



Policy Document:

Redundancy Procedure.

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Policy statement

The Meadows Day Care Centre recognises and accepts its responsibilities to provide job security for its employees as far as possible. However, as a charity there are many elements which may have an impact on the running of the organisation and we may need to reduce staffing or at worst close.

Procedure

If the Centre management anticipate that there may be a redundancy need, discussions will take place with staff to seek an alternative solution. These discussions would be held as soon as practicably possible, and would consider modification of current employment practices or measures. The following may be considered:

- Review of work hours to establish whether a surplus of staff genuinely exists.
- Staff who may be affected by the redundancies will be identified and designated 'at risk'.
- Overtime and cover staff hours will be reduced or withdrawn as appropriate in any situation which may enhance the Centres ability to secure the employment of 'at risk' staff.

The following is designed to ensure that the system of selection for redundancy is as fair as possible.

The Centre management will inform staff at the earliest opportunity:

- the reasons for redundancy,
- the numbers of employees who face being made redundant,
- the method being used to make the final decision'
- how long the process will take.

The staff who are identified as being 'at risk' will be notified as soon as it becomes apparent that redundancy is the only option and the situation cannot be avoided. Notice of potential redundancy will be issued in writing to all 'at risk' staff.

Selection for redundancy

The system for selection of staff for redundancy should be as fair as possible and based upon a number of factors. These factors may include, *but are not limited to*, the following factors:

- a) capability;
- b) performance;
- c) reliability;
- d) conduct;
- e) disciplinary record;
- f) attendance record;
- g) suitability of work which remains available.

Alternative employment

An employee at risk of redundancy is entitled to seek alternative employment or to seek training before the expiry of notice. Leave for this time-off will be allowed with pay.

Where an employee who has been issued with a redundancy notice has been offered alternative employment with a different employer, and the start date is before the expiry of the notice, the Centre will release the employee by that date. This will not affect the employee's right to redundancy pay.

Redundancy Pay

The Centre will fulfill its obligations to make Redundancy pay in accordance with any statutory requirements, and/or specific clauses in the employees' contract of employment.

Rights of Appeal

Employees selected for redundancy will have the right to appeal their selection. In such circumstances, the disciplinary appeals procedure will be adopted.

Further information

ACAS – www.acas.org.uk