PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Redundancy Policy

Policy Reference	PPC 43
Version Number	2
Associated Documents	• PPC2 Absence Management Policy • PPC21 Capability Policy • PPC15 Dignity at Work Policy • PPC20 Disciplinary Policy • PPC2 Grievance Policy • PPC23 Performance Management and Appraisal Policy • PPC8 Code of Conduct - Staff
Last Review Date	October 2025
Frequency of Review	Three Years
Approved by	Full Council
Date for Next Review	October 2028

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

REDUNDANCY POLICY

Introduction

It is the Council's policy, through careful forward planning, to do as much as possible to ensure the security of employment of its employees. However, future circumstances, such as change in demand for Council services or an identified need for efficiency savings and/or organisational restructuring may mean that a reduction of the Council's workforce is deemed necessary.

Wherever the circumstances permit, the Council will endeavour to avoid redundancies by using alternative methods such as natural wastage, retraining or redeploying employees for suitable alternative work.

.

This policy is intended to provide employees with information and guidance about the Council's procedures where redundancies are proposed. The Council reserves the right, in its absolute discretion, to vary these procedures and/or use other such procedures as the Council may, from time to time, see fit.

Definition of redundancy

A redundancy is where an employee is dismissed wholly or mainly for one of the following reasons:

a) the Council ceases, or intends to cease, to carry on the activity for the purpose of which the employee was employed;
b) the Council ceases, or intends to cease, to carry on the activity in the place where the employee was employed;
c) the Council's requirement for employees to carry out work of a particular kind ceases or diminishes, or is expected to cease or diminish.

Notifying affected employees

Before any redundancy related dismissals are effected, the Council will, as soon as reasonably practicable, consult with all employees who may be affected by proposed redundancies. The Council will notify affected employees of:

a) the reason for the proposal;
b) the number and description of the employees proposed for redundancy;
c) the process by which employees will be selected for redundancy;
d) the dismissal process, including the period over which dismissals are to take effect and the financial package an employee will receive, if redundancy cannot be avoided.

It is anticipated that affected employees will receive this notification individually, with confirmation to follow in writing.

Measures to avoid or minimise redundancies
Subject to its business needs, the Council will consider whether there are ways to avoid or minimise compulsory redundancies. The Council may consider some or all of the following measures, which are not intended to be exhaustive and are not listed in order of priority:

a) effecting a reduction of employees through normal staff turnover;
b) restricting the recruitment of permanent staff;
c) training, retraining or deploying employees for different work for which there is a requirement at the same or a different location;
d) reduction or elimination of overtime working;
e) introduction of short-time working or temporary lay-off and the termination of employment of temporary staff or engagement of contract staff.

Selection criteria
When selecting employees for redundancy, the Council will not have regard to an employee's age, gender, disability, marital status, pregnancy, race, ethnic origin, religion, belief, sexual orientation or membership (or non membership) of a trade union. The Council will adopt a systematic and consistent approach, relying on a number of objective criteria.

When the Council needs to select between employees, the Council will use some or all of the selection criteria set out below together with any criteria that the Council considers are appropriate under the circumstances. The following criteria are not intended to be exhaustive and are not listed in order of priority:

a) standard of work performance;
b) attendance or disciplinary record;
c) potential to adapt, should suitable alternative work be available;
d) other criteria that the Council may determine from time to time, to be communicated in writing to the employee and any employee representatives involved in the selection process.

If there are elected employee representatives, the Council will consult them on selection criteria to be used, there being scope to amend or vary the chosen criteria as a result of this consultation.

The Council will need to ensure that its remaining work force has the right balance of skills and experience. If the situation arises where voluntary redundancies offered and the number of volunteers exceeds the requirements, the Council may, in its absolute discretion refuse to accept a volunteer for redundancy.

Statutory redundancy payments
Provided a redundant employee has been continuously employed by the Council for 2 years or more by the time of termination, then that employee will be entitled to receive a statutory redundancy payment unless the contract of employment states otherwise. Such a payment will be made without deduction of income tax. For the avoidance of doubt, pay in lieu of notice and holiday pay are subject to the deduction of income tax and national insurance contributions.

If you are entitled to a statutory redundancy payment, it will be calculated as follows:-

- 1.5 weeks' pay for each complete year of service after reaching the age of 41
- 1 week's pay for each complete year of service between the ages of 22 and 41
- half a week's pay for each complete year of service under the age 22.

For the purpose of this paragraph

a week's pay is subject to the statutory maximum from time to time and the number of complete years of service will be deemed to be subject to a maximum of 20.

Alternative employment
As a part of the consultation process, the Council will investigate whether alternative employment can be offered to any employee likely to be made redundant.

You may lose your entitlement to receive a redundancy payment if you unreasonably refuse a suitable offer of permanent employment that has been made before the end of your original contract. For example, you may be unreasonably refusing an offer for alternative employment if there is very little difference between the terms and conditions of your old job and the proposed new job, or you assume (rather than investigate) the impact the proposed new job would have on your terms and conditions of employment.

If you accept alternative employment within the Council, you will be made fully aware of the terms and conditions of your new position, including any change in your pay, and you will be asked to accept the position and variation to your current terms and conditions of service by signing a new contract of employment.

If you are offered and accept alternative employment within the Council, you have a statutory right to a four-week trial period, which will begin immediately following the end of your existing contract of employment. At the end of this period, either you or the Council can terminate your employment and, provided you meet the appropriate conditions, a statutory redundancy payment will be made to you.

If you are under notice of redundancy and entitled to a statutory redundancy payment, you will be entitled to a reasonable amount of paid time off to look for alternative employment or to arrange training. Such time off must be agreed in advance with the Council, but you will in any event be allowed this before your period of notice comes to an end.

Gross misconduct
If, having been selected for redundancy, you are dismissed in accordance with the Council's disciplinary procedures (PPC20) for reasons of gross misconduct during your period of notice, you will lose any right to a redundancy payment.

Appeal
You have the right to appeal against any decision to dismiss you on grounds of redundancy. If you wish to appeal, you should follow the appeal procedure set out in the Council's disciplinary procedures within 14 days of being served your notice of termination.

Review of Policy
The Council will review this policy every three years and may amend or modify all or part of it in light of any revised guidance conforming to best practice.