

Wiltshire Council Human Resources

Redundancy policy and procedure for chief and senior officers defined by this 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 outlines Wiltshire Council's approach to dealing with those officers whose posts fall within the officer employment procedure rules contained within part 15 of the [constitution](#) who face the prospect of redundancy.

Go directly to the section on:

[Consultation](#) and [Notifications](#)

[Voluntary redundancy](#) and [Compulsory redundancy](#)

[Time off for job hunting](#) and [Employee Assistance Programme](#)

[Notice period](#)

[Redundancy pay](#)

[Dismissal letter](#) and [Appeals](#)

[Annual and banked leave](#)

[Repayment of expenses](#) – relocation, mortgage subsidy and training

[Re-employment by Wiltshire Council](#)

[Line manager responsibilities](#)

[Frequently asked questions](#)

Who is covered by this policy?

This policy applies to the:

- head of paid service (the chief executive officer)
- statutory chief officers (director of children and education, director of community services and the officer having responsibility, for the purposes of section 151 of the Local Government Act 1972, for the administration of the authority's financial affairs)
- non statutory chief officers (other corporate directors)
- deputy chief officers (service directors and some heads of service as defined in section 2(8) of the [Local Government and Housing Act 1989](#))

What are the main points?

1. Dismissal on grounds of redundancy can only occur if:

- the business ceases;
 - the employee's normal place of work closes;
 - the number of employees needed to do the work reduces because the work required reduces;
 - the number of employees required reduces although the work does not reduce.
2. A redundancy payment can only be paid for dismissals which meet one of the criteria above. It cannot be paid otherwise.
3. Wiltshire Council seeks to avoid redundancies and may adopt some or all of the following measures in order to minimise these:
- Not filling vacancies within a particular business area.
 - Restricting appointments where a vacancy may provide suitable alternative employment for an employee facing dismissal.
 - Restricting the amount of overtime working.
 - Restricting the engagement of agency staff.
 - Consideration of alternative working arrangements (e.g. job share, part time working).
 - Reviewing the use of those staff employed on a temporary basis (i.e. agency) pending a review of the structure or service.
4. Where, despite these measures being adopted, redundancies are required it is the council's preferred approach to consider applications for voluntary redundancy before making compulsory redundancies.

Consultation

5. When considering reductions in staffing levels the views of both relevant trade unions and employees will be sought.
6. Consultation should include discussion on ways of
- avoiding dismissals;
 - reducing the number of employees to be dismissed;
 - mitigating the consequences of any dismissals;
 - selection criteria;
- with a view to reaching agreement.
7. Consultation must take place at the earliest opportunity, even where any redundancies will be made on a voluntary basis.
8. Consultation must take place irrespective of whether or not employees are members of the recognised trade unions, or whether they have less than 2 years continuous service and therefore do not qualify for redundancy pay.

9. Consultation would normally begin 90 days before the first dismissal is made, regardless of the number of redundancies to be made. In any event it must meet the statutory minimum periods set out below:

Number of redundancies proposed within a 90 day period	Consultation must begin
Up to 19	No statutory minimum period
Between 20 and 99	30 days before first dismissals
100 or more	90 days before first dismissals

The number of proposed redundancies that should be taken into account come from across Wiltshire Council as a whole organisation, not just within one service area or directorate.

10. There must be sufficient meaningful consultation before notices of dismissal are sent to employees, i.e. there must be time for the union representatives who are consulted to consider properly the proposals being made and to formulate constructive responses.
11. In addition notices of dismissal must not be sent until:
- The director of resources has been notified; and
 - The director of resources has notified every member of the Cabinet of:
 - the name of the person to whom the dismisser wishes to dismiss;
 - any other particulars relevant to the dismissal;
 - the period within which any objection to the dismissal is to be made by the leader on behalf of the executive to the director of resources;
- and
- Either
 - the leader has, within the period specified, confirmed that no member of the Cabinet has any objection to the dismissal; or
 - the director of resources has notified the dismisser that no objection was received by him within that period from the leader; or
 - the dismisser is satisfied that any objection received from the leader within that period is not material or is not well-founded.

12. The selection pool will be limited to those affected within the team or section where any re-structure is taking place.
13. Consultation with employees should take place at two levels, collective and individual.
14. Employees away from work, e.g. on maternity leave or sick leave, must also be included in the consultation process. Mutually agreeable arrangements will be made to enable such consultation to take place.
15. Collective consultation involves having a meeting with a group of affected staff. See guidance on holding a collective consultation meeting.
16. Individual consultation offers the employee an opportunity to discuss their own situation and raise any concerns – see guidance on holding an individual consultation meeting.
17. An [individual consultation meeting record form](#) should be completed at all individual meetings.
18. A representative from the human resources advisory team should be invited to attend both collective and individual consultation meetings.
19. Trade union representatives should be invited to attend collective meetings.
20. Employees have the [right to be accompanied](#) by a trade union representative or work colleague at individual consultation meetings.

Notifications

21. Wiltshire Council is a single employer in law. As such it is essential that the service director of human resources and organisational development is informed about the timing and content of any redundancy consultation to ensure that we submit accurate [HR1 information](#) to the Secretary of State.
22. Prior to consultation the human resources advisory team will be responsible for sending [formal notification](#) to the trade union.
23. All employees at risk of redundancy will be issued with a letter at the start of the consultation process confirming their status.

How does this policy apply to me?

Voluntary redundancy

24. As part of the consultation process Wiltshire Council will consider volunteers for redundancy. Applying for voluntary redundancy does not automatically mean you will be accepted.
25. Applications for voluntary redundancy will be invited at the start of the consultation period during the collective consultation meeting and the option will be discussed during individual consultation meetings.
26. A further opportunity to apply for voluntary redundancy will be discussed with you later in the consultation process if you have not been matched to a job via ownership, have been unsuccessful in securing a role for which you had ring fenced prior consideration, or if no suitable alternative employment is identified.
27. You will be provided with a redundancy and pension quote based on an estimated end date.
28. It is your responsibility to check the information contained within this quote and raise with your manager any concerns or errors that you believe have been made.
29. If, having received this quote, you wish to be considered for voluntary redundancy you must complete the [application for voluntary redundancy](#).
30. Your application will be reviewed by your manager and a recommendation will be made by way of a report to the Senior Officers' Employment Sub-committee
31. If the Senior Officers' Employment Sub-committee recommends that your application for voluntary redundancy be accepted Cabinet will be notified following the procedure outlined in paragraph 11 of this policy. If no valid objections are received your application will be accepted.
32. If you are selected for voluntary redundancy you will have the opportunity for a final consultation meeting and a consideration period of no less than 5 working days prior to being issued with a notice of dismissal on grounds of redundancy.
33. If you are not selected for voluntary redundancy you have the right to appeal in writing to the Staffing Appeals Sub-committee within 5 working days of receiving confirmation of the decision.
34. Your appeal will be considered by the Staffing Appeals Sub-committee and you will be informed of the outcome within 15 working days of your appeal being received.

Compulsory redundancy

35. Having taken into account voluntary redundancies an assessment will be made of the structure and the ownership/ringfencing process will commence as outlined in the [appointments policy and procedure](#).
 36. If you are matched to a position via ownership you will be informed in writing that you are no longer at risk.
 37. If you are ring fenced for a position the Officer Appointments Committee will conduct selection interviews and the successful candidates will be informed in writing that they are no longer at risk.
 38. If you are not matched to a role via ownership or ringfencing you will be notified of the decision in writing and placed in the redeployment pool.
 39. You have the right to appeal in writing to the Appeals Committee if you disagree with the decision regarding ownership or ringfencing.
 40. At this stage a further opportunity to apply for voluntary redundancy will be discussed with you.
 41. Wherever possible you will be redeployed to a suitable alternative role.
 42. Where a suitable alternative role is identified and there is only one candidate for the role the Officer Appointments Committee may recommend appointing without conducting a selection interview based on a report from the appointing manager. If there are 2 or more possible candidates the Officer Appointments Committee will conduct selection interviews to determine the best candidate for the position.
 43. Any appointment recommended by the Officer Appointments Committee must not be confirmed until:
 - The director of resources has been notified; and
 - The director of resources has notified every member of the Cabinet of:
 - the name of the person to whom the appointer wishes to appoint;
 - any other particulars relevant to the appointment;
 - the period within which any objection to the appointment is to be made by the leader on behalf of the executive to the director of resources;
- and
- Either
 - the leader has, within the period specified, confirmed that no member of the Cabinet has any objection to the appointment; or

- the director of resources has notified the appointer that no objection was received by him within that period from the leader; or
 - the appointer is satisfied that any objection received from the leader within that period is not material or is not well-founded.
44. At the end of the consultation period if you have not
- applied for voluntary redundancy; or
 - been matched to a role via ownership
 - been successful in securing a role you were ringfenced for
 - found a suitable alternative role via the redeployment procedure;
- a report will be sent to the Senior Officers' Employment Sub-committee recommending that you be dismissed on grounds of compulsory redundancy.
45. If the Senior Officers' Employment Sub-committee recommend dismissal Cabinet will be notified following the procedure outlined in paragraph 11 of this policy. If no valid objections are received you will be given notice of dismissal on grounds of redundancy.

Time off for job hunting

46. If you have been given notice of dismissal on the grounds of redundancy you are entitled, during the period of notice, to reasonable time off with pay to look for other employment or to arrange training for future employment.
47. You should always check with your manager that it is operationally viable for you to take time off before you arrange or confirm an appointment.
48. If you accept an alternative role, either with Wiltshire Council or with a public authority within the [Redundancy Payment Modification Order](#), to start up to or within 4 weeks of termination of employment on grounds of redundancy you will have no entitlement to a redundancy payment.

Employee Assistance Programme

49. The employee assistance programme offers practical help and personal guidance regarding wellbeing, job search skills, careers guidance, financial benefits, and training opportunities etc. Details will be provided as part of any consultation.

Notice period

50. If employment is terminated on the grounds of redundancy you will be entitled to a period of paid notice.

51. The period to which you are entitled is whichever is the greater of either the contractual period specified in your statement of particulars or the statutory period shown below:

Period of continuous employment	Notice period
One month or more but less than two years	1 week
Two years or more but less than twelve years	1 week for each completed year of continuous employment
Twelve years or more	12 weeks

52. Previous service with any public authority to which the [Redundancy Payment Modification Order](#) applied will count towards length of service for notice periods, providing that all service has been continuous.
53. Wiltshire Council reserves the right to pay employees in lieu of notice.
54. Pay in lieu of notice will amount to the net pay which otherwise would have been payable if the appropriate period of notice had been served.

Redundancy pay

55. The council has two redundancy pay arrangements, one for those employees who volunteer, and are accepted for, voluntary redundancy and one for those who are made compulsorily redundant. Full details can be found in the [redundancy pay policy](#).
56. If you resign prior to being selected for redundancy or once the notice of dismissal has been issued no redundancy payment will be made.

Letter of dismissal

57. If the Senior Officers' Employment Sub-committee have recommended dismissal, and cabinet approval has been obtained in accordance with the procedure outlined in paragraph 11 of this policy, a dismissal letter should be issued where employment is being terminated on grounds of redundancy.
58. This letter must be issued by the Chief Executive.

Appeals

59. You have the right to appeal against termination of your employment on grounds of compulsory redundancy to the Staffing Appeals Sub-committee.

Annual leave

60. If you have been given notice of dismissal on the grounds of redundancy you will be expected to use any annual leave entitlement, accrued up to the end date of employment, during your notice period. If this is not possible you will be entitled to payment in lieu of untaken leave entitlement.
61. Any annual leave taken or authorised to be taken before notice is issued, and which exceeds the entitlement at the date of termination of employment, will not be recovered.
62. Any leave which has been “banked” in accordance with the [annual leave policy](#) may either be taken during the notice period or will be paid.

Repayment of expenses

63. Where employment is terminated on grounds of redundancy you will not be required to repay any:
- monies received under the moving home allowance scheme;
 - mortgage subsidy payment;
 - training expenses.

Re-employment by Wiltshire Council

64. If you were dismissed on redundancy grounds you may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:
- The post did not exist or was not foreseeable at the time of the dismissal.
 - The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
 - The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
 - The appointment has corporate director approval.

Line manager responsibilities

65. To work with your HR business partner to plan any organisational changes which may include posts which will fall under this procedure

66. To consider equal opportunities throughout the process in line with the [guidance for managers](#)
67. To produce accurate projections of numbers of redundancies within your service area, considering both short and long term requirements.
68. To issue appropriate letters at each point within the process, using the template letters provided, and to send a copy of these letters to your HR advisor.
69. To conduct collective and individual consultation meetings with appropriate support from your HR advisor.
70. To ensure that at individual consultation meetings, and prior to ownership or ring fencing taking place, any ex-district staff who are subject to TUPE regulations are aware of their Wiltshire Council evaluated grade.
71. To complete the selection criteria matrix to determine whether voluntary applications should be recommended for acceptance.
72. To produce reports for the Senior Officers' Employment Sub-committee outlining recommendations regarding each application for voluntary redundancy or requirement to compulsorily dismiss on grounds of redundancy.
73. To ensure Cabinet approval is obtained, in accordance with paragraph 11 of this policy, prior to issuing any notice of dismissal
74. To ensure that the [consultation timeline](#) is met.

Frequently Asked Questions

75. How will the selection pool of “at risk” positions be chosen?

Posts will be placed in the selection pool if:

- It is envisaged that the post will be deleted from the structure, or the number of post holders will be reduced within the new structure.
- It is envisaged that the post will change substantially as a result of other elements of the restructure – for example due to the addition or deletion of duties.
- The post is within the affected service area and is a grade above or below any post which is likely to be removed or substantially changed. These posts are included because if

the postholders volunteer for redundancy these posts may provide suitable alternative employment for an employee whose post has been deleted.

The selection pool is likely to contain a far higher number of jobs than will be made redundant.

76. I volunteered for redundancy but my application was turned down. If my post is subsequently made redundant what package will I receive?

If you completed a formal application for voluntary redundancy and are turned down a record of this will be retained.

If your post is subsequently made redundant as part of the same process of redundancies you will be entitled to the voluntary redundancy payment.

However if volunteers are subsequently sought, either as part of the same or a future redundancy process, and you do not volunteer you will receive a compulsory redundancy payment if your post is then made redundant.

77. I volunteered for redundancy but now want to change my mind – what should I do?

In making your decision to accept voluntary redundancy you will have been provided with all of the information needed to make that decision and it is expected that employees will have taken all the advice required in order to make a firm decision.

If your circumstances have changed you would need to speak to your manager as soon as possible to discuss your options.

78. I volunteered for redundancy but have now applied for another role within a different area of the council – will I still get my redundancy payment?

No. If you secure alternative employment either within the council, or another organisation where you would retain your continuous service, you will not be eligible to receive a redundancy payment.

This applies if your start date in the new role is before or within 4 weeks of the date of dismissal on grounds of redundancy.

79. I applied for voluntary redundancy but my application has been turned down. Can I appeal?

Yes – you must appeal in writing to the Staffing Appeals Sub-committee within 5 working days of receiving the decision, stating the reason that you believe your application for voluntary redundancy should have been accepted.

You are entitled to see your own selection matrix scores and a copy of the report that was sent to the Senior Officers' Employment Sub-committee, however you will not have access to the scores of other employees.

You will be informed of the outcome within 15 working days of your appeal being received.

80. The time scales for submitting appeals are very tight – what happens if I am unable to meet them?

It is important that, wherever possible, you submit your appeal with the time period specified.

However in exceptional individual circumstances, where it is not possible to meet these timescales, an extension may be granted.

For example:

- If you are sick or unable to attend work;
- If you are unable to arrange a meeting with a union representative within the time period;
- where you are seeking further information regarding your Wiltshire Council evaluated grade.

81. Who will decide whether I am accepted for voluntary redundancy?

Decisions about who is accepted for voluntary redundancy are based on a selection criteria matrix.

As part of the application process you will be asked to score yourself on each of the criteria.

Wherever possible this matrix will also be completed by two managers who know you well, one of whom should be your line manager. Each manager will score independently and then meet to discuss their results in conjunction with the scores supplied by the yourself.

If this is not possible due to the team structure the line manager will complete the scoring and these scores will be ratified by a senior manager within the department.

Once a decision has been reached a report will be sent to the Senior Officers' Employment Sub-committee, outlining the decision process and making a recommendation about whether your application should be accepted or declined.

The Senior Officers' Employment Sub-committee will consider whether your application should be accepted or not. If they recommend that it is accepted cabinet approval must be obtained in accordance with the procedure outlined in paragraph 11 of this policy.

Your manager will then arrange a meeting with you to confirm whether or not you have been accepted for voluntary redundancy. You are entitled to see your own selection matrix scores and the report that was sent to the Senior Officers' Employment Sub-committee, however you will not have access to the scores or reports of other employees.

82. Could I leave the council before the end of the consultation period?

Yes - if you apply for voluntary redundancy you are agreeing to a shortened consultation period.

There will always be a 5 day consideration period following your application being accepted. You will also have the opportunity for a final consultation meeting before you are issued with your notice of dismissal, confirming the date that your contract of employment will terminate.

If you are made compulsorily redundant you would not be issued with your notice of dismissal until the end of the consultation period.

83. I have a car loan – do I have to pay it back if I am made redundant

Car loans should be repaid in full by an employee on the termination of their employment on grounds of redundancy. The outstanding amount would usually be deducted from your redundancy payment.

However you may request for repayment of the loan to be deferred, subject to the agreement of the finance service director. In any such arrangement:

- Your department would have to agree to underwrite the debt pending full repayment.
- Interest will be charged on the loan based on the Lloyds Bank base rate. The interest rate applicable to loans under the original assisted car purchase scheme will not apply.

- If repayment is made through deductions from the Wiltshire Council pension there will be no additional charge. If repayment is made by standing order or direct debit a small service charge will be applied.

84. I have a lease car – what happens to this arrangement if I am made redundant?

In the first instance you should contact the procurement team. They will look at whether it is possible to transfer your lease to another employee.

If this is not possible then they will make arrangements for the lease car to be returned and the council will bear the cost of any penalty connected with ending the arrangement early.

85. I have income or mortgage protection insurance – will applying for voluntary redundancy affect my right to claim this?

Before applying for voluntary redundancy it would be your responsibility to contact your insurer and find out whether this would have an effect on any insurance policy you hold.

86. I am currently on maternity leave – what are my rights and will I have to repay any money if I am made redundant?

You have the same right to be consulted as any other employee and should be invited to attend any collective consultation meetings which take place and offered an individual consultation meeting at a mutually convenient time and location.

You will be interviewed first for any role for which you are ring fenced. Refer to the appointments policy and procedure for further information.

If you apply for voluntary redundancy, or are made compulsorily redundant, you would not be asked to repay the 12 weeks of half pay if you were entitled to claim this. If you requested to defer the payment of this money until the end of your maternity leave it will be paid to you in your final salary payment.

87. I am thinking of applying for a role with an organisation which is covered by the redundancy modification order do I need to take into account the period for any lieu of notice I was paid?

No – you would only be required to repay your redundancy pay if you took up a job within 4 weeks of your actual leaving date. The fact that you were paid in lieu of notice does not extend this period.

This is only relevant to jobs where you would keep continuity of service – for example jobs with other local government organisations, certain universities and other organisations specifically named in the modification order.

Definitions

- Redundancy Payment Modification Order

This sets out which organisations are “associated employers”. If you move from one associated employer to another you carry with you continuous service. This is important when calculating redundancy payments.

It is also important as, if you take up employment with another associated employer either whilst at risk of redundancy or within 4 weeks of being made redundant you would not be entitled to any redundancy payment.

For further information about which organisations are “associated employers” look at this page on the [LGE website](#) or contact your human resources adviser.

Further advice and information

A toolkit providing further information is provided with this policy.

The information in this toolkit is detailed below, and can also be accessed directly from the links within the policy.

- [Guidance on conducting a collective consultation meeting](#)
- [Guidance for conducting an individual consultation meeting](#)
- [Trade Union notification guidance](#)
- [Voluntary redundancy application form](#)
- [Voluntary redundancy selection matrix – for use by manager](#)
- [Appointments policy and procedure](#)
- [Redundancy pay policy](#)
- [Appeals procedure](#)
- [Consultation timeline flowchart](#)
- [Guidance on right to be accompanied at meetings](#)
- [Guidance for managers – equal opportunities in redundancy situations](#)

For further information please speak to your manager or contact a member of your human resources advisory team.

Policy author	HR Policy and Reward Team – (PM)
Policy last updated	17 January 2011

Guidance on conducting a collective consultation meeting

All employee who are “at risk” of redundancy should be invited to a collective consultation meeting.

At this meeting they should be given a pack of information which includes:

- A letter confirming their “at risk” status;
- A redundancy and pension quote;
- Information about the employee assistance programme;
- Information about applying for voluntary redundancy;
- Copy of the redundancy policy and other relevant documents.

More than one meeting may be required if a high proportion of staff work part time, or are spread across different locations.

This meeting should be led by the manager of the service area affected.

A representative from human resources and the trade union should be invited to attend.

A collective meeting is useful for giving information to groups of staff on:-

- The financial backgrounds to the need for redundancies.
- The alternatives that management has considered.
- The numbers and categories of staff likely to be affected.
- Any opportunity for staff to apply for voluntary redundancy
- Deadlines for applications for voluntary redundancy
- The criteria to be used in selecting staff for redundancy.
- Timescales and next steps
- When individuals will be informed of their position.
- The opportunity for individual discussions.
- The content and availability of the Employee Assistance Programme.
- Wiltshire Council’s redeployment policy.

Staff should be invited to comment on the proposals within an agreed timescale.

Further meetings may need to be arranged as a result.

Guidance on conducting an individual consultation meeting

- Individual meetings should take place soon after any collective meeting in order to clarify individual queries and concerns.
- Arrange meetings in advance so employees can think about any questions they have.
- Ensure meetings are held in a quiet, private place.
- Schedule enough time so that meetings do not feel rushed.
- Remind employees that they may be accompanied by a work colleague or union representative.
- Prepare a [template form](#) to ensure you have covered all the points you want to discuss and to ensure all employees are given the same information.
- Write any notes on this document and keep it as a record of the meeting.
- Give a copy to the employee to keep as a reminder of what was discussed.
- Summarise actions and ensure that these are followed up promptly.
- Arrange a follow up meeting if necessary.

Individual Consultation meeting record	
Employee Name	Time and date of meeting
Manager Name	Other attendees (representative, HR)
What previous consultation has taken place with the employee? (check they attended collective consultation meetings if relevant)	
Key points for discussion	Notes
These will depend on what stage of the process the employee is at but may include: <ul style="list-style-type: none"> • Background to the need for redundancies. • How to apply for voluntary redundancy – discuss quote (and moderated grade if ex-district employee). • Explanation of the criteria used to select staff including discussion of ownership and ringfencing. • Timescales and next steps. • Redeployment and suitable alternative roles. • Right to reasonable paid time off during notice to look for new employment. • The Employee Assistance Programme, including the availability of counselling. • Any specific adjustments or support required. 	
Actions agreed	
Is another individual meeting required?	
Manager signature	Employee signature

A copy of this form should be given to the employee and a copy sent to HR for their record.

Trade Union notification guidance

The letters consulting Trade Union representatives must include:

- a) The reasons for the proposals;
- b) The number and job titles of employees which Wiltshire Council proposes to dismiss as redundant;
- c) The total number of employees of that job title employed at the establishment in question;
- d) The proposed method of selecting the employees who may be dismissed;
- e) The proposed method of carrying out the dismissals (e.g. how and when employees will be informed) including the period over which the dismissals are to take effect.

A copy of any HR1 form submitted should also be included.

This information must be disclosed before consultation begins and if the employer has not formed a view on all the above details by the time consultation must begin, he must propose provisional details for discussion although the employer is free to make changes throughout consultation, having regard to comments made during the consultation period.

An employer is not compelled to accept any particular representation, but equally, consultation must be meaningful. The employer must consider representations and reply to them, stating the reasons if any are rejected.

Voluntary redundancy employee application form

Only complete this form if you wish to be considered for termination of your contract on grounds of redundancy. You may wish to discuss your application with a trade union representative or independent advisor.

It is essential that, before signing this form, you read and ensure you understand the declaration on the last page of the form.

To be considered you must return your completed application form to your service director by **DATE**.

Personal details

Full name:	SAP number (from payslip)
Job title:	Line manager name:

Statement to accompany application

Please give a brief explanation of why you feel your application should be accepted:

If you feel that your score is likely to be affected by a protected characteristic (such as a disability) or specific need please include this in your statement.

Selection criteria

Your application will be assessed against a number of criteria. You are invited to score yourself on the criteria below. You do not have to complete this scoring if you do not want to and this will not affect your application.

Award points on the following scale:

1	2	3	4	5	6	7	8	9	10
Below acceptable standard OR No									Fully meets standard OR Yes

	Criteria	Score	Comments
1.	Do you believe you have ownership or ring-fenced prior consideration for a post in the new structure?	Yes (10 points) No (1 point) Leave blank if unknown	
2.	Do you believe that you could be redeployed to a vacancy within the new structure?	Yes (10 points) No (1 point) Leave blank if unknown	
3.	Are you the only person in your team with key knowledge or skills?	Yes (10 points) No (0 points)	
4	Client/Customer/Team focus: <ul style="list-style-type: none"> - recognises the importance of the client /customer/team - demonstrates good client/customer/team care - deals with client/customer/team queries or complaints promptly and efficiently 	Points as scale	

5.	Adaptability: <ul style="list-style-type: none"> - recognises the need for flexibility and is willing to adapt to change - has the ability to undertake duties other than those normally carried out 	Points as scale	
6.	Attitude <ul style="list-style-type: none"> - has a positive attitude about the service and the organisation - has effective relationships with colleagues - displays suitable behaviours when dealing with colleagues - supports the culture of the council 	Points as scale	
		Total Points:	Comments:

Absences in last year: Days _____ Occasions _____

If you wish to comment on any period of absence please do so below (not required):

Conduct – are there any live warnings on record

If yes specify:

Please read the statements below, complete where required and tick the boxes to confirm that you have read and understood them.

I have received a redundancy quotation and confirm my:

Start date of ___/_____/____

Date of birth of ___/_____/____

Continuous service date of ___/_____/____ are correct.

I confirm that I have never received a redundancy payment on any part of this continuous service.

I understand that this quotation may change depending on the date my employment is terminated.

I understand that if I secure an offer of employment (whether in writing or not) before or within 4 weeks of the date of dismissal on grounds of redundancy from either this authority or any other organisation covered under the modification order as defined in the redundancy policy I must notify my manager immediately. This is because continuous service will be preserved with the new employer.

In this circumstance I accept that no dismissal will have taken place and I will not be eligible to receive a redundancy payment.

Should I secure an offer of employment as detailed above I undertake to repay in full any monies received as part of a redundancy payment.

I understand that if I secure an offer of employment with an external organisation not recognised for the purposes of continuous service then I will still be eligible to receive a redundancy payment.

I understand that, if I am accepted for voluntary redundancy, I will be formally agreeing to a shortened consultation period (i.e. not the full 90 days).

By signing and submitting this application I confirm my intention to take voluntary redundancy if my application is accepted.

Signature: _____

Date: _____

Voluntary redundancy selection matrix

Manager completing form:	
Name of employee:	
Job title	
Section	

Award points on the following scale:

1	2	3	4	5	6	7	8	9	10
Below acceptable standard OR No									Fully meets standard OR Yes

	CRITERIA	POINTS	RATIONALE
1.	Re-structures: <ul style="list-style-type: none"> - Is it likely that this jobholder will have ownership or ring-fenced prior consideration for a post in the new structure? - Is there likely to be the potential for this jobholder to be redeployed to a vacancy within the new structure? 	Yes (10 points) or No (1 point)	
2.	Practicality for the department: <ul style="list-style-type: none"> - Is it likely that future service delivery would be affected by the loss of this individual? - Does this individual have key skills and experience that the council needs to retain? 	Yes (10 points) or No (0 points)	

3.	<p>Is the employee currently paid the Wiltshire Council evaluated rate for the job they do?</p> <p>("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) or No (1 point)</p>	
4.	<p>Absence for last year (attach SAP record): Days _____ Occasions _____</p> <p>Is any absence related to a disability under the DDA, if so specify and do not consider.</p>	<p>Points as scale – standard is nil absence</p>	
5.	<p>Does the employee have a clear conduct record?</p>	<p>Yes (10 points) or No (0 points)</p>	
6.	<p>Client/Customer/Team Focus:</p> <ul style="list-style-type: none"> - recognises the importance of the client /customer/team - demonstrates good client/customer/team care - deals with client/customer/team queries or complaints promptly and efficiently 	<p>Points as scale</p>	
7.	<p>Adaptability:</p> <ul style="list-style-type: none"> - recognises the need for flexibility and is willing to adapt to change 	<p>Points as scale</p>	

	<ul style="list-style-type: none"> - has the ability to undertake duties other than those normally carried out 		
8.	<p>Attitude</p> <ul style="list-style-type: none"> - has a positive attitude about the service and the organisation - has effective relationships with colleagues - displays suitable behaviours when dealing with colleagues - supports the culture of the council 	Points as scale	

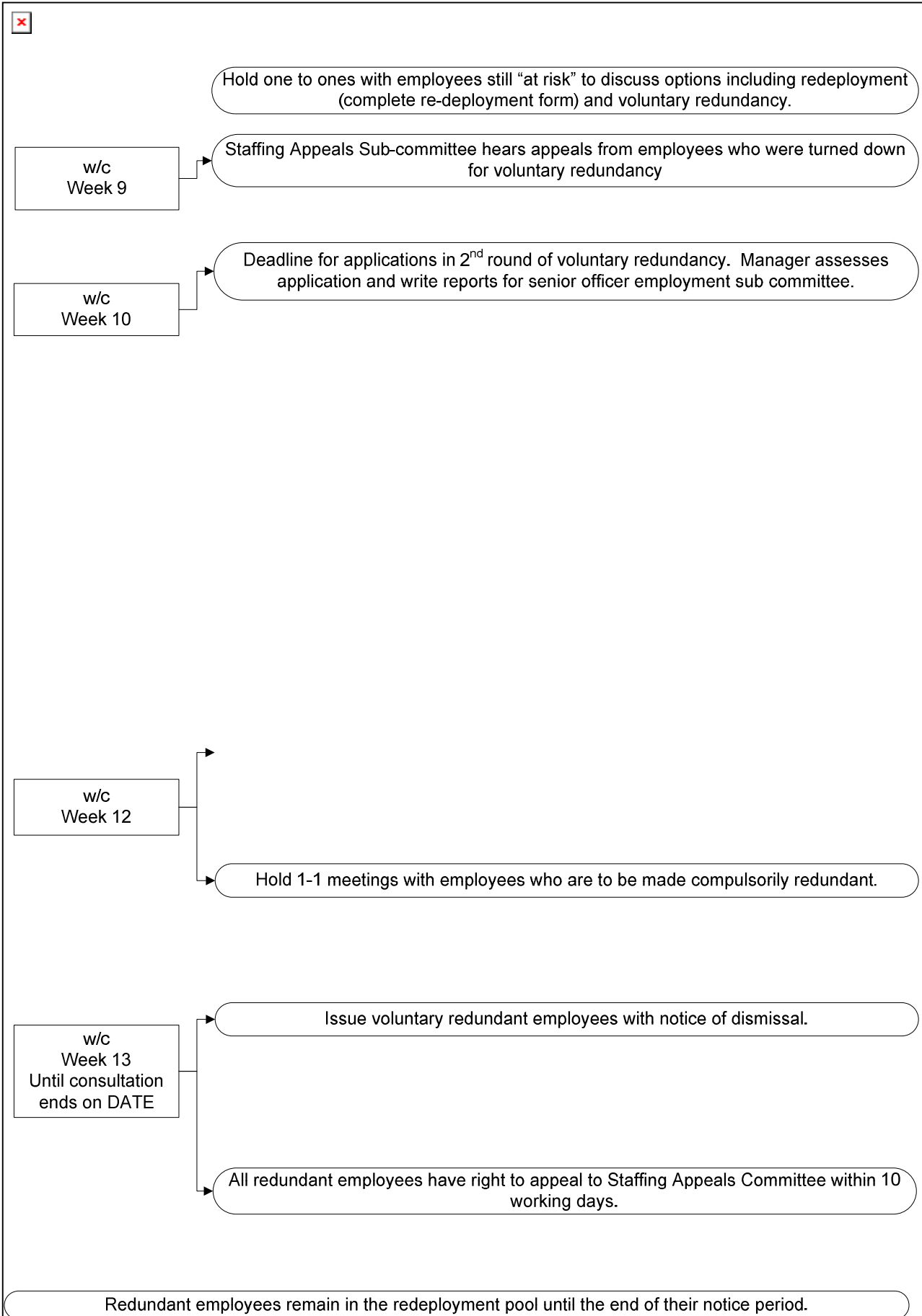
Total Points:)	Comments:
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Redundancy Appeals Procedure

1. If you wish to appeal against the termination of your employment on grounds of redundancy you must do so in writing, clearly stating the grounds for the appeal.
2. The written notice of appeal must be received by your service director, copied to your HR Advisor, within ten working days of you being notified of the dismissal.
3. Your service director will confirm receipt of the appeal in writing, within 5 working days.
4. The appeal hearing will be held within 25 working days of receipt of your appeal. Any extension on the time frames must be agreed in advance by both parties.
5. At least 5 days prior to the hearing you will be:
 - given written notice of the hearing time and place
 - informed how the case will be heard and by whom
 - provided with any additional new management information /evidence that will be considered at the hearing.
6. You may be accompanied at the appeal hearing by a work colleague or trade union representative.
7. The appeals panel has power to:
 - Dismiss the appeal (meaning that the termination of your employment stands)
 - Allow the appeal (meaning that you will be reinstated).
8. There is no further right of internal appeal against the decision of the appeals panel.

Consultation timeline flowchart





Guidance notes - the right to be accompanied during consultation

Trade Union representatives will be invited to attend any collective consultation meetings.

Employees attending individual meetings which form part of a redundancy consultation have the right to be accompanied.

Employees should be informed of this right when they are notified of the meeting.

The employee must tell the meeting organiser in advance who they will be accompanied by.

Employees may choose to be accompanied by:

- A work colleague;
- A trade union representative
- An official employed by a trade union.

Wherever possible the availability of the employee's chosen companion should be considered when arranging the date and time of the meeting.

If the companion cannot attend on the proposed date the employee should suggest an alternative time or date so long as it is reasonable and as soon as possible after the original meeting date.

Right to time off to represent an employee

An employee who has agreed to accompany a colleague is entitled to a reasonable amount of paid time off to fulfil that responsibility.

The representative must speak to their manager to request time off to fulfil their role.

The manager has the right to refuse if not given sufficient notice or if unable to cover the absence. However they should not unreasonably prevent the employee from attending.

Fellow workers or trade union officials do not have to accept a request to accompany an employee, and they should not be pressurised to do so.

Reasonable adjustments

If either the employee, or their companion, have a disability then reasonable adjustments should be made to ensure they are able to fully participate in the meeting.

This may include holding the meeting in an accessible room, providing an interpreter/additional equipment or allowing extra breaks.

Guidance for managers - equal opportunities in redundancy situations

Equality is not about everybody being treated in exactly the same way; it is about everybody having equal opportunities and removing barriers that stop this from happening.

Managers have a responsibility to consider whether:

- particular groups are more likely to be affected by an organisational change leading to possible redundancies;
- people from particular groups may need additional support throughout the redundancy process.

and to look at whether there are adjustments that can be made to overcome these issues.

Adjustments may include:

- arranging courses through the employee assistance programme which provide support for groups with particular needs or concerns
- providing a translator or interpreter at consultation events for any employee with English as a second language or a disability (such as a hearing impairment) which makes communication more difficult.

Remember that where an employee has declared a disability under the Disability Discrimination Act we have a duty to make reasonable adjustments.

Some examples of inequality in redundancy include:

A part time employee is unable to arrange a meeting with their trade union representative within the timescales laid out in the policy due to the fact that they are only in the office two days a week.

It would be reasonable to agree with the employee to delay the meeting to allow them to meet with their representative. It would also be reasonable to arrange the meeting on the employee's normal working days.

An employee on long term sick feels she has not been consulted as she is not in the workplace.

Employees who are not in the office due to long term sickness, maternity leave and other reasons need special consideration. Additional individual consultation meetings may need to be arranged, at times which are mutually agreed. More frequent contact may need to be made so they feel that they have received as much information, had opportunities to ask questions and been consulted as fully as any other employee.

Further advice

We have two staff forums where staff can network and support each other:

Staff disability forum

If you have a disability or hidden impairment, your experiences will be valued in the forum. Members meet every other month to share information and resolve practical issues related to disability, as well as acting as a consultation group.

Black and minority ethnic forum

The forum is open to all employees across the council who consider themselves to be BME as well as other individuals who may be subject to discrimination and harassment on the basis of their own ethnicity, nationality or faith, or of those with whom they are associated. They also act as a consultation group.

Contact the [equality and diversity team](#) for information about accessing these forums.

Access to Work

When considering reasonable adjustments for disabled employees "[Access to work](#)" can provide advice and support to both employees and managers. Contact by telephone 02920 423 291 or textphone 02920 644 886.

More information

The council's [equality and diversity team](#) are happy to offer support on equality issues affecting any groups of staff.

Individual employees with queries can contact their HR advisor.