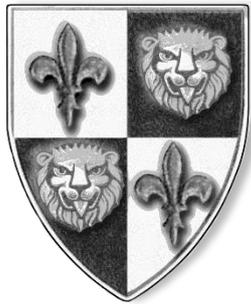


SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



Redundancy Policy

Date of Adoption: 2018 07 18
Review Date: 2019 07 18



Managing People Policies



Redundancy Policy

1. Introduction

There may be times when Shaftesbury Town Council needs to adjust the number of employees required for the operation of its business for either economic or business-related reasons. Regrettably, there could be some employee redundancies as the organisational design alters in line with operational needs and to aid growth and sustainability in the future. This policy is designed to cover those situations.

This policy also applies to any situation where fewer employees are required due to reorganisation of work.

The purpose of this policy is to set out how Shaftesbury Town Council will manage impending employee redundancies and any decision to implement proposed redundancies.

The policy reflects the council's commitment to full employee consultation and to the provision of support to staff should redundancies prove necessary.

This policy is in line with all relevant employment legislation and requirements including:

- Equality Act 2010
- Employment Rights Act 1996
- Part-time Workers (Prevention of less favourable treatment) Regulations 2000
- Employment Act 2002 (Dispute Resolution) Regulations 2004

2. Alternatives to Redundancy

Before making redundancies, Shaftesbury Town Council will first take all reasonable steps to identify a feasible alternative to meet the needs of the council's operations.

These may include:

- Restriction of external recruitment
- Reduction in hours for zero-hours employees
- Introduction of flexible working hours/days
- internal recruitment and redeployment to alternative work

3. Consultation & Information

Shaftesbury Town Council is committed to providing appropriate information to employees during the consultation process. Wherever practicable the council will endeavour to incorporate the views of employees into its management of the proposed redundancies.

Information provided will include the:

- Reason(s) for the possible redundancies
- Number of employees affected

- Proposed method of carrying out the redundancies
- Time period over which the redundancies will take place
- Proposed method of calculating redundancy payments (where non-statutory payments are to be made).

3.1 Individual Consultation

Shaftesbury Town Council will enter into individual consultation with all employees who may be affected by the process, including those who may provisionally be selected for redundancy and be considered "at risk". Each employee will be given information about the selection criteria and will be invited to make representations to the Clerk (or in the event of the Clerk being "at risk", the Chairman of the Staffing





Committee) about their possible redundancy selection before any final decision is taken about who is to be given notice of redundancy dismissal.

Those finally selected will be invited to an individual meeting with the Clerk (or Chairman as above) where they will be informed of the decision and the appropriate time scales and redundancy payment that is available.

4. Alternative Work

Shaftesbury Town Council will make every reasonable effort to identify and offer suitable alternative work to those employees whom it proposes to make redundant. Any offer of suitable alternative work which is accepted by the employee will be subject to a statutory trial period of 4 weeks.

If the new position is subsequently deemed unsuitable by the council, the employee's employment will be terminated at the end of the trial period. S/he will receive a statutory redundancy payment based on the date on which their original job became redundant. In these circumstances, should another suitable alternative be available, the employee will be offered that job and be subject to a further 4 week trial period.

Should the Council consider a vacancy to be suitable as an offer of alternative work but the employee unreasonably refuses that offer, or, having taken up the offer resigns from that position before the end of the trial period, the employee will forfeit their right to a statutory redundancy payment.

Any period of 4 weeks may be extended by the council because of the need for re-training or additional support, without affecting the employee's right to a statutory redundancy payment.

Shaftesbury Town Council reserves the absolute right to make a decision about the employee's termination of employment.

Shaftesbury Town Council reserves the right to select the best candidate for any job where there is more than one suitable candidate and may apply selection criteria. During a period of redundancies the council will "ring-fence" any vacancies as being open only to internal candidates unless there are circumstances where it reasonably believes there are no suitable internal candidates.

5. Time-off to seek work/undergo training

Any employee under notice of redundancy dismissal who has at least two years' continuous service will be granted reasonable time off to look for alternative work with another employer. This will include reasonable time off to attend interviews or undergo training for alternative work. Appropriate time off will be arranged with the Clerk (or in the case of the Clerk asking for time off, with the Chairman of the Council).

6. Support for Redundant Employees

The Council will make every reasonable attempt to support any employee who is made redundant. Depending on resources available at the relevant time, outsourced support may be arranged and requests for financial support with training may also be considered.

7. Statutory Redundancy Payments

Those employees with two or more years' continuous service with Shaftesbury Town Council will be entitled to receive a statutory redundancy payment. This will be calculated according to their age, length of service and final gross weekly pay subject to the statutory maximum.

8. Notice and Termination of Employment

Shaftesbury Town Council may decide to waive its right for the redundant employee to work his or her contractual notice. If this is brought forward by the council, a payment in-lieu notice will be made. If this is





brought about by the employee, the council will consider whether it is prepared to agree to a shorter notice period but is under no obligation to offer a payment in lieu of notice.

9. Additional information

For further information, please contact the Clerk (or in the case of the Clerk requiring confirmation, please contact the staffing Committee).

