of avoiding the dismissals; of reducing the number of employees to be dismissed; and mitigating the consequences of the dismissals.

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Individual consultation

Individual consultation will take place whatever the size of the proposed redundancy. It may begin at the same time as any collective consultation and may run concurrently with it. Employees working within the 'pool' for selection will be individually interviewed and given the opportunity to put forward any alternatives to redundancy.

Consultation with the employees provisionally selected for redundancy will be entered into. The duration of individual consultation may vary, but will be long enough to consider any alternative suggestions and investigate opportunities for alternative work.

Employees will be given advance notice in writing of any consultation meetings. At the individual consultation meetings, employees will be advised of the selection criteria that have been applied and given the opportunity to raise any questions about how these criteria were applied. They will also be invited to put forward any alternative ideas on how the situation may be avoided. Consultation is a two way process and the employees may arrange further meetings as necessary to ensure that all relevant avenues are explored.

Employees will be advised of what severance payments they will receive in the event of the redundancy being confirmed. If no alternative solutions are found, the employees will, at the end of the consultation, be invited, in writing, to a further meeting at which they may be accompanied by a fellow employee or a trade union representative. At this meeting the situation will again be discussed, and if no alternative solutions are found, they will be informed that their employment will terminate on grounds of redundancy, and this will be confirmed to them personally in writing. Their right of appeal, the name of the person to whom they should appeal to and the manner and timescale for this, will be outlined to them.

Statutory requirements

BPC recognise 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.

Selection criteria

Where we need to select employees for redundancy, the criteria for selection will be made clear and may include such factors as length of service, capability, disciplinary or attendance record. There is not a set criteria for selection, it will depend on the circumstances, and this list is therefore not exhaustive.

Responsibility

Implementation of this policy is the responsibility of the BPC.

Monitoring and Review

This policy will be reviewed annually by the Clerk to ensure that it is continually developed and meets current legislation and is made publicly available.

Associated Documents

Equal Opportunities Policy
Diversity Policy

Authorised by:

Date: