

EXETER CITY COUNCIL

REDUNDANCY SELECTION AND REDEPLOYMENT PROCESS

1. PROCEDURE

- 1.1 This procedure will apply to all employees identified as being at risk of redundancy.

2. SCOPE

- 2.1 This process, where appropriate, should be considered in conjunction with the Council's Redundancy Policy. It outlines the process to be followed in the event of any potential redeployment situation arising within the City Council.
- 2.2 The process applies to all permanent employees of the City Council. The agreement will also apply to employees on temporary, casual or fixed term contracts who fall within the protection given by the current employment legislation.

3. COMMITMENT

- 3.1 The Council re-affirms that its policy remains to seek to avoid compulsory redundancies wherever possible. To this end, the Council will, when appropriate, and possible:
- (a) Impose limitations on recruitment
 - (b) Use natural wastage
 - (c) Seek to reduce the use of casual, agency workers and other temporary employees wherever possible
 - (d) Reduce non-contractual overtime working
 - (e) Redistribute duties
- 3.2 There will be fair and consistent treatment of all employees who are subject to redeployment.

4. REDEPLOYMENT

- 4.1 In appropriate circumstances the re-training and redeployment of existing employees into appropriate vacancies will be considered. In this event the Council will retain the right to determine the suitability of candidates
- 4.2 The redeployment period will start from the date an employee is formally identified as 'at risk', and will last until their statutory notice period ends.

5. COMPULSORY REDUNDANCIES

- 5.1 When considering compulsory redundancy and selection criteria the Council will have due regard to all equality legislation.

- 5.2 The need to maintain a balance in the workforce relating to skills and experience to meet future needs will be a key priority and the Council may first identify any posts exempt from redundancy selection required to meet these future needs.
- 5.3 Should compulsory redundancy become necessary the Council will select employees for redundancy in the categories or 'pool' of employees identified as affected using the procedures at Annexe A.
- 5.4 The Council supports the principle of redeploying employees into posts vacated by employees who volunteer for redundancy or early retirement (i.e. a 'bumped' redundancy) where this is acceptable, practicable and cost justifiable

6. STATUTORY REQUIREMENTS

- 6.1 All statutory rights relating to consultation, notice, information and assistance with future employment will be recognised.

7. SEVERANCE PAYMENTS

- 7.1 These will be in accordance with the Council's policy which may be amended from time to time.
- 7.2 If termination arises on the grounds of redundancy the redundancy calculation and payment will be as follows:

The payment will use the statutory redundancy calculator and use the employee's actual week's pay and apply a multiplier of (x) to this weekly pay figure. The maximum total redundancy payment permissible is (x) weeks pay.

- 7.3 If early retirement occurs for reason of redundancy or for the efficiency of the service the employee, if aged 55 or over (or 50 or over if they joined the Local Government Pension Scheme (LGPS) before 1 April 2008 and are made redundant before 1 April 2010), will be able to access pension benefits based on actual pension provisions, no augmentation will be applied.

8. REVIEW OF POLICY

- 8.1 This policy and the associated procedures are not intended to remove or reduce individual employment rights. The policy and associated procedures may be reviewed, when appropriate.

9. SELECTION PROCEDURE

- 9.1 Where the avoidance of compulsory redundancy is not possible employees will be selected using the appropriate procedure set out below:
- 9.2 This procedure will apply where:-
- An employee's post is deleted from the establishment as part of a restructure or organisational change of service priorities.
 - A number of posts are being deleted which are the same in terms of job description and person specification.
- 9.3 The employees identified as 'at risk' will be invited to apply for any post that is considered to be suitable alternative employment. Employees will be given prior

consideration on vacant posts in the Council of the same or lower level salary of their deleted post. Employees will be given the job description and person specification for the post(s) concerned and asked to indicate preferences, where appropriate.

- 9.4 When expressing an interest in any post the employee must complete a Skills Audit Form, (Annexe B). This form is similar to the Council's job application form and will be used as part of the assessment process.
- 9.5 An employee who can meet the essential requirements of the post (as set out in the person specification) will be offered an interview. Appointments will be made on the basis of ability to perform the job. To this end, a variety of selection assessment methods appropriate to the level of the post may be used. In the event of more than one employee accepting an interview for the same post, the employee who most closely meets the overall requirements of the post as set out in the job description/person specification will be offered the post.
- 9.6 All offers of employment shall be made in writing, with the opportunity of a statutory trial period of four weeks. This period can be varied by agreement if appropriate.
- 9.7 If no appointment results, the post may be released for internal and/or external advertisement.
- 9.8 Consideration will be given to reasonable and appropriate retraining of employees who are appointed to a post under this procedure.
- 9.9 The Council's personal protection of remuneration practice will apply, if appropriate, to employees appointed under this procedure.
- 9.10 If the Council decides to terminate the offer of alternative employment for unsuitability, the date of dismissal, by reason of redundancy, will be at the end of the trial period.
- 9.11 The Human Resources Service will operate a redeployment administrative process centrally to ensure that all vacancy and recruitment information is made available to all 'at risk' employees across directorates. This will include full consideration of temporary and fixed term vacancies where appropriate and reasonable.

10. SELECTION CRITERIA

- 10.1 Employees will be selected for redundancy using the matrix set out in Annexe A. The selection criteria are as follows:
 - Skills and competencies
 - Disciplinary record
 - Attendance records
 - Experience/performance

The skills and competencies criteria will depend upon the post in question. The definition of this criteria will be determined (using job description/person specification). The definitions of the other criteria will be standard for all posts, with attendance records having due regard for the requirements of the Disability Discrimination Act 1995.

11. INFORMATION

11.1 Prior to assessments taking place each employee will be given a copy of:-

- a blank matrix showing the assessment criteria;
- a copy of the job description and person specification for the post; and;
- a blank skills audit form (Annexe B).

Each employee will complete the skills audit form. The information on the skills audit form will be used in the assessment process.

11.2 The appropriate line manager will be responsible for ensuring the accuracy of the factual information used in the assessment process for each employee. Records of this information should be maintained in the event of an appeal being lodged by an employee.

12. ASSESSMENT PROCESS

12.1 Each employee affected will be assessed using the matrix. Assessments will be made by the appropriate line manager and a representative from Human Resources who will ensure that the criteria is applied correctly and consistently.

12.2 The appropriate line manager will forward their recommendations to their Head of Service who will review them in conjunction with the Head of Human Resources, to ensure a fair and consistent approach, as necessary.

12.3 When agreed the Head of Service will inform each employee who has been selected for redundancy. The notification will include a copy of the individual's assessment and information on their appeal rights.

13. APPEAL RIGHTS

13.1 An employee aggrieved as to their selection for redeployment will have the right of appeal to the appropriate Director, assisted by 2 Councillors.

13.2 Notification of any appeal should be made in writing within 10 working days of receipt of their letter notifying them of their 'at risk' status and subsequent redeployment arrangements. The appeal hearing will be arranged at a convenient date as soon as possible.

13.3 An appeal could be based on the grounds that the selection for redundancy/ redeployment was unfair. An objection purely to the reason for declaring redundancy/redeployment does not allow a right of appeal.

REDUNDANCY SELECTION ASSESSMENT MATRIX

Criteria	Score	Weight	Weighted Score
Skills and competencies <ul style="list-style-type: none"> To be determined for each individual post using job description and person specification 	1-5	5	
Live Disciplinary Record <ul style="list-style-type: none"> No disciplinary record Verbal warning First written warning Final written warning 	5 2 1 0	1 1 1 1	
Attendance Record <ul style="list-style-type: none"> Excellent attendance, no instances of absence Above average attendance, some examples of absence/lateness but less than the selection pool average Attendance equivalent to selection pool average Below average or poor attendance compared with pool average Unacceptable levels of attendance 	5 3 2 1 0	1 1 1 1 1	
Experience/Performance	1-5	5	
Total Weighted Score			

Notes

- To achieve the total score for an employee, each of the criteria is weighted by a factor of one or five to reflect its relative importance. The weightings take into account the Council's requirements to meet its primary needs/targets as well as to maintain a balanced workforce.
- Having weighted the scores a total is calculated for each employee. The required number of employees (i.e. those with the lowest scores) will be provisionally selected for redundancy.

SELECTION CRITERIA

GUIDANCE NOTES

1. Skills and Competence

The job description and person specification for the post have been used to define this criteria.

2. Disciplinary Record

Only live formal warnings given under the terms of the disciplinary procedure will be taken into account.

3. Attendance Records

Number of days absent should be compared with the pool average for the preceding 12 months.

The following absences should be discounted when calculating the pool average attendance and individual employee attendance:-

- annual leave
- training
- special/compassionate
- maternity leave
- time off for antenatal care
- pregnancy related absence prior to maternity
- paternity/parental/adoption leave
- disability related absence or disability leave (in accordance with DDA 1995)
- time off for trade union duties/activities

SKILLS AUDIT FORM

Name

Current Job Title

Service / Department

Taking particular account of the skills and competencies criteria on redundancy assessment matrix and the essential criteria listed on the person specification, please demonstrate what knowledge; skills; competencies and experience you have which are relevant to this job.

Experience

Skills/Competency

include training received with appropriate dates

Relevant Qualifications

include approximate dates

Employee Comments

include any other relevant information

Signed: Date

This form must be completed and returned to