

Redundancy Policy and Procedures

1.0 EXECUTIVE SUMMARY

This report presents the Policy and Resources Committee with an updated Redundancy Policy and accompanying procedures for consideration and approval. The policy has been refreshed as part of the HR work plan and minor amendments have been made to the policy to reflect ACAS guidance on time off for employees to seek alternative employment and the appeals process regarding selection.

The policy and procedures were developed in 2010 and have proven robust in managing the council's workforce through service reviews.

There are no direct financial implications from the report.

It is recommended that the Policy and resources Committee:

- Note the rationale for amending the policy;
- Note that the revised policy has been discussed with the Trade Unions;
- Approve the revised policy;
- Refer the policy to Council for noting the revisions.

Redundancy Policy and Procedures

2.0 INTRODUCTION

- 2.1 The Council approved the Redundancy Policy and Procedures document in November 2010. This policy has now been reviewed to ensure that it is fit for purpose and has been refreshed to reflect ACAS guidance. This policy revision has been carried out as part of the HR work plan 2014/15.
- 2.2 The changes to the policy are minor and are highlighted in this report. The revised policy is attached for consideration and approval by the Policy and Resources Committee and then for onward referral to the Council for approval and adoption.

3. RECOMMENDATIONS

- 3.1 Note the rationale for amending the policy;
- 3.2 Note that the revised policy has been discussed with the Trade Unions;
- 3.3 Approve the revised policy;
- 3.4 Refer the policy to Council for noting the revisions.

4. DETAIL

- 4.1 The Redundancy Policy and Procedures is the Council's overarching document that sets out our approach to dealing with redundancies. It has proven effective as a management tool in managing change in the organisation through service reviews.
- 4.2 This document was agreed through discussion with the Trade Unions in 2010 and has now been reviewed to ensure that it is fit for purpose and to reflect ACAS guidance.
- 4.3 2 amendments have been made to the previous policy document:

Paragraph 11.2 has been amended to reflect ACAS guidance that employees are allowed time off to find alternative employment and irrespective of the

amount of time taken for this activity, the maximum pay the employee will receive is 2/5ths of a week's pay. Previously the document stated that employees were allowed to have up to 40% paid leave per week to find alternative employment.

Paragraph 13.1 has been expanded to make clear the process that will be followed should an employee wish to appeal their selection for redundancy. Previously the document was silent on this.

- 4.4 New legislation is currently being developed by the UK Treasury through the Small Business, Enterprise and Employment Bill which will have implications for the recovery of redundancy payments to employees earning over £100,000 and who subsequently take up employment in another public sector organisation. This does not directly affect this Policy but will be included in the Policy on Discretions which is due for review this year.

5.0 CONCLUSION

- 5.1 The policy has been amended to reflect ACAS guidance and to make clear the process to be followed when an employee appeals the decision to select him/her for redundancy thus removing any ambiguity.
- 5.2 The policy has been reviewed in order to ensure it is fit for purpose for future workforce management and planning.

6.0 IMPLICATIONS

- 6.1 Policy: The updated policy appended to this report will replace the previously approved Redundancy Policy and Procedures in 2010.
- 6.2 Financial: There are no direct financial implications from this report.
- 6.3 Personnel: The revised policy ensures that the Council's approach to and management of redundancy is fair, consistent and effective. It has been updated to reflect best practice HR guidance and provide the council with effective people management tools.
- 6.4 Legal: The policy reflects all related legislative requirements.
- 6.5 Equal Opportunities: There are no issues arising from the Equality Impact Assessment for this policy.
- 6.6 Risk: This policy mitigates any risk potentially arising to the council from non-compliance with employment legislation.

6.7 Customer Service: None

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APPENDICES
Appendix 1 Redundancy Policy and Procedures