



LOOE TOWN COUNCIL

REDUNDANCY POLICY

POLICY STATEMENT

Whilst it is the Town Council's intention to develop and expand its business activities and thus provide a stable work environment and reasonable security of employment for its employees, in its responsible administration of public funds it must ensure the economic viability of its business streams in an increasingly competitive business environment.

In this respect, circumstances may arise where changes in the market, technology, organisational requirements and the like, necessitate the need for redundancies. In order to minimise the impact of such reductions, the following procedure will be adopted wherever possible.

It must, however, be recognised that where the needs of the business so dictate, the procedure will be adapted to the particular circumstances which prevail.

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

REDUNDANCY PROCEDURE

1. Where the possibility of a reduction in the size of the workforce arises, management will consult with affected employees directly. Where larger numbers of staff are affected, the Town Council will invite affected employees to nominate and elect representatives to take part in consultations about possible redundancies. Facilities will be provided to allow candidates to canvass affected employees and for an election to take place. Sufficient time will be allowed before consultation takes place to ensure that the election is properly conducted. As soon as possible after the results of the election are known management will enter into consultation with the elected representatives with a view to establishing whether the proposed losses can be achieved by means other than compulsory redundancies.
2. Where the possibility of a reduction in the size of the work-force arises, management will enter into a consultation process with a view to establishing whether the proposed job losses can be achieved by means other than compulsory redundancies. Consideration will be given specifically to the following alternative options, subject to the Town Council's immediate business considerations:
 - a. Imposing an immediate ban on further recruitment of new staff other than where this is essential
 - b. Considering redeployment and/or retraining of surplus personnel
 - c. Restricting the use of sub contract, temporary and casual staff
 - d. Reducing the amount of overtime

- e. Implementation of temporary lay off, short-time working, job-sharing etc, where appropriate
 - f. Inviting applicants for voluntary redundancy.
3. Where, after due consideration of these other alternatives, management considers that the need for redundancies still remains, management will give to employees or employee representatives written details of their proposals. A provisional selection for redundancy will then be made subject always to the Town Council's need to retain specific knowledge and skills and a balanced workforce.
 4. As far in advance of the proposed termination date as possible management will notify all employees that compulsory redundancies are proposed and that provisional selection has been made. It should be stressed that the selection is provisional only and may be subject to change during the subsequent consultation meetings. In the course of consultation employees will be informed of the basis of their (provisional) selection and invited to make representations on their proposed dismissals.
 5. The Town Council will take due note of and will give full consideration to any such representations before a confirmed selection for redundancy is made.
 6. Where selection has been confirmed, those selected for redundancy will be given notice of termination in accordance with contractual entitlements. In certain circumstances where it is considered appropriate employees may leave with payment in lieu of notice.
 7. The Town Council will make every effort to seek alternative employment within the council and, where this exists, to consider redundant employees for suitable vacancies. All employees who are at risk of redundancy will be informed of any available vacancies and their requirements to enable employees' to consider their suitability for particular jobs. In the course of individual consultation employees will also be informed of any entitlements they may have to redundancy compensation in accordance with the statutory redundancy payments scheme.
 8. Where alternative vacancies are offered to redundant employees the terms and conditions which will apply:
 - a. Will be in accordance with the standard terms for the job in question, or
 - b. Will be in accordance with those which applied to the employee in the redundant job.Redundant employees who accept alternative employment with the Town Council will be entitled to a trial period in accordance with prevailing legislation.
 9. Subject to the Town Council's operational needs, employees will be given permission to take time off work during their notice period to look for work or seek retraining opportunities in accordance with current legislation. Requests for time off should be made in the first instance to your line manager. The Town Council will also endeavour to assist employees for whom alternative work cannot be found in the council to find other employment outside the council. Individual support such as provision of resources, e.g. CV typing etc, will also be made available to employees.
 10. Compensation for loss of employment due to redundancy will be in accordance with statutory entitlement laid down in existing legislation. Currently, statutory redundancy payments are based on an employee's age and length of service. All employees who receive redundancy payments will be given a written notification of the way in which their redundancy pay has been calculated.