

Progressive
employer

**Security of Employment and
Redundancy Policy**
February 2007



INVESTOR IN PEOPLE



SALISBURY
District Council

1 Introduction

- 1.1 It is the Council's intention to ensure as far as possible security of employment for its employees. It is recognised, however, that from time to time pressures including financial restrictions, loss of contracts, organisation requirements and other factors may affect staffing levels or the need for particular types of jobs and redundancies may become necessary. The Council is committed to minimising the effect of such redundancies and will give reasonable support to the employees affected.

2 Legal Definition

- 2.1 A redundancy exists when
- an employer ceases or intends to cease to carry on the business for the purposes for which the employee was employed, or ceases or intends to cease to carry on that business in the place where the employee was so employed or
 - the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where he/she was so employed has ceased or diminished or expected to cease or diminish.

3 Application

- 3.1 This policy applies to all employees of Salisbury District Council

4 Principles

- 4.1 This policy applies to all employees of Salisbury District Council
- 4.2 All redundancies must have the authorisation Full Council. For detailed information on the process please see appendix 4.
- 4.3 Personnel and Training Services will play a central role in the operation of this procedure.
- 4.4 Redundancies will be handled with care and sensitivity and all reasonable steps will be taken to ensure that decisions regarding redundancies are consistent and fair.
- 4.5 All employees who are at risk of redundancy are entitled to be represented by their trade union rep or a workplace colleague.
- 4.6 This procedure has been developed by management in consultation with the trade unions and is fully supported by both parties. The part which the trade unions play in supporting this policy is considered to be of vital importance and the policy is designed with an emphasis on maintaining harmonious working relationships between all relevant parties at all times.
- 4.7 An equalities impact assessment has been undertaken for this procedure. A detailed record is held in Personnel and Training Services.

5 Notification

- 5.1 The Council is required to give written notification to the Department of Trade and Industry if it intends to make posts redundant, as follows:
- 90 days notice if 100 or more employees are to be made redundant
 - 30 days notice if 20-99 employees are to be made redundant
 - no notification is required if less than 20 employees are to be made redundant.

6 **Consultation**

- 6.1 Current employment legislation requires that if redundancies are proposed then the Council must consult with recognised trade unions:
- at least 90 days before if 100 or more employees are to be made redundant and
 - 30 days before if 20-99 employees are to be made redundant.
- 6.2 Consultation with the appropriate recognised trade unions will take place even when those being made redundant are volunteers and regardless of whether they are members of the union.
- 6.3 Individual consultation will also take place with those employees who are at risk of redundancy. To comply with employment legislation, prior to any discussion with employees they must be given a letter outlining the situation and invited to the meeting to discuss it. The meeting will be the first consultation meeting, which should include discussing ways of avoiding the redundancy, the possibility and practicalities of redeployment and any other relevant issues. A standard letter is provided at appendix 3.
- 6.4 The periods of consultation with individuals and trades unions may run concurrently with the individual period of notice of the employees concerned. Consultation will, however, begin before individual notices are issued.

7 **Disclosure of Information**

- 7.1 The Council will disclose to the appropriate recognised trade union the following information in writing as follows:
- reasons for redundancy
 - numbers and categories of employees who are expected to be affected
 - total number of employees in each category (approximate figures may be provided if actual numbers are not available)
 - proposed method of selection for redundancies
 - proposed period over which the redundancies are to take effect

8 **Measures to Avoid or to Minimise Compulsory Redundancies**

- 8.1 Where appropriate the following measure will be used to reduce the number of compulsory redundancies:
- restricting recruitment
 - seeking volunteers for redundancy. (see section 9)
 - natural wastage – where employees leave of their own volition and their posts are eliminated.
 - retiring employees at the normal retirement age of 65, if appropriate
 - redeployment (see section 14)
 - reducing overtime – the reduction or elimination of overtime where this will create a job or jobs
 - voluntary retirement of employees over the minimum pensionable retirement age.

9 **Voluntary Redundancies**

- 9.1 On occasions voluntary redundancies may be appropriate to achieve the required reduction in the number of employees in any particular category of employment beyond that which can be obtained by natural wastage or normal retirement. The scheme is operated entirely at the discretion of the Council and there is no right of appeal against the Council's decision. Consultation will commence with the

appropriate trades unions at the earliest opportunity. The procedural arrangements contained in this policy will apply.

- 9.2 On each occasion the Council will define the categories of employees from whom it is prepared to accept volunteers. Applications will then be invited from all relevant employees. A closing date will be applied.
- 9.3 If enough volunteers are not forthcoming from the defined categories of employees then the Council may, at its discretion, extend the invitation for volunteers to other areas of the Council.
- 9.4 The Council has an obligation to ensure that it is able to continue to provide its services. Volunteers for redundancy will, therefore, be considered against the following factors depending on the particular circumstances of the redundancies:
- skills required
 - expertise available
 - experience required.

10 **Selection Criteria for Compulsory Redundancies**

- 10.1 Management Team in conjunction with the Head of Personnel and Training have the overall responsibility for deciding which employees are to be made redundant. Service Unit Heads in consultation with Personnel and Training Services should make recommendations regarding those individuals to be made redundant.
- 10.2 Where it is necessary to declare compulsory redundancies the following selection criteria will be used:
- self selection – certain posts are clearly identifiable, as that particular work will cease
 - standard of work performance – objective evidence must be used to support selection on these grounds. Evidence may be obtained from appraisal and related documentation.
 - disciplinary record – only current warnings will be taken into account
 - attendance record – documentary evidence of above average non-certified sickness absence (not related to a disability), unauthorised absence or poor timekeeping will be required. Valid documentary evidence will include attendance records.
 - capability and/or potential for adaptability and suitability for retraining for redeployment. Valid documentary evidence will include capability warnings, records of capability related meetings, training records and appraisal documentation.
 - Other measurable and objective criteria appropriate to the particular circumstances as agreed with the relevant trades unions.
- 10.3 All selection criteria will be applied in a reasonable, fair and objective manner in accordance with the Council's Corporate Diversity and Equalities in Employment Policy.

11 **Notice**

- 11.1 Employees who are declared compulsorily redundant will be given notice in line with their contract of employment.
- 11.2 The Council will exercise its discretion sympathetically in permitting identified redundant employees to leave the Council's service before the expiry of the notice period. Entitlement to redundancy pay and added years (if applicable) will be recalculated accordingly. No compensation will be made for the unexpired period of notice unless paragraph 11.3 applies.

- 11.3 In some cases the Council may not require the employee to work out his/her notice. In such circumstances compensation will be calculated up to the end of his/her notice period.

12 **Severance Payments**

- 12.1 Redundancy pay will be calculated using an actual week's pay (as at the date of formal notice being given). The calculation for an actual week's pay is given below:

$$\text{annual salary} \times \frac{7}{365}$$

Annual salary includes:

- Basic Salary
- Market Forces Enhancement
- Overtime payments averaged over the 13 week period ending on the day notice is given

The redundancy payment will be inclusive of statutory redundancy pay.

- 12.2 The number of weeks to be paid will be based on age and length of service in line with legislation applicable at the time + the discretionary multiplier (see 12.3 and appendix 1 for details)
- 12.3 The Council will pay enhanced redundancy payments for staff whose employment is terminated on the grounds of redundancy in line with the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. A multiplier of 2.5 will be applied to the statutory number of weeks to be paid, up to a maximum of 104 weeks.
- 12.4 Employees who are members of the LGPS may convert some of their redundancy payment into additional membership of the pension scheme. The amount that can be converted into additional membership of the pension scheme is the amount in excess of the statutory weeks and the contractual weekly pay. This means that only the difference between the standard calculation and the enhanced (2.5) multiplier can be converted to pension membership. This decision must be made before the employee leaves the council as only employees with current membership of the LGPS are able to do this.
- 12.5 The amount of service an employee could buy will vary from individual to individual depending on their pensionable service, age and salary. Employees are advised to obtain information on what service they can buy from the Pension Department.
- 12.6 In some cases it will not be possible for an employee to be able to convert the whole of their excess lump sum into additional membership. As it is not possible to give a mixture of the benefits, the employee would not be able to receive additional membership and the remainder of the excess lump sum, and would, instead, only be able to take the cash sum.
- 12.7 Annual leave should be taken during the notice period. Where this is not possible, the Service Unit Head may authorise pay in lieu for each complete day of untaken leave. The calculation for a day's pay is given below:

$$\frac{\text{annual salary} \times 7}{365 \times 5}$$

- 12.8 Under current inland revenue regulations redundancy payments up to £30,000 are not liable for tax.
- 12.9 All continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders will be used to calculate redundancy payments.
- 13 **Loss of Entitlement to Redundancy Payments**
- 13.1 An employee who would normally be entitled to a redundancy payment will lose this entitlement under the following circumstances:
- s/he commits an act of misconduct and is dismissed before the expiry of the notice period.
 - s/he leaves before the notice period has expired without the employer's agreement.
- 14 **Redeployment**
- 14.1 Where an employee is in a potential redundancy situation the Council will undertake in the first instance to try to find suitable alternative employment from current Council vacancies. In practice no vacancies will be advertised until employees at risk of redundancy have been considered for redeployment into that vacancy. The opportunities for redeployment depend on whether there is a suitable vacancy. The Council is not obliged to create new posts for redundant employee.
- 14.2 Suitable alternative employment is defined as a post which provides similar earnings have similar weekly working hours, have acceptable duties, be within the employee's capability and not involve unreasonable additional inconvenience to the employee. It is expected, however, that flexibility will be exercised by the employee and appointing manager. Where there is a disagreement and following full consultation with council management, the employee and their trade union representative (where applicable) the Head of Personnel (delegated at his/her discretion to another senior Personnel and Training Services officer) will make the final decision regarding whether or not a post is to be regarded by the council as suitable alternative employment for the employee.
- 14.3 Employees may not be redeployed to a post at a higher grade than the one in which they are currently employed. Individuals will be required to apply in the normal way for such posts.
- 14.4 Employees will be provided with details of all vacancies within the Council until the date of their dismissal and be invited to express written interest in any suitable position. In order to ensure that this process is efficient and effective, such employees will be required to complete a standard curriculum vitae form for submission with any expressions of interest. (See appendix 2).
- 14.5 The employee's current line manager and an officer from Personnel and Training Services will work with the employee to assess possible redeployment opportunities. This will include assessing current and forthcoming vacancies including temporary positions within the council. All reasonable steps will be taken both to redeploy an employee into a post of their choice and to ensure that the receiving manager considers the redeployment to be appropriate but agreement will not always be possible. Where there continue to be objections from either the employee or the receiving line manager to the appointment and the Head of Personnel or the delegated Personnel and Training Services officer is satisfied that all reasonable actions have been taken to resolve the situation the council reserves the right to place an employee into a post which it considers suitable.
- 14.6 Where a suitable vacancy is identified the employee will be placed into this post for a trial period following an introductory meeting with the new line manager. Normally a

suitable vacancy will be one where the employee meets the minimum requirements of the person specification or an 80% fit for the post or could undertake reasonable training to satisfy these criteria. All parties involved in such a trial will be required to ensure that everything possible is done to ensure its success.

- 14.7 The trial period will be for a minimum of four weeks. The length of the trial period will be agreed before the employee is placed into the post. This period may be extended by mutual agreement to allow further time to make an assessment of the success of the redeployment. The trial period can take place during the employee's notice period.
- 14.8 During the trial period the appointing line manager should meet with the employee on a regular basis to review the placement. The Personnel and Training Services representative may also be in attendance if required.
- 14.9 During the trial period the employee will be employed on the terms and conditions applicable to the new post except for salary, where this is lower than the employee's existing grade (see section 16 for details of salary protection).
- 14.10 If, at the end of the trial period, the appointing manager and employee are satisfied that the post and/or employee is suitable then the employee's appointment to that post will be confirmed in writing and a new contract or amendment to their current contract will be issued.
- 14.11 The offer of the new post must be for the new post to start either before the redundancy takes place or on the termination date. This is to ensure that there is no break in service.
- 14.12 If there are more potentially redundant employees who would be suitable for a particular role than there are posts according to the arrangements described in 14.6 above then an objective selection process will be arranged to identify who is eligible to undertake a trial period. This may include interview and/or assessment.
- 14.13 If, at the end of the trial period, or earlier, the appointing manager feels that the person is not suitable for the position, s/he will meet with a representative from Personnel and Training Services to discuss the reasons. If, following this discussion, the manager continues to hold this view and these reasons are agreed by Personnel to be acceptable reasons for rejecting the potentially redundant person from the role, the manager will meet with the employee to explain the reasons and confirm this in writing.
- 14.14 If there is a disagreement between the manager and the Personnel and Training Services representative concerning the employee's acceptability for the post which cannot be resolved via discussion between them, the matter will be referred to the manager's Policy Director for a final decision prior to seeing the employee.
- 14.15 If the employee is considered by the council not to be suitable for the vacancy and is unhappy with this decision, s/he has the right to appeal against the decision according to the council's Appeals Procedure.
- 14.16 If the employee is considered by the council to be suitable for the vacancy and is not satisfied with this outcome, s/he may register a grievance under the council's grievance procedure. Under these circumstances, the employee will be required to continue to work in the specified post whilst the grievance process is completed.
- 14.17 Where an employee has been unsuccessful in the trial period for the new role but has either not reached the end of his/her notice period with the council or has not yet been given notice, the employee will meet again with their previous line manager and a Personnel and Training Services representative and together look for other redeployment opportunities. If there is no other suitable vacancy then the employee

would be declared redundant and their employment terminated (subject to the outcome of any appeal that s/he may wish to make according to their rights under the Appeals Procedure). In these circumstances the right to a redundancy payment remains.

- 14.18 If, at the end of the trial period, or earlier, or following raising an unsuccessful grievance against the council's view that the role is a suitable alternative to redundancy the employee feels, without good reason, in the opinion of the council, that the post is not suitable s/he will be dismissed as redundant but will forfeit his/her entitlement to a redundancy payment.
- 14.19 Any post offered and accepted will count as continuous service for any service related terms and conditions. All pension rights accrued under the Local Government Pension Scheme and, where necessary, pensions protections, according to the rules of the scheme current at the time will also continue to apply or be applied.
- 14.20 An employee who is not given the opportunity for a trial period in a post for which they believe they are suitable may register a grievance under the council's grievance procedure. Until the grievance procedure has been concluded, the post in question will be held available in order that a trial period may be conducted should the employee's grievance be upheld. If notice has been given to the employee which terminates prior to the conclusion of the grievance, notice will be extended to allow the grievance process to be completed. Where the employee's view is upheld and a trial period is instigated, the notice period will again be extended in order for a full assessment of the employee's suitability for the role to be undertaken. If, at the end of this process, the employee is found to be suitable for the role, notice will be unilaterally withdrawn by the council.

15 Responsibilities During the Redeployment Process

- 15.1 The original Service Unit Head has overall responsibility for the redeployment of the employee including the full payment of the employee's salary, up to and including the successful completion of the trial period.
- 15.2 The new line manager assumes day to day managerial responsibility for the redeployee commencing at the beginning of the trial period.
- 15.3 The potential new line manager is obliged to accept an employee for a trial period where the council considers that the employee is entitled to a trial according to legislation applicable at the time. If a dispute on this point arises, the Head of Personnel and Training Services or his/her delegated authority will decide, following consultation with all parties, whether or not a trial is required. Where a trial is instigated, the potential line manager will be required to support and assist the employee during this period.
- 15.4 A nominated Personnel and Training Services representative is responsible for advising managers and employees during this process.
- 15.5 The employee is responsible for taking advantage of the support available during the redeployment process and for working positively with their representative, the line manager and Personnel and Training Services to achieve a successful outcome.
- 15.6 Where an employee is redeployed to a temporary post in another Service Unit and that post subsequently comes to an end any costs associated with this will be considered on a case-by-case basis by Management Team so that the employing Service Unit is not disadvantaged in terms of overspend of budget.
- 15.7 Any protected salary, over and above the salary for the post into which an employee has been redeployed will be funded by the releasing Service Unit.

16 **Salary Protection**

- 16.1 Employees who are redeployed to a post on the same salary grade as their redundant post will transfer to the new post on the same spinal point and continue to receive increments (if applicable) in line with their current contractual arrangements.
- 16.2 Employees who accept redeployment to a post on a lower salary grade will have their salary 'frozen' for a period of two years from the date of appointment to the new post. A 'frozen' salary is one which does not receive annual cost of living pay awards or increments until the lower salary has increased to the same level or higher than the 'frozen' salary. When this happens the employee will transfer to the salary established for the new post.
- 16.3 In some cases, even after two years, the lower salary (the salary for the new post) will not increase to the level of the 'frozen' salary. In these circumstances the employee's salary will transfer to the top of the grade for the new post.
- 16.4 Market Forces Supplements, Essential User Allowance and ongoing Honoraria payments are not included as part of the salary in these circumstances.
- 16.5 Salary protection ie the difference between the salary for the redeployed post and the employee's salary will be paid for by the 'releasing' Service Unit.
- 16.6 Employees who are redeployed to a post which entails a longer journey to work of more than five miles will be entitled to claim mileage allowance at the current middle essential user rate after 8,500 miles or the actual difference in public transport fares for two years from their start date in the new post. Any additional time spent travelling must be undertaken in the employees' own time.
- 16.7 Salary protection will commence on the day that the employee officially takes up the new post, following the trial period.

17 **Overpayments**

- 17.1 Overpayments in the form of training fees will be waived for employees whose contract is terminated through compulsory redundancy.
- 17.2 Salisbury District Council will recover outstanding car loans and annual leave taken in advance from employees who are made redundant.

18 **Assistance to Redundant Employees**

- 18.1 The Council will give all reasonable help to staff made compulsorily redundant and this will include:
- reasonable paid time off to look for other work or to arrange for training for new employment
 - unpaid time off to undertake training for alternative employment outside of the Council
 - information on all current vacancies within the Council
 - estimates of their redundancy pay and, where applicable, their superannuation benefits
 - time off with pay to make appointments with:
 - a bona fide financial adviser to discuss investments and income
 - the Benefits Agency to discuss state benefits
 - the local Job Centre to discuss employment and retraining, including Job Club or similar meetings.

- 18.2 Requests for time off should be made in the first instance to the relevant line manager and will not be unreasonably refused.
- 18.3 Outplacement services may be offered to redundant employees in certain circumstances at the discretion of management. Any associated costs will be borne by the releasing Service Unit(s).
- 18.4 Employees made redundant may not be re-employed by the council within one year of their dismissal for reasons of redundancy.
- 19 **Appeal against Dismissal through Redundancy**
- 19.1 Employees have the right to appeal against dismissal through redundancy.
- 19.2 An appeal can only be based on the grounds that the selection for redundancy was unfair or that the reason for dismissal was not redundancy.
- 19.3 The appeal must be sent in writing to the Head of Personnel and Training Services within 10 working days of receipt of written notification of the redundancy.
- 19.4 The Head of Personnel and Training Services will arrange for the appeal to be heard by a Policy Director in line with the Appeals procedure of the Disciplinary and Appeals Procedure.
- 20 **Assistance to Remaining Employees**
- 20.1 Support may also be offered to those employees remaining in employment, particularly where there has been selection for a larger number of redundancies. Such situations can lead to uncertainty about the future and feelings of 'guilt of the survivor'. In these situations managers and employees are encouraged to discuss the situation openly and to air any concerns.
- 21 **Review of this Procedure**
- 21.1 This procedure will be reviewed periodically in consultation with the Council's recognised Trade Unions in the light of experience, good employment relations' practice and developments in employment law. The aim is to ensure its continuing relevance and effectiveness.

Redundancy Payments Table

Service (Years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age																			
17*	1																		
18	1	1½																	
19	1	1½	2																
20	1	1½	2	2½	-														
21	1	1½	2	2½	3	-													
22	1	1½	2	2½	3	3½	-												
23	1½	2	2½	3	3½	4	4½	-											
24	2	2½	3	3½	4	4½	5	5½	-										
25	2	3	3½	4	4½	5	5½	6	6½	-									
26	2	3	4	4½	5	5½	6	6½	7	7½	-								
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-							
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-						
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-					
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-				
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-			
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-		
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

To use the table:

- Read off employee's age and number of complete years' service. The table will then show how many weeks' pay the employee is entitled to.
- Multiply this total by 2.5 to give the number of weeks to be paid by the council.

Personal Information

Surname	
Forenames	
Current Post title	
Service Unit	
Qualifications (Showing Grades)and Training Including Relevant Non-Exam Courses)	

EXPERIENCE/PREVIOUS EMPLOYMENT (INCLUDING POST TITLES AND A BRIEF
OUTLINE OF DUTIES)

ANY OTHER INFORMATION YOU WOULD LIKE TO PROVIDE WHICH YOU FEEL MAY BE RELEVANT

Continue on a separate sheet if necessary.

Standard Letter to Employee at Risk of Redundancy

Dear

As you may be aware the council is (describe the situation eg currently facing serious financial constraints or considering a restructure of x function/unit). This may have an impact on your future employment with the council and I would like to invite you to a meeting to discuss this on (date and time) at (place).

A member of Personnel and Training Services will also be in attendance and you may be accompanied by your Trade Union representative or workplace colleague.

Yours sincerely

Line Manager

Restructuring/Reorganisation Process which may include Redundancies

1. Manager to submit a report to Management Team proposing a restructure/reorganisation which may include potential redundancies. This report should include an Equalities Impact Assessment.
2. Once the report has been agreed by Management Team, consultation should take place with the relevant trade union and the individuals at risk of redundancy. For timescales see paragraph 6 of the procedure.
3. Following consultation the manager makes a final decision and prepares a report for Cabinet.
4. Once Cabinet have agreed the report then formal written notice will be given to those employees who are to be made redundant.
5. The report will then go to Full Council for final approval. If Full Council do not give approval then notice will be withdrawn.