

Redundancy Policy



Introduction

This policy sets out the Employer's approach to dealing with potential redundancies. It does not form part of the employees' terms and conditions of employment and may be subject to change at the discretion of the circuit .

Redundancy is a legal form of dismissing an employee from a job. However, the needs of the Leeds South and West Circuit may from time to time require a reduction in the overall numbers of staff employed or organisational changes that result in some employees being made redundant. The focus of any redundancy policy is to avoid redundancies wherever possible.

Where this is necessary, the Employer will ensure that:

- the total number of redundancies made is kept to a minimum where possible as long as the entity is going to continue to exist;
- individual employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation;
- selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;
- every effort is made to redeploy or find alternative work for employees selected for redundancy throughout the consultation process and right up to the termination of employment date; and
- Appropriate support and advice is provided to employees selected for redundancy to help them cope with the change and find suitable work when their employment has come to an end.

Employee rights can be summarised as follows:

- redundancy pay;
- a notice period;
- consultation with the employer;
- the option to move into a different job;
- time off to attend training and find a new job.

An employer cannot select an employee for redundancy because of one or more of the protected characteristics as provided for under the Equalities Act 2010, to decide who is made redundant, this could be classed as an unfair dismissal.

Employee on Fixed term Contracts

If you have any employees on fixed term contracts you do not need to include them in the consultation process unless you intend to terminate their contracts early due to redundancy.

Consultation Process

NB. As an employer, if you do not conduct consultations properly or not at all, the employee/s could bring a claim against you at an employment tribunal.

Option 1 - where there are no employee representatives

Consultations will be carried out with individual employees as appropriate provided they are made aware of their right to be accompanied/represented. Where it is proposed that 20 or more redundancies are required [at the same location] over a 45 -day period, arrangements will be made for the election of employee representatives, if none are already in place, who will be consulted over the proposals and the general process to be followed. Individual employees will still be consulted in respect of their own particular circumstances.

Option 2 - where employees are covered by trade union recognition

Appropriate consultations will be carried out with the [name of union] in respect of any redundancy proposals. Individual employees will also be consulted in respect of their own particular circumstances.

Option 3 - where there are existing employee representatives

Consultations will be carried out with individual employees as appropriate. Where it is proposed that 20 or more redundancies are required [at the same location] over a 45 -day period, consultations will take place with the [name of employee forum] over the proposals and the general process to be followed. Individual employees will still be consulted in respect of their own particular circumstances.

Length of Consultations

There is no specific set time for how long consultations should last but the minimum timelines are as follows:

- 20 to 99 redundancies - the consultation must start at least 30 days before any dismissals take effect;
- 100 or more redundancies - the consultation must start at least 45 days before any dismissals take effect.

Voluntary redundancy

In order to minimise the need for compulsory redundancies, the Employer may invite employees to express an interest for being considered for voluntary redundancies. Whether or not additional payments will be offered in relation to voluntary redundancies will be a matter for consultation and will depend on the circumstances. The minimum expected would be the statutory redundancy payments.

The Employer reserves the right at its absolute discretion to decline requests for voluntary redundancy.

Redundancy selection

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of the Employer at the time. However, every effort will be made to construct a fair and robust set of criteria as set by management who maybe required to consult with the employee representatives as appropriate.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be informed of the fact and invited to a consultation meeting (as above), at which they will be given an opportunity to make representations that the application of the criteria results in unfairness to them or if they feel that there has been a mistake in the application of the criteria. Management may adjust/amend the selection criteria if they accept the employee's suggestions/points.

Alternative work

The Employer will make every effort to find suitable alternative work for any employee who is selected for redundancy. Such vacancies will therefore, be ringed for those employees who have been identified as being at risk of redundancy. The employees will be informed of all the available vacancies within the church/circuit/district at the time of their selection and throughout the consultation period. They will be given an opportunity to discuss with [their line manager] which vacancies are likely to be suitable for them. The employer reserves the right to select the best available candidate/s in relation to any given vacancy. Where there is more than one employee at risk, it maybe possible for management to open the vacancy for competitive selection within the pool of those employees.

The employer will offer protected recruitment process for such vacancies provided the employees whose jobs are at risk meet the minimum selection criteria. If an employee is appointed to a suitable alternative role, they will be entitled to a month's trial to ascertain their suitability for the role and, if the trial is unsuccessful they will continue to be at risk and the redundancy process will continue to its logical conclusion.

Employees have a separate legal entitlement to be offered any suitable alternative work that is available if they are made redundant while on maternity leave. Please see link below <https://www.gov.uk/employee-rights-when-on-leave>

Time off work

An employee under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work, attend interviews, training etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager provided their request is reasonable.

Termination of employment

Depending on the circumstances, the Employer may waive its right to insist on employees working their notice and instead give a payment in lieu of notice. Employees with two or more years' service may be entitled to a statutory redundancy payment. The amount of this payment will be confirmed when the employee is selected for redundancy and the sum will be paid along with the employee's final salary payment or payment in lieu of notice.

For additional reading on ACAS Redundancies please: [Redundancy checklist](#)

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