

## Appendix 3

### Voluntary redundancy selection matrix

Note to manager: Complete **Part 1** first. If the answer to all 4 questions in part 1 is “NO” there is no need to complete part 2.

|                                       |        |
|---------------------------------------|--------|
| Award points as follows:              | Points |
| Below the acceptable standard (or No) | 0      |
| Partially meets the standard          | 5      |
| Fully meets the standard              | 7      |
| Exceeds the standard (or Yes)         | 10     |

|                       |  |
|-----------------------|--|
| Completing Manager(s) |  |
|                       |  |
| Name of employee      |  |
| Job title             |  |
| Section               |  |

#### PART 1

| CRITERIA                                                                                                                                                                                                                                                                                                                     | POINTS                                                                                  | RATIONALE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------|
| <p>Re-structures:</p> <ul style="list-style-type: none"> <li>- Is it likely that this jobholder will have ownership or ring-fenced prior consideration for a post in the new structure?</li> <li>- Is there likely to be the potential for this jobholder to be redeployed to a vacancy within the new structure?</li> </ul> | <p>Yes (10 points)<br/>or No (0 points)</p> <p>Yes (10 points)<br/>or No (0 points)</p> |           |
| <p>Practicality for the department:</p> <ul style="list-style-type: none"> <li>- Is it likely that future service delivery would be affected by the loss of this individual?</li> <li>- Does this individual have key skills and experience that the council needs to retain?</li> </ul>                                     | <p>Yes (10 points)<br/>or No (0 points)</p> <p>Yes (10 points)<br/>or No (0 points)</p> |           |

### Appendix 3

| PART 2                                                                                                                                                                                                                                                                               |                                             |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------|
| CRITERIA                                                                                                                                                                                                                                                                             | POINTS                                      | RATIONALE |
| <p>Is the employee currently paid the Wiltshire Council evaluated rate for the job they do? (“No” will apply to employees who are currently receiving pay protection and those who are currently on TUPE’d pay which is above the Wiltshire Council evaluated rate for the job.)</p> | <p>Yes (10 points)<br/>or No (0 points)</p> |           |
| <p>Absence for last year (attach SAP record):<br/>Days _____ Occasions _____</p> <p>Is any absence related to a disability under the DDA, if so specify and do not consider.</p>                                                                                                     | <p>None (10 points)</p>                     |           |
| <p>Does the employee have a clear conduct record?</p>                                                                                                                                                                                                                                | <p>Yes (10 points)<br/>or No (0 points)</p> |           |
| <p>Client / Customer Focus:</p> <ul style="list-style-type: none"> <li>- recognises the importance of the client /customer</li> <li>- demonstrates good client/customer care</li> <li>- deals with client/customer queries or complaints promptly and efficiently</li> </ul>         |                                             |           |

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| CRITERIA                                                                                                                                                                                                                                                                                                 | POINTS                             | RATIONALE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------|
| <p>Adaptability:</p> <ul style="list-style-type: none"><li>- recognises the need for flexibility and is willing to adapt to change</li><li>- has the ability to undertake duties other than those normally carried out</li></ul>                                                                         |                                    |           |
| <p>Attitude</p> <ul style="list-style-type: none"><li>- has a positive attitude about the service and the organisation</li><li>- has effective relationships with colleagues</li><li>- displays suitable behaviours when dealing with colleagues</li><li>- supports the culture of the council</li></ul> |                                    |           |
|                                                                                                                                                                                                                                                                                                          | Total Points:<br>(Part 1 + Part 2) | Comments: |