

Redundancy Policy

1. Introduction

- 1.1 The University seeks to ensure, as far as reasonably possible, the security of employment of its employees.

2. Consultation

- 2.1 Under circumstances in which reductions in the total staffing establishment or in an area of work are proposed the University will inform the trade unions in writing of the nature of the reductions envisaged. Information provided will implement the provisions of Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992.
- 2.2 The University will seek to alert local trade union representatives through standard local arrangements of any situations that may lead to potential redundancies, for example, anticipated budget shortfalls or potential restructuring. A potential redundancy situation will be declared at the earliest possible opportunity. The following information will be provided to the trade unions, and individuals, as part of the consultation process:
- The reasons for the proposal
 - The number and descriptions of employees it is proposed to dismiss as redundant
 - The total number of employees of any such description employed
 - The way the employees will be selected for redundancy
- 2.3 Consultation will take place with a view to avoiding or reducing the numbers of redundancies and mitigating the consequences of any redundancy dismissals.

3. Voluntary Measures

- 3.1 The University will take reasonable steps to avoid compulsory redundancy through voluntary redeployment, vacancy management (e.g. deletion of posts, delays in recruitment, vacancy scrutiny etc...), reduction in hours and natural wastage. Posts covered by agency staff will be reviewed to consider redeployment. Where financially viable, and in the context of any other opportunities for voluntary severance that have been available, the University may operate a voluntary severance scheme.
- 3.2 Where a voluntary severance scheme operates details of the scheme will be sent to all staff who are directly threatened by the redundancy proposals (para 4.1). If there is a surplus of volunteers in any particular category it is proposed that selection for release will be undertaken by management on a select to stay basis achieving the best fit with operational and service requirements. Criteria will be published and subject to consultation with trade unions and individuals.
- 3.3 There will be no right of appeal against selection or non-selection for voluntary redundancy.
- 3.4 An employee whose application to volunteer for redundancy is not allowed will not subsequently be selected for compulsory redundancy as part of the current proposals.
- 3.5 Redeployment options for those staff directly threatened with redundancy will be explored across the University.

4. Redundancy Selection

- 4.1 The University will always seek to limit the direct threat of redundancy. The identification of a unit, section or area of the curriculum for closure will result in the people who work within it being declared redundant (unit closure) unless those employees are directly interchangeable with other employees elsewhere in the School or Service. Where there is a direct transferability of knowledge and skills between employees, pools will be expanded to include interchangeable staff in the School or Service.
- 4.2 Where there is a reduction in the numbers of staff who are genuinely interchangeable and an activity or function is being reduced, a range of assessment criteria will be used. Assessment will be used in areas of work where there is information available to allow objective quantifiable assessment of each employee against the selection criteria. Criteria will be based on retaining a workforce that has capacity and competence and therefore selection based on individual skill, knowledge and experience will be determined through specific criteria and weightings which reflect current and future workforce planning requirements. Disciplinary and capability matters will only be considered when formal procedures have been activated. Short term sickness absence (unrelated to a disability) may be considered as a deciding factor.
- 4.3 Recruitment to stay will be used where functions are being re-organised in a different way and the application of assessment criteria alone would be inadequate. Recruitment to stay involves the use of recruitment practices to appoint to posts in the new structure. Consideration will be given to the size and appropriateness of ring-fences. Slotting in will be used as part of this process where posts are substantially unchanged and where the number of postholders is the same as or less than the number of posts available. Dismissal notices will be issued to those employees who do not apply for jobs, who do not attend interviews with satisfactory explanations or who are unsuccessful in the recruitment process.
- 4.4 In selecting staff the overriding principles must be the maintenance of high quality services and student experience avoiding unlawful discrimination. The application of selection criteria must be fair, objective, non-discriminatory and consistent in implementation.
- 4.5 None of the methods described need to be applied exclusively. The University will explain the reason why a particular method or combination of methods is proposed during the consultation process.

5. Support

- 5.1 Staff affected by redundancy proposals will be extended any available opportunity for advice, support, counselling and information offered by the University.
- 5.2 A member of staff selected for redundancy will be afforded reasonable paid time off work to find alternative work or make arrangements for retraining.

6. Process

- 6.1 The process is outlined below. This process will be subject to consultation with trade unions and therefore specific details may be subject to change.
 - a. Individual letters sent to all employees directly threatened by redundancy outlining redundancy proposals and options available
 - b. Staff meetings held to discuss proposals and options

- c. Opportunity for individual meetings with line managers/HR (individual has rights to representation by trade union or friend)
- d. Selection for voluntary redundancy (where applicable) including initial assessment against criteria
- e. Selection Panel examines assessment and representations from the employee. The employee (and/or Trade Union representative) has the right to make oral representations. Selection Panel makes decision.
- f. Letter to employee confirming decision
- g. Dismissal issued (with notice of pay in lieu)
- h. Appeal
- i. Opportunities for redeployment explored during the notice period

7. Appeal

- 7.1 An employee has a right of appeal against dismissal. The employee has a right to make representations and be represented by a trade union representative or friend at the appeal.