



WITH EFFECT FROM 1 MAY 2013

REDUNDANCY PROCEDURE

1. INTRODUCTION

- 1.1** It is the aim of the University to ensure, as far as possible, security of employment of members of staff through effective business planning in general and specifically through workforce planning. Whilst it is the aim of the University to avoid compulsory redundancies wherever reasonably practicable, it may be the case that extenuating circumstances result in this being unavoidable from time to time.
- 1.2** This procedure outlines the processes to be followed in potential redundancy situations following the stage at which all appropriate measures to avoid redundancy have been fully explored in accordance with the measures described in the Redundancy Avoidance Procedure and in the Redeployment Procedure and these have been unsuccessful.
- 1.3** The procedure applies to all University staff.

2. KEY PRINCIPLES

- 2.1** The purpose of this procedure is to ensure that, where redundancies are considered necessary, all staff affected by the potential redundancy situation are treated fairly, equitably and transparently.
- 2.2** The University will, through collective consultation with the recognised campus trade unions, seek to mitigate the necessity for any compulsory redundancies. This will be in accordance with the Terms of Reference for the JUCS Employment Security sub group and which has been established as the appropriate forum in which such discussions should take place.
- 2.3** Individual consultation will take place with the members of staff at risk of redundancy.

3. DEFINITION OF REDUNDANCY

- 3.1** For the purposes of this procedure, a potential redundancy situation exists where:

The termination of employment is for a reason not related to the individual concerned. Such a situation would normally arise where;



- 3.1.1. The University has ceased or intends to cease to carry out any activity for which a member of staff is/are employed, or ceases or intends to cease to carry out such activity at any particular place; or
- 3.1.2. The University's requirements for members of staff to carry out work of a particular kind, or for members of staff to carry out work of a particular kind in any particular place, has ceased or diminished or is expected to cease or diminish.

4. CONSULTATION DUE TO POTENTIAL REDUNDANCIES ARISING FROM RESTRUCTURING OR ORGANISATIONAL CHANGE

- 4.1 Collective consultation will take place between the University and the recognised Trade Unions in accordance with that described in the Restructuring Procedure and in accordance with existing legislation. The information requirements supplied to the Trade Unions will be as outlined in the Terms of Reference of the JUC Employment Security sub group.
- 4.2 Consultation will continue to identify ways of avoiding the potential redundancies, reducing the number of employees to be made redundant and mitigating the effects of the redundancies on the affected employees.
- 4.3 In addition to collective consultation with the Trade Unions, the University will consult with the affected member(s) of staff on the potential redundancy situation. Where more than one staff member is potentially affected, this may include initial collective consultation with the staff members prior to individual consultation taking place.

Individual consultation will take place during which the member (s) of staff shall be invited to a meeting(s) at which the reasons for the proposed redundancies can be explained, representations can be made and alternatives discussed to the proposed redundancies.

- 4.4 The member of staff will have the right to be accompanied to all such meetings by a Trade Union representative or a work colleague.
- 4.5 The implementation of the individual consultation will be as described in the guidance.

5. SELECTION CRITERIA

- 5.1 If it is necessary to select a number of staff to be made redundant from a larger group of staff, both the Trade Unions and the affected staff will be consulted with at the earliest stage possible on the process to be followed and the selection criteria to be used which will be based on the skills required to meet the current and future needs of the University.



5.2 In certain circumstances the University may seek to determine the pool of staff which may be affected by the organisational change and may determine not to use the application of selection criteria to a group of staff to determine which members of staff in the affected group should be dismissed on the grounds of redundancy and which shall be retained. In some cases the redundancy proposal may affect a single member of staff or may consist of a proposal to dismiss all staff, or to whom a specific circumstance giving rise to the redundancy situation applies.

5.3 Relevant selection criteria will depend on the circumstances but may include some or all of the following:

5.3.1 Skills and experience relevant to the University's current and future requirements

5.3.2 Qualifications relevant to the University's current and future requirements

5.3.3 Attendance and Disciplinary Record (excluding spent action)

5.3.4 Performance

6. REDUNDANCY PAYMENTS

6.1 Where a member of staff is eligible, a redundancy payment shall be calculated in accordance with the University's agreed payment scheme and current employment legislation, taking into consideration the prevailing circumstances for the member of staff and the University.

6.2 Individual members of staff affected shall be provided with written details of the redundancy pay which would apply in their case.

6.3 Redundancy payments are paid post employment and would normally be paid as soon as reasonably practicable, via the normal payment method for the staff member, further to the staff members' termination date.

7. NOTICE OF DISMISSAL

7.1 A member of staff dismissed on the grounds of redundancy is entitled to receive contractual or statutory notice, whichever is the greater.



8. APPEALS

- 8.1** A member of staff who is given notice of dismissal on the grounds of redundancy may choose to appeal the criteria and application of the selection process upon which that decision was made. An appeal may be presented on the grounds; of process e.g. that the selection pool and inclusion of the job role / individual within the pool was unreasonable, discriminatory, or unfair.
- 8.2** A staff member intending to appeal the decision to make them compulsorily redundant should write to the Associate Director of HR within 7 working days of receipt of the written confirmation of the decision being issued to the member of staff.
- 8.3** In the absence of any statutory right of appeal against redundancy the appeal process will consist of an opportunity for the member of staff to explain in writing the grounds for their appeal in advance of the appeal meeting. A meeting will then take place between appropriate representative(s) of the University, not involved in the redundancy process and the staff member during which they will be provided with an opportunity to present their appeal in full.
- 8.4** Notification of the outcome of the meeting will be confirmed in writing to the member of staff within 7 working days. The member of staff shall be entitled to be accompanied to the meeting by a trade union representative or a work colleague.

9. ASSISTANCE TO STAFF AT RISK OF REDUNDANCY

- 9.1** Staff at risk of redundancy shall be eligible to access University facilities to support their redeployment within the University or be entitled to a reasonable amount of time off to seek alternative employment outside of the University to arrange training or undertake other employability related activity including voluntary work/ work shadowing.
- 9.2** All staff working within their redundancy notice period will be given reasonable time off in line with statutory requirements.

10. EARLY RETIREMENT

- 10.1** Where a member of staff is a pension scheme member, they may request information on the benefits of the Scheme available to them.
- 10.2** In cases of compulsory redundancy where staff are eligible to retire with a pension, and subject to the rules of the relevant Pension Scheme, the University may consider the possibility of early retirement within the parameters of the scheme rules, overriding legislation, and the prevailing financial situation.