



NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

REDUNDANCY POLICY

1. Introduction

1.1 This policy sets out the procedure for redundancy of staff at Newtown and Llanllwchaiarn Town Council.

1.2 It is the policy of the Council to ensure as far as possible security of employment.

1.3 It is recognised however that there may be changes in circumstances in economic conditions, organisational requirements and technical developments that may affect staffing needs

2. Definition of Redundancy

2.1 Under the Employment Rights Act 1996, redundancy arises when employees are dismissed in the following circumstances:

- Where the employer has ceased or intends to cease, to carry on the business for the purposes for which the employee was employed: or
- Where the employer has ceased, or intends to cease, to carry on the business in the place where the employee was employed; or
- Where the requirements of the business for employees to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish; or
- Where the requirements of the business for employees to carry out work of a particular kind, in the place where they were so employed, have ceased or diminished or expected to cease or diminish.
- Redundancy may also arise where the Council no longer has the resources to maintain employees to carry out work of a certain kind.

3. Procedure

3.1 The council recognises the need to work with employees and Trade Unions and on an informal basis wherever possible.

3.2 A redundancy procedure timetable is attached to this policy in appendix 1.

3.3 Employees should be advised of the following

- Reasons for redundancy;

- The nature of the formal consultation period in which the employee has an opportunity to offer comments/thoughts/ideas etc. on ways of avoiding redundancies;
- The criteria to be used to select staff for redundancy;
- They have the opportunity to raise any questions they have on any aspect of the consultation process or the reasons and process for redundancies;
- The ways in which the council will be trying to avoid redundancies such as redeployment /other measures;
- That there will be a right of appeal if the consultation results in staff reductions and they are selected for redundancy;
- That they may arrange further meetings as necessary to ensure that all relevant avenues are explored to avoid redundancies.

3.4 Should the proposals change as a result of the consultations employees will be written to explaining them.

4. Measures to Avoid Compulsory Redundancies

4.1 These will include:

- Seeking volunteers;
- Voluntary reduction in hours, including cessation of overtime working;
- Job sharing;
- Natural wastage;
- Making details available of any early retirement or voluntary settlement package that may be available;
- Early restriction on recruitment and non-replacement of posts;
- Redeployment within Council;
- Re-training of employees to meet requirements of vacant posts internally (as reasonable/proportionate)

5. Appeals against Redundancy

5.1 An employee of the Council wishing to appeal against selection for redundancy should do so in writing to the Mayor within 10 working days of receiving written notification of the redundancy

5.2 Appeals against redundancy will be heard by an Appeals Panel consisting of Elected Members of the Resources Committee.

5.3 The Appeals Panel will hear the appeal as soon as is practicable by agreement and generally within 15 working days.

5.4 The employee is entitled to be represented by a fellow colleague or Trade Union representative at any stage of the appeal hearing procedure.

The Staffing Committee adopted this policy for Redundancy at its meeting on

.....10/3/15.....

Signed..... Date.....10/3/15.....

Print Name...Richard Northridge.....

Position.....Chair.....

Version No.....100315i/1.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved	10/3/15	100315i/1	Richard Northridge
Reviewed	18/1/17	100315i/1	David Selby (Chair Resources)

Redundancy Time line and Deadlines

Action	Date(s)
Business case written for proposed changes	
If necessary business case forwarded to Unions	
If necessary pre-consultation meeting with Unions	
Consultation meeting with affected employee(s). Written with reasons, business case, venue and time.	
Consultation period commences (10 working days)	
Individual consultation meeting with employees	
Formal Consultation ends. Comments and feedback fed to Chair of Resources	
Resources Committee meet to consider comments received and to consider any voluntary reduction/redundancy/retirement requested from staff	
Notes of all consultation meetings, comments received and responses given to be sent to staff	
Where redundancies are still progressing post consultation provide employees with a skills audit and person specifications of any available posts. Deadline 7 days after giving them out.	
Meet with selected employee(s) and provide written notice confirming the outcome of selection for redundancy detailing notice, date of leaving and advice on right of appeal	
Send redeployment questionnaire – to be returned within 5 working days	
Employee and line manager with chair of Resources Committee consider redeployment options	
Deadline for appeal	
Appeal Hearing to be arranged	
Leavers to be processed using Leavers tick list	