

highlights

rural touring scheme

Redundancy Policy

Updated July 2021
Due for Review July 2023

Signed:

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

Date:

9/7/2021

HIGHLIGHTS' DISCIPLINARY POLICY

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1. AIMS

Highlights Productions aims to maintain and enhance the efficiency and financial sustainability of our organisation in order to safeguard as far as possible the current and future employment of our employees.

However, the organisation is grant aided and funding may not be guaranteed. It is also recognised that there may be changes in service which may affect staffing needs.

The organisation is committed to ensuring that this policy does not discriminate directly or indirectly on grounds of race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, marital status, disability, age, trade union membership and activity.

2. POLICY STATEMENT

This Policy is designed to reduce the risk of redundancies where possible, the following steps should be considered before starting the redundancy process:

- a) Consider a salary freeze for a specified period.
- b) Reduce overtime to a workable minimum.
- c) Restrict recruitment.
- d) Investigate measures, such as short time working and/or layoff, as a means of avoiding redundancies.

Any such measures will need to ensure that they do not adversely affect service delivery and development; or cause the organisation to default on contracts; or fail its obligations to funders.

The organisation will seek voluntary redundancies wherever possible.

3. ADVICE AND GUIDANCE

At the outset of any possible redundancy activity, the Director should contact the Management Committee for general advice and guidance.

4. CONSULTATION

Where, after consideration, the Management Committee decides that the need for redundancies still remains, consultation will take place with employees.

Management will give notice of proposals according to the timescale laid down by current legislation giving the following details:

- a) The reasons for the proposals.
- b) The numbers and descriptions of the employees it is proposed to dismiss.
- c) The proposed method of selection for redundancy.
- d) The proposed method of carrying out dismissals, including the period over which the dismissals will take place.
- e) The proposed method of calculating the amount of any redundancy payment to employees who might be dismissed.

5. SELECTION

The Vice-Chair plus one management committee member, not the full management committee, will make the selection decision. When selecting staff for redundancy, the following objective criteria will be taken into account. This list is not exhaustive and is not necessarily in order of priority:

- a) Loss of contract-based work or funding for the post.
- b) Attendance and disciplinary records.
- c) Relevant experience, qualifications, capability and adaptability.
- d) Suitability for remaining work.
- e) Ability to transfer to new location if required.

6. ALTERNATIVE EMPLOYMENT

- a) Employees under notice of redundancy shall be informed of all actual and expected vacancies at the organisation during the period of their notice.
- b) For each vacancy available, the organisation will determine whether any of the employees declared redundant should be assimilated into the vacant post.
- c) Where more than one employee is eligible for the post, they will each be invited to an interview.
- d) An employee accepting another internal post will be entitled to a trial period of 8 weeks. During the trial period, if it is considered by the employee or management that the job is not satisfactory, then the matter should be raised by either party not later than one week before the end of the trial period.
- e) Rejection of an offer of suitable employment may mean that redundancy benefits are forfeited.

7. APPEALS

- a) Staff to be made redundant have the right to appeal against the decision.
- b) Staff wishing to appeal are entitled to be accompanied at the appeal hearing by a work colleague of their choice.
- c) Appeals must be submitted within 10 working days of the decision.
- d) In order to hear any complaints, the organisation will set up an Appeal Panel made up of the Management Committee Chair and two other members, none of whom should have been previously involved with the specific case. The Panel's decision will be based either on unanimous agreement or majority vote.
- e) The panel shall be called within ten working days of the appeal being submitted. The decision of the Panel is final and shall be communicated to the employee within five working days of the Appeal Hearing.

8. EMPLOYEE'S ENTITLEMENT

- a) Staff with two or more years continuous employment with the organisation shall receive statutory redundancy payments from the date their notice of redundancy becomes effective, calculated as follows:
 - i) For each year of service under 22 – half a week's pay.
 - ii) For each year of service at age 22 – 41 – one week's pay.
 - iii) For each year of service at age 41 or over – one and a half weeks' pay.

- b) This is in addition to the notice period which is the period defined in their contract of employment or the statutory notice period, whichever is greater. The statutory notice period is currently 1 week for every year of service up to a maximum of 12 weeks. If staff are asked to leave before their period of notice is served, they will receive payment in lieu of notice.
- c) Any employee served with notice of redundancy will be allowed reasonable leave with pay to seek alternative employment.

