

Wiltshire Council Human Resources

Redundancy Pay Policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy explains the entitlements an employee is entitled to receive if:

- They apply for and are accepted for voluntary redundancy; or
- They are dismissed on the grounds of compulsory redundancy

This policy must be read in conjunction with the [redundancy policy](#) which gives information about when voluntary and compulsory redundancy would apply.

Who does it apply to?

This policy applies to all employees apart from teachers appointed in accordance with the Schools Standards and Framework Act 1998 and the Education Act 2002.

Where the redundancy involves chief/statutory officers and deputy chief officers this policy must be read in conjunction with their terms and conditions of employment and Wiltshire Council's constitution.

Employees with less than 2 years service in local government on the date their employment ends will have no entitlement to redundancy pay.

What are the main points

1. The council has two redundancy pay arrangements, one for those employees who apply and are accepted for voluntary redundancy, and one for those employees who do not volunteer and who are subsequently made compulsorily redundant.

Voluntary redundancy

2. If you apply and are accepted for voluntary redundancy the payment will be based on the statutory weeks, used in the calculation of a statutory redundancy payment, multiplied by your normal weekly pay, multiplied by 2.5.

3. This is capped at 40 weeks of your normal weekly pay, with a minimum payment of £3,000 (pro rata for part time staff).
4. You will be provided with the details of your compensation payment and the proposed date on which your employment will be terminated before a final decision is taken by you and the council to accept your application for voluntary redundancy.

Compulsory redundancy

5. If you do not volunteer, and no suitable alternative employment can be found, statutory redundancy pay will apply.
6. This payment will be based on the statutory weeks, multiplied by your normal weekly pay up to a maximum of £380 per week, with a minimum payment of £1,500 (pro rata for part time staff).
7. Statutory payments are capped at 30 weeks, or 20 years service.

What are my responsibilities as a line manager?

8. To ensure redundancy quotes are applied for in good time.
9. To answer any queries about redundancy and pension quotes at individual meetings or refer complex queries to the payroll and pensions teams.

More Information

There are a number of related documents and policies which you should be aware of. These include:

Redundancy
Appointments

Frequently asked questions

Can I apply for augmentation to my pension?

No augmentation to pension will apply.

What is included in a “week’s pay” – will any additional payments I receive be taken into account?

A week’s pay is basic salary plus the following additional payments where applicable: -

Information to be added

What redundancy payment will I be entitled to?

- Use the [ready reckoner link](#) to determine the number of weeks you are entitled to be paid.

For compulsory redundancy

- You should use your normal weekly pay up to a maximum of £380 per week to calculate your payment.
- If the redundancy payment is less than £1,500 (pro rata for part time staff) your redundancy pay will be topped up to that amount.
- Compulsory redundancy payments are capped at 30 weeks. This equates 20 years service.

For voluntary redundancy

- Multiply your entitlement by 2.5 to determine how many weeks pay you will be entitled to.
- You should multiply your weeks entitlement by your normal weekly pay
- A minimum payment of £3000 will be paid.
- A maximum cap of 40 weeks normal weekly pay applies.

What if I volunteer for redundancy and this is rejected, but my post is subsequently made redundant and I am faced with a lower redundancy payment as a result?

If you volunteer, and are turned down for voluntary redundancy, a record of this will be retained. If your post is subsequently redundant as part of the same process of redundancies you will be entitled to a voluntary redundancy payment. However if volunteers are subsequently sought and you do not volunteer you will receive a compulsory redundancy payment if your post is subsequently redundant.

If I volunteer for redundancy and this is accepted but I subsequently change my mind, what can I do?

In making your decision to accept voluntary redundancy you will have been provided with all of the information needed for you to make that decision. If you and the Council have accepted you for voluntary redundancy, then your employment with the Council will end on that basis on the date you will have been given.

I have been employed by the Council for less than 2 years and have no previous local government service. Will I be entitled to redundancy pay?

No. Only those employees with 2 years, or more, service in local government are entitled to a redundancy payment. However if you are redundant you will be issued with appropriate notice of your dismissal.

For further advice

Refer to the [redundancy policy](#) for further information about all aspects of redundancy.

For further information please speak to your supervisor, manager, service director or contact a member of your [human resources advisory team](#).

Policy author	HR Policy and Reward Team (AG)
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