# A HR Guide to Redundancies

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|  | When does redundancy arise? |
| Redundancy arises in any one of the following situations:   * Specific jobs or particular roles are no longer needed in your work place following the re-organisation of duties. * The type of work you are involved in is no longer carried out at your location * Fewer employees are needed in your workplace (e.g. because of a reduction or slow down in business or funding). * The college reorganises its business and as a consequence, fewer employees are needed to carry out the reorganised work. | |
|  | What does the phrase ‘at risk of redundancy’ mean? |
| You are at risk of redundancy if your current post has either been deleted in the new structure or is substantially altered such that the new post is of a different kind to your current/old post. | |
|  | How will I know if I am potentially redundant? |
| You will be invited to attend a consultation meeting and will also receive a letter informing you that you are at risk of redundancy. It is also possible that you may be affected by the proposed restructure/redundancy however your post is not being deleted. In this case, you will still have discussion(s) with your manager about the proposed changes. | |
|  | Can I put myself up for redundancy? |
| No. Redundancy situations arise only as explained above. If your substantive post is not affected, then you are not redundant or at risk of redundancy. If the new work is of a different kind e.g. the requirement to use different skills and techniques there is a redundancy situation. | |
|  | How will I know if the change will affect my role? |
| You will be invited to attend a consultation meeting and informed of how the proposed changes affect your role. You will have the opportunity to voice your concerns to your manager during the consultation period. | |
|  | How can I influence the redundancy proposal? |
| The consultation period provides you with the opportunity to influence the proposal. You can do this by any of the following methods:   * Making representations/suggestions via your recognised trade union representative. * Making representations/suggestions/representations during individual consultation meetings.   In the interest of fair and genuine consultation, all representations and suggestions will be considered and you are encouraged to use these communication channels available to you to influence the proposed restructure/redundancy. You will find further details of how to do this during consultation meetings. | |
|  | I do not think I need to attend the consultation meetings |
| The individual consultation meeting provides you with the opportunity to discuss whether you as an employee have any ideas as to how redundancies can be avoided. It is also to discuss with you the basis on which you have been provisionally selected for redundancy and also to discuss whether there are any alternative employment opportunities for you. | |
|  | Can I attend the consultation meetings with someone? |
| As an employee at risk of redundancy, you have a right to attend the consultation meetings either with a trade union representative or a work colleague. The trade union representative can be an officer employed by a trade union, or a lay trade union officer, so long as (in the latter case) they have been reasonably certified in writing by their union as having experience of, or as having received training in, acting as an employee’s companion at meetings. | |
|  | When can I apply for posts? |
| As an employee, you are welcome to apply for posts within the college and should any suitable alternative post be available, you will be informed so you can consider applying but you may also identify other opportunities that you wish to explore. | |
|  | Do I need to compile a list of my personal skills? |
| You are welcome to compile a list of your skills acquired and/or applied during your current role or any other roles you have performed whether in a paid or unpaid capacity. There is a CV template at the following link which all staff are encouraged to complete.  <http://staff.wlc.ac.uk/staff_portal/services/human_resources/supporting_resources/content/Forms%20and%20guidlines/HR%20Forms.asp> You can compile a list of your skills by requesting a Skills Profile form from your HR Advisor. This form is for your own benefit and is an aid to identifying your skills especially when applying for new posts. | |
|  | Can I apply for any post I am interested in? |
| As an employee at risk, the College will endeavour to support you through the process of redeployment and will help you to identify suitable alternative posts that you may be able to redeploy into. You are however encouraged to apply for posts that you perceive as a suitable alternative to your current post. | |
|  | What if I am redeployed into a lower graded post? |
| If an offer of suitable redeployment is made but the employee unreasonably refuses to accept it they may lose their right to a redundancy payment. Each case will be determined on its merits. A period of 12 months salary protection applies for redeployment into posts of a lower grade. | |
|  | What help is available to me? |
| The college appreciates that this is a difficult period for you and will endeavour to support you where possible.   * When you have been issued with a redundancy notice, you will have the opportunity to meet on a 1-2-1 basis with your HR Advisor to discuss your redeployment options * You will have up to 5 days paid time off in search of work which needs to be authorised by your manager in advance. * You will also have access to free confidential counselling by contacting our external counselling provider Workforce Wellbeing on **0800 083 7545** or [www.hmap-online.co.uk](http://www.hmap-online.co.uk) * Free access to 6 months outplacement services provided for the college by MyWorkSearch. This is an online service entirely confidential to you which provides tailored help in job hunting, CV building and training in interview skills as well and related issues. * During the period, should you have any redundancy related queries, do not hesitate to contact your Head or allocated HR representative who will be happy to help. | |
|  | What right to time off do I have as an employee under notice of redundancy? |
| Later on in the process if you have not redeployed into a new post or been granted voluntary redundancy, you will be given a letter which tells you that your post is redundant and informs you of the last day of your employment with the College. At this stage, you will be deemed as an employee under notice of redundancy.  As an employee who is under notice of redundancy you have the right to take reasonable paid time off (up to a maximum of 5 days) during working hours to look for new employment or make arrangements for training for future employment. To exercise this right you must have two years' continuous service by the end of the notice period. You may however be required to produce evidence of these appointments or training. | |
|  | What redundancy pay am I entitled to? |
| As an employee, you are entitled to receive a statutory redundancy payment if you are dismissed by your employer by reason of redundancy and you meet the relevant qualifying conditions of having worked continuously for a minimum of two years with the same employer. You will receive a letter providing a breakdown of your redundancy pay if this applies to you. If you believe that the calculation of your redundancy pay or the information the calculation is based on is wrong, please do not hesitate to contact [consultation@wlc.ac.uk](mailto:consultation@wlc.ac.uk) with your query. The redundancy payment is based on 'a week's pay' and takes into account your age and the number of years of employment. Years of employment count equally for this purpose regardless of whether you worked full time or part time. The maximum number of years of employment that can be taken into account is 20 and currently, there is no limit on your weekly pay. Please refer to the Statutory Redundancy Pay table (redundancy ready-reckoner) available from HR and also the DWP website. | |
|  | Will my pay be protected if I am redeployed into a lower graded post? |
| As a redeployed employee, the college will endeavour to mitigate the reduction in your salary by protecting your current grade for 12 months after which your grade will be brought in line with the current grade of the post. At the end of 12 months they will move to the maximum point of the new post. Unless there are exceptional circumstances, any lower graded post should not be more than one grade lower than your previous grade. | |
|  | If I am issued my redundancy notice, can I leave before my notice period ends? |
| It is envisaged that all employees will be able to work until the end of their notice period to minimise disruption to the services that the college provides to its students. Should the need arise for you to leave earlier than the end of your notice period, the College reserves the right to make a discretionary judgement based on the needs of the college and the request will be dealt with on a case by case basis. | |
|  | Can I appeal against being made redundant? |
| Yes, you have a right to appeal. You need to appeal within 10 working days of receipt of the redundancy notice letter. The appeal needs to be addressed to the HR Director, Human Resources, outlining the specific grounds on which the appeal is being made. You will have the right to be accompanied to the appeal hearing by a trade union representative or a work colleague and you will be notified in writing of the outcome of the appeal in writing. Please note that the outcome decision of the appeal will be final. | |
|  | If I am unable to secure a suitable alternative job within the college and therefore made redundant, can I subsequently apply for roles within the college in the future? |
| Yes, you can apply for roles within the College after a minimum period of 2 years post redundancy. You will also need to be aware of the fact that your previous employment will not count towards your continuous service or employment. | |
|  | If I am at risk of redundancy but subsequently redeploy into a suitable alternative role, will I be expected to go through a probation period in the new role? |
| You will be required to undertake a trial period of four weeks, which may be extended by mutual agreement. To enable you have a successful trial period, you will be provided with necessary support and training relevant to the new role and your performance will be assessed to ensure the role is suitable for you. Should the trial period be unsuccessful, you will be made redundant. Please note however that if you unreasonably refuse redeployment into a suitable alternative post, you will be deemed redundant but will forfeit your Statutory Redundancy Pay. | |