

AGE UK EXETER

Controlled Document

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Owner (Responsibility): CEO

Pass amendments to: Governance Officer

Revision History: See end of document.

Document Location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines/

Document Description

This policy sets out Age UK Exeter's approach to dealing with potential redundancies.

Implementation and Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the CEO on, info@ageukexeter.org.uk or at Age UK Exeter, Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Redundancy Policy

1. Introduction

This policy sets out Age UK Exeter'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 Board of Trustees.

Although Age UK Exeter's policy is to avoid redundancies wherever possible, the needs of the Charity may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.

Where this is necessary, Age UK Exeter will ensure that:

- the total number of redundancies made is kept to a minimum
- 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
- support, in the form of reasonable paid time off, is provided to employees selected for redundancy in order to help them find suitable work outside the Charity when their employment ends.

2. Consultation

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 90-day period, arrangements will be made for the election of employee representatives 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.

3. Voluntary redundancy

In order to minimise the need for compulsory redundancies, Age UK Exeter may consider requests from employees 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 at that time. The Charity reserves the right to decline requests.

Where the offer of voluntary redundancy is considered an appropriate course of action, invitations to volunteer will be offered to employees in all areas affected by the proposals for a defined period. At the discretion of management, employees in other areas that are not directly affected may also be invited to put themselves forward for voluntary redundancy.

Employees who choose to apply for voluntary redundancy are not guaranteed to have their application accepted. Management reserves absolute discretion to decide whether or not to accept any individual application for redundancy. The decision as to whether or not to accept a particular application will depend on Age UK Exeter's need to retain the types of knowledge and skills that are believed to be essential to meet its future charitable and business aims, the need to retain a balance of people with different skills, and the overall situation at the time. Management's decision on whether or not to accept or reject any particular application is final.

4. Redundancy selection

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of the Age UK Exeter at the time. However, every effort will be made to construct a fair and robust set of criteria following appropriate consultations.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be informed of the fact and as a result may be dismissed for reason of redundancy. Individuals will be invited to a meeting at which they will be given the opportunity to make representations that the application of the criteria results in unfairness to them or outline if they feel there has been a mistake in the application of the criteria. In these circumstances, employees will be given the right to appeal against the decision to select them for redundancy.

5. Alternative work

Age UK Exeter will make every effort to redeploy to alternative work any employee who is selected for redundancy. Such employees will be informed of all vacancies and given an opportunity to discuss with management which might be suitable. Where the Charity considers that a role is a suitable alternative to the current role of an existing employee they will be given priority status where possible for this role. The Charity reserves the right to select the best available candidate. Age UK Exeter considers suitable alternative employment to be that which is:

- suitable for the individual concerned in terms of status and responsibility
- on an equivalent grade to the current post
- similar or the same in weekly working hours and/or shift patterns
- within the employee's capability and does not involve unreasonable additional inconvenience to the employee.

Should an employee unreasonably refuse a suitable alternative position and the Charity continues to consider the post suitable in terms of pay, grade, post content and status then there will be no liability upon the Charity to make a redundancy payment.

Employees under notice of redundancy will be informed of all the available vacancies in the Charity at the time of their selection and will be given an opportunity to discuss with a member of the Senior Management Team which vacancies are likely to be suitable for them. While priority will be given wherever possible to employees under threat of redundancy, Age UK Exeter reserves the right to select the best available candidate in relation to any given vacancy.

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 over and above any other affected employee.

6. 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, etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager.

7. Termination of employment

Depending on the circumstances, Age UK Exeter 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.

Revision History

Revision date	Summary of Changes	Other Comments
15 Sept 2014	Routine review by Board of Trustees.	Approved. Next review due Sept 2016.
4 July 2016	Routine review by Standards Committee. No changes	Recommended to Board for approval.
12.7.16	Reviewed by Board of Trustees – no changes.	Approved Next review due July 2018
4.6.18	Routine review by Standards Committee. No changes.	Recommended to Board for approval.
10.7.18	Reviewed by Board of Trustees.	Approved Next review due July 2021