

## REDUNDANCY POLICY

### **PURPOSE**

This policy sets out our approach to potential redundancy situations. It describes how we will manage them and the support we will offer to staff. This is in compliance with our legal obligations as a responsible and caring employer to all who work at UoNSU.

### **POLICY**

#### **Introduction**

This policy sets out our approach to managing potential redundancies at UoNSU. Our clear aim will always be to avoid redundancies wherever possible. However, it may happen that external changes, or changes in circumstances at the Union, mean that some roles are no longer required and will need to be made redundant.

We appreciate that these situations can be very difficult, uncertain and stressful for those directly affected and for other colleagues too. We recognise our responsibility as an employer to manage any redundancies in a sensitive and timely way, which minimises the detrimental effects as far as is reasonably possible.

Before deciding to make redundancies, we will consider every suitable way to avoid them including limiting the recruitment of new staff and reducing numbers by 'natural wastage'. Whether any of these methods can help will depend on the specific circumstances.

Where redundancy is necessary, we will ensure that:

- The number of redundancies made is kept to a minimum
- There is ongoing communication with staff throughout the process, so people understand what is happening and why
- Staff are fully consulted about any proposals and how they will be implemented
- Selection for redundancy is based on clear criteria that will be applied fairly and objectively and in full compliance with our Equality, Diversity and Inclusivity Policy
- Every effort is made to redeploy or find alternative work for staff selected for redundancy
- We offer support and advice to staff who are made redundant.

## **Communication**

We recognise that the possibility of redundancies causes real concern for people, both those directly affected and others in the organisation. We will make every effort to communicate openly throughout the process so that people understand what is happening and why, and have the opportunity to offer alternative solutions and to ask questions. We will do our best to reduce uncertainty, to be proactive and to share as much information as we can.

There may be circumstances where we're restricted in what we can say. This may be to protect commercial or personal confidentiality. However, we will always aim to be open and consultative where the situation allows.

## **Consultation**

We will consult with any staff affected on an individual basis. Whilst we have a legal requirement to do this where there are 20 or more affected at the same location over a 90-day period, we will also consult in an appropriate way when there are fewer than 20 people affected because we appreciate that it's the right thing to do. People will be notified that they're at risk of redundancy and what the process is for deciding what happens next. This will not be a one-off meeting – we will continue individual discussions throughout the process.

We may also consult and discuss the situation with affected people as a group, although this will not replace individual consultation.

If 20 or more redundancies are proposed, we will make arrangements for the election of employee representatives who will be consulted over the proposals and the general process to be followed. In this case, individuals will still be consulted about their own particular circumstances and options.

Management will only commence the decision making process after the close of the consultation process.

## **Voluntary Redundancy**

To minimise any need for compulsory redundancies, we may offer the possibility of voluntary redundancy to staff or we may consider requests from staff for voluntary redundancy.

We will always consider voluntary redundancy as an option when faced with a potential redundancy situation at UoNSU. Note however, that we reserve the right to decline requests for voluntary redundancy.

## **Selection for Redundancy**

The criteria used to select staff for redundancy will depend on the circumstances and the particular needs of the Union at the time. However, we will make every effort to set out a fair, reasonable and robust set of criteria following appropriate consultations. These criteria may include skills and experience, previous performance reviews, professional qualifications, attendance, timekeeping and disciplinary records. In some cases, where a number of people may be eligible for a reduced number of roles, we may set up a competitive selection process.

If you are provisionally selected for redundancy you will be informed of this and invited to a meeting. At this meeting, we will discuss the situation with you, including explaining the reasons why redundancies need to be made, the criteria used to decide and the options available to you. You will be given the opportunity to express your views about this, including the selection criteria and how they've been applied. You will also have the right to be accompanied by a companion at this meeting and any others, if you would find that helpful.

This may be a colleague or a Trade Union representative, but not an elected Officer. The companion may discuss things with you, present or sum up your position to the meeting, but they may not answer questions on your behalf or prevent the meeting from progressing.

## **Appeal Process**

You may appeal the decision to make you redundant. If you wish to do this, you should tell us in writing, within 7 days of being informed, and explaining your reasons. We will arrange a meeting with you to discuss the appeal. You will be given the opportunity to express your views, and we will listen to and consider them. You may bring a companion with you to this meeting to support you if you wish.

You will be informed of the outcome of the appeal in writing as soon as possible after the meeting and within 7 days. Our decision will be final. There is no additional appeals process and we will not discuss it further under any other UoNSU policy.

We recognise that people have different working patterns. For some staff a working week may include weekend days, for example, or they may work fewer than 5 days. As a result any time scales advised in the procedure are based on UoNSU non-closure days, rather than an individual's working pattern. For example "within 7 days" means within 7 days including Saturday and Sunday, where the Union is not closed. It does not vary according to the particular days on which a member of staff would normally be working.

## **Alternative Work**

We will make every effort to redeploy people selected for redundancy to any suitable alternative work, right up to the time they leave employment at UNSU. We will talk to you about any available roles, and you will be given the opportunity to discuss this with your line manager and with HR to help you reach a decision on the best option for you.

Where alternative roles exist, priority will be given wherever possible to staff who are to be made redundant. We will specifically consider whether they are suitably qualified to fill a vacant role, or whether training could reasonably be given to support them in doing so. Depending upon the circumstances, it may be possible to try out an alternative role for four weeks to see if it would be suitable. However, we reserve the right to select the best available candidate for any vacancy, to ensure we deliver the best service to students.

Note that the law gives additional protection around redundancy to staff who are on maternity, paternity, adoption or shared parental leave. They have a legal entitlement to be offered any suitable alternative work that is available if they are made redundant while on leave, ahead of other employees. HR will provide advice and guidance in relation to this.

### **Advice and Support**

If you are selected for redundancy, we will offer you advice and support to consider the options available and to look for work. This may include helping you identify your key skills, the types of roles you'd be best qualified for or support in writing a CV or preparing for interview.

You will be entitled to a reasonable amount of paid time off work to attend interviews. If you wish to do this, you should give as much prior notice as you can and make the appropriate arrangements with your line manager.

### **Notice and Termination**

If you are selected for redundancy we will give you as much notice as possible so you can plan. The law requires employers to give minimum statutory notice periods depending on length of service. These are:

- At least one week's notice if you have been employed between one month and two years
- One weeks' notice for each year of employment between two years and 12 years
- 12 weeks' notice if you have been employed for 12 or more years.

### **Redundancy Pay**

If you are selected for redundancy and you have more than two years' continuous service with UoNSU, you may be entitled to statutory redundancy pay. The exact amount is dependent on how long you've been employed. Any payment will be calculated at the time and you will be fully informed about it. The amount will be paid along with your final salary payment or any payment in lieu of notice.

**END**