



BOX PARISH COUNCIL REDUNDANCY POLICY

Last reviewed: May 2018

Box Parish Council recognises its responsibility to ensure its employees are treated fairly and consistently. The aim is to provide, as far as possible, security of employment for its permanent staff. However, it is recognised that circumstances may arise where changes may necessitate a reduction in employee numbers leading to subsequent redundancies.

This policy is not contractual but aims to set out the way in which Box Parish Council will deal with such situations and to minimise the adverse effect of such instances on the business and its employees.

Scope

This policy applies to all Box Parish Council employees and aims to ensure that any need for redundancies is managed consistently and fairly.

Definitions

Redundancy – dismissal that is wholly or mainly attributable to:

- The fact the Box Parish Council has ceased or intends to cease to carry on the business for the purposes of which the staff member was employed, or
- The fact that the requirements of that business for staff members to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish

Policy

Box Parish Council intends to provide the greatest possible security of employment for all employees consistent with the needs of a local government. However, where it does become apparent, through business need, that employment levels will need to be reduced, or relocated, the Parish Council will consider a variety of approaches aimed at minimising the numbers of employees that might have to leave as a result.

All employees will be treated with respect, dignity and sensitivity through a period of significant change. In a situation whereby it is not able to redeploy or retain employees in times of business change, any consequent reduction in employment levels will be conducted in a supportive and helpful way.

Consultation

Where the possibility of redundancies arises, Box Parish Council will enter into consultation with a view to considering all of the options

Employees will be given advance notice in writing of any consultation meetings. They will be advised of the selection criteria that will be applied. The criteria for selection will include such factors as capability, qualifications, aptitude for work, length of service, performance levels, quality and standard of work, attendance and discipline.

Employees will be advised of what severance payments they will receive in the event of redundancy being confirmed. If no alternative solutions are found, the employees will, at the end of the consultation, be invited to a meeting at which they may be accompanied by a fellow employee or a trade union representative. At this meeting the situation will again be discussed, and if no alternative solutions are found, they will be informed that their employment will terminate on grounds of redundancy, and this will be confirmed to them personally in writing.