



ANDERIDA ADOLESCENT CARE

REDUNDANCY PROCEDURE

Anderida Adolescent Care aim to provide, as far as possible, security of employment for its staff team. In order to maintain a level of security of employment, flexibility may be required from staff in adapting to new staffing requirements, working methods, and organisational needs. It is the aim of Anderida Adolescent Care to prevent situations arising which threaten job security.

Wherever practicable, it is our aim to avoid the use of compulsory redundancy and we will seek to minimize the effect of redundancies through providing support to assist in finding alternative employment for redundant staff. In cases where compulsory redundancy cannot be avoided, Anderida Adolescent Care will handle the redundancy in the most fair, consistent and sympathetic manner possible and seek to minimize hardship of the employees concerned.

CONSULTATION PERIOD

Anderida Adolescent Care will consult with affected groups of staff at the earliest practicable opportunity whenever there appears to be a situation which could lead to any redundancies. In all cases, the minimum consultation period will be at least 30 days before the first dismissal takes effect. All employees will be issued with the following information prior to any dismissals taking effect:

- The reasons for the proposal of redundancy
- The numbers and descriptions of the employees it is proposed to dismiss as redundant
- The way in which employees will be selected for redundancy
- How the dismissals will be carried out, and over what period
- The formula to be used for determining severance pay

As an organisation, we will give serious consideration to any proposals and representations put forward during the consultation period and will reply to them in writing, within the 30-day period specified for consultation. Consultation between Anderida Adolescent Care and the staff team will be meaningful and will seek to reach agreement on ways to avoid redundancy. Where it is not possible to agree measures to avoid redundancy, consultation will aim to seek agreement on ways of minimising the number of potential redundancies.

Anderida Adolescent Care will seek to avoid or minimise redundancies wherever practicable by using one / some of the following methods:

- Assessing the effect of normal staff turnover to make use of natural wastage
- Freezing or restricting recruitment of permanent staff
- Limiting the use of bank staff
- Seeking volunteers for early retirement or voluntary severance
- Eliminating as far as practicable overtime working
- Utilising staff in other areas within the organization
- Using staff in their contractual agency agreement within other organisations

Wherever possible, Anderida Adolescent Care will seek to apply voluntary means to achieve the required reductions in staff numbers. Such volunteers will not be unreasonably refused. However, we must ensure that we retain the necessary balance of skills and experience amongst the staff to enable us to continue providing a high-quality service, and in the event of circumstances where entirely voluntary means cannot be used, are committed to a fair, consistent, objective and non-discriminatory selection procedure. The selection criteria used may vary according to circumstances, but may include for example such considerations as:

- Qualifications, skills, and experience in relation to the organisation's ethos, aims and objectives
- Length of service
- Productivity within the role
- Attendance i.e. researching of sickness records and other absences
- Appraisal feedback
- Disciplinary record throughout employment

Redundancy will **not** be used to deal with cases of misconduct or poor performance, for which other procedures exist. However, where a genuine redundancy situation has already arisen, and there is a requirement to identify candidates for redundancy selectively from within a pool of employees, it may be appropriate to consider overall work performance where this is demonstrable by reference to accepted and objective criteria.

Any employee who has been notified of redundancy and considers that they have been treated unfairly in having been selected for redundancy, may appeal against the decision. Whilst the period of notice should continue to run during such an Appeal, the redundancy should not take effect until the Appeal process has been completed.

REDEPLOYMENT OF POSITIONS

Once staff are identified as redundant and notified of their potential redundancy, Anderida Adolescent Care organisation will actively wherever possible, seek suitable alternative work for employees within the organisation (unless the individual is a volunteer for redundancy or declines the opportunity for redeployment). Consideration will be given to some retraining where practicable to assist with redeployment into alternative work. Offers of alternative work to employees under notice of redundancy will be made in writing, specifying any differences in terms and conditions which may result, the length of any trial period, and any other conditions. Note: Such efforts at redeployment will be much assisted by the active co-operation and involvement of the employee. Employees who unreasonably refuse an offer of alternative employment may lose any entitlement to redundancy pay.

Staff who are offered to be redeployed to alternative posts will normally do so based on a trial period, the length of which should be at least 4 weeks, but will depend upon the nature of change of duties (and any retraining) involved. Continued work beyond the end of the agreed trial period is an indicator the job has been accepted and any redundancy entitlement will no longer be relevant.

Except in the case of redundancies caused by the need to reduce salary costs, staff redeployed into posts one grade lower than the redundant post will be protected on a personal basis against loss of

earnings, to include any annual increase as negotiated, but will exclude any incremental progression. Staff redeployed to substantially lower graded posts will be protected on a personal basis against loss of earnings by freezing their gross schedule salary (i.e. not including overtime or temporary payments) at its cash value until it is overtaken by the substantive rate for the post into which they have been redeployed. Staff within two years of normal retirement age will retain their current salary and progression rights in full.

A redundant employee who wishes to leave the organisation before the expected redundancy date, but is under notice of redundancy will, subject to agreement by Anderida Adolescent Care, be permitted to leave and to be paid their redundancy payment and the balance of their contractual notice period.

ASSISTANCE WITH JOB SEEKING

Anderida Adolescent Care will grant employees who are under notice of redundancy reasonable time off with pay to seek alternative work, or to arrange training. They will be permitted reasonable use of the office facilities such as telephone, photocopier etc. to assist with this.

SEVERANCE PAYMENTS

Severance payments will normally comprise the following elements, if appropriate:

- Statutory redundancy payment
- Payment in lieu of outstanding holiday entitlement or contractual notice

Employees who are made redundant (either on a voluntary or compulsory basis) will not be required to repay any training expenses normally recovered on termination. Any company property must however be repaid / returned before termination takes effect.