

Redundancy Policy & Procedure

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1. Introduction

1.1. St Mary's is committed to trying to mitigate against redundancy, however continual change and the need to review staffing levels needs to be accepted due to changes in the economic or technological environment or for other business-related reasons. In circumstances when a role or role(s) are no longer needed, redundancy will have to be considered.

If a redundancy is unavoidable, the University will first ensure it explores all other alternatives through a consultation period and this will include seeking suitable alternative employment, through the redeployment process.

1.2. This policy sets out the University's approach in conducting a programme resulting in redundancy.

1.3. The University is fully aware of the statutory obligations in respect of redundancies provided for by the following employment legislation:

- Equality Act 2010
- Employment Rights Act 1996
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

2. Scope

2.1. This policy applies to all University employees who have a contract of employment and meet the qualifying criteria.

3. Consultation

3.1. All staff who are at risk of being made redundant will be entitled to a period of consultation defined at the start of each change programme. During consultation the University will endeavour to seek suitable alternative employment for staff to try to mitigate against redundancy.

3.2. Additional measures will also be considered to try to mitigate against redundancy, which can include:

- reduction or cessation of the use of temporary/agency staff;
- freezing or reducing external recruitment;
- freezing or restricting overtime hours;
- asking staff to consider reducing their contracted hours of employment;
- seeking agreement to either permanent or temporary reductions in employee pay;
- "bumping";
- Seeking volunteers for redundancy (see below).

4. Voluntary redundancy

- 4.1. When a change programme is proposed that will lead to a reduction in positions, the University may ask for volunteers through an early voluntary redundancy programme in the first instance.
- 4.2. Any early voluntary redundancy programme will be a transparent process where applications will be considered against the future needs of the University and applications may not be accepted.

5. Consultation and information

- 5.1. Meaningful consultation will take place with the University's recognised trade unions, the UCU and Unison, during any change programme which will be run as follows, dependent upon numbers of staff impacted:

- *Less than 20 staff – a minimum 14-day consultation period.
- *Between 20 – 99 staff – a minimum of 30 days consultation period.
- *Over 100 staff – a minimum 45-day consultation period.

- 5.2. A thorough consultation process will take place which will include both group and individual consultation.

- 5.3. During the period of consultation, the following information will be provided:

- A business case outlining the reason for the change including a current and future organisation structure and new job descriptions in cases where roles will be available through a selection exercise.
- An equality impact assessment of those impacted by the change.
- The methods used to select those who are at risk of redundancy;
- A clear timeframe for the change programme;
- A statement of any individual redundancy payment, either statutory or enhanced, at the start of the change programme;
- A statement regarding the use of agency workers at the time of the change programme
- Additional support in terms of wellbeing
- Additional support in terms of outplacement provision.

6. Redundancy Selection

- 6.1. The University will use a fair and transparent selection in cases where competitive recruitment for a reduced number of roles forms part of the new organisation structure.

7. Redeployment

- 7.1. To mitigate against redundancy the University will actively support the employee in seeking suitable alternative employment during the consultation period.
- 7.2. If the employee is successful in securing alternative employment a trial period of four weeks will be put in place and details of the trial period will be provided in writing to

the employee. If, during the trial period, the role is deemed to be unsuitable then the employee's employment will be terminated and they will receive their full redundancy payment.

7.3. The employee loses their entitlement to a statutory redundancy payment upon an unreasonable refusal of a suitable alternative employment. The same will apply in the event that the employee, having accepted the offer of the suitable alternative role, then resigns before the end of the trial period.

7.4. Employees who are on maternity, paternity, adoption or shared parental leave will be given preference over other employees in the search for suitable alternative vacancies.

7.5. Where there is more than one staff member at risk of redundancy, a fair and transparent selection process will take place for any available roles within the new organisation structure. These roles will be "ring-fenced" for staff at risk of redundancy and will not be advertised externally until any internal selection process has concluded.

8. Time-off to look for work/undergo training

8.1. When a staff member is a formal risk of redundancy, and they have at least two years continuous service, they will be given reasonable time to seek suitable alternative employment. This will include time to attend interviews or to undertake additional training and development.

9. Support available

9.1. The University acknowledges the important role it plays in the provision of support to employees during any change process that may result in redundancy. Support will be provided through an outplacement provider, occupational health and by the employee's line manager.

10. Redundancy payments

10.1. Redundancy payment will be made clear to all staff who are at risk of redundancy at the start of the formal consultation process.

11. Notice and termination of employment

11.1. The requirement to work the contractual notice period or be paid in lieu of notice (PILON) will be confirmed when the redundancy is confirmed.

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