

REDUNDANCY

Frequently asked questions

What notice period will I receive?

If you are selected for redundancy you will receive 12 weeks' notice.

Can I apply for Voluntary Redundancy/Voluntary Early Retirement (VR/VER)?

VR/VER schemes will generally be made available to employees identified within a selection pool prior to a **'selection out' exercise** for redundancy and to employees who, as part of a re-structure/service review, have become displaced following an **'appointment in' exercise**. The schemes will not be made available if there are likely to be vacancies which may provide redeployment opportunities for employees who are displaced.

What is a 'selection out' exercise?

A 'selection out' exercise takes place when jobs are unchanged in a structure, but a reduction is required in employee numbers.

What is an 'appointment in' exercise?

An 'appointment in' exercise takes place when a revised organisation structure is implemented which involves a reduction in employee numbers as well as the creation of new or substantially changed jobs.

What support will I receive?

Go to the Redeployment Support webpage for full information found on our website under Working For Us, leaving Us, redeployment.

Can I challenge the selection decision?

If you are selected for redundancy, your manager will explain the reason for your selection and you will be able, if you wish, to challenge the decision (with representation). The individual consultation will also enable you and your manager to discuss options and next steps.

Will I be entitled to a redundancy payment?

To be entitled to a redundancy payment an employee must have a minimum of two years continuous service.

What redundancy payment will I receive?

If you are entitled to a redundancy payment the calculation is based on:

- 0.5 weeks pay for each full year of service where the employee is aged under 22
- 1 weeks pay for each full year of service where the employee's age is 22 or above, but under 41

- 1.5 weeks pay for each full year of service where the employee's age is 41 or above

The maximum number of weeks payable is 30 based on a maximum of 20 years continuous service.

Any redundancy payment over £30,000 is subject to tax.

A redundancy payment calculator is available on our website under Working For Us, Leaving Us, Redundancy.

How is continuous service measured if I have more than one job? Each contract is treated separately and any redundancy calculation is based upon the length of service in the contract from which the employee is being made redundant.

How is continuous service measured if I have overlapping contracts? If at the time of redundancy the employee is employed under only one contract but there have been one or more other overlapping contracts in the past, the length of service can be counted from the start of the first contract, if service has been continuous.

Is the ending of a Fixed Term contract a redundancy?

Possibly, depending upon the reason. Advice should be sought from HR in these circumstances

Can I appeal against Redundancy?

Yes, an employee has the right to appeal against the redundancy decision and must write to the Director of Organisation Development & Policy within 10 working days of notification of the decision setting out the grounds for appeal.

The appeal will be heard by a an Executive Director supported by HR and legal officers within 10 working days of receipt of the formal appeal notice. The Appeal Hearing Officer may uphold the appeal or confirm the original decision. The decision of the Appeal Hearing Officer is final.