

Redundancy Policy

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Revision Date	15/11/2022
Department	Business Support and Transformation
Author	Head of HR and OD
Reason for Policy Creation/Revision	Review of policy and legislation review
Data Protection	This policy complies with our data protection policy and procedure
Equalities	This policy ensures that we have equal protection in place for our employees
Sustainability	N/A
Proof Read By	HR Business Partner
Date Approved	26 January 2023
Approved By	Board
Next Review Due	26 January 2026
Audience – Training and Awareness Approach	All managers will receive a briefing on this.
Effective Date	27 January 2023
Internal References – Policies & Procedures (<i>Located on The Hub</i>)	Redeployment Restructure
External References	www.acas.org.uk/redundancy www.gov.uk/redundancy-your-rights

REDUNDANCY POLICY

1. Policy statement

- 1.1 We value our employees and are committed to providing long-term job security and managing the business in the best way possible to safeguard employment.
- 1.2 However, there may be occasions when financial pressures, changes in our working practices, advances in technology or external factors, have an impact on our workforce. Where this is the case, we will explore alternative measures to avoid a compulsory redundancy situation. Where appropriate, we may initially seek volunteers for redundancy. Despite our best efforts, certain business situations may arise where redundancies are unavoidable.
- 1.3 The policy will be applied fairly and equally to all employees, and without any form of discrimination.
- 1.4 This policy does not form part of our employee contract of employment, and we reserve the right to amend or withdraw it at any time.

2. Measures to avoid or minimise redundancy

- 2.1 We will consider possible alternative measures to minimise or avoid a redundancy situation. Depending on our business needs at the time, we may consider.
 - freezing recruitment for employees who have resigned or retired
 - freezing recruitment for new permanent employees
 - stopping or reducing the use of temporary workers
 - stopping or reducing overtime
 - freezing or reducing pay
 - offering career breaks or other types of unpaid leave
 - flexible working arrangements
 - retraining or redeploying employees
 - inviting early retirements
 - short-time working - reducing the hours of work for a temporary period

3. Consultation

- 3.1 We will consult with all employees who are potentially affected by a redundancy situation and not just those who are at direct risk of redundancy. Where it is not possible to hold a face-to-face meeting, we will conduct the consultation process remotely. We will ensure that employees have access to the necessary technology for participating in the process.
- 3.2 Where we propose to dismiss as redundant 20 or more employees at one time within a period of 90 days or less, we will consult with the recognised trade union representatives and elected employee representatives on the proposed selection criteria and how that criteria will be scored, in addition to other matters relating to the redundancy proposal. This is known as collective consultation.

REDUNDANCY POLICY

3.3 As per the Scheme of Delegation, where the changes we propose to make has a substantial budgetary or management implication, the People Committee will review the proposals and make recommendations to the Board.

3.3 In any collective consultation exercise, we will also consult individually with each employee that is affected by the redundancy proposal in respect of their own particular circumstances.

4. Redundancy Selection

4.1 We will identify which and how many roles are potentially redundant. We may need to create a pool of employees from which those who are to be made redundant will be selected. The selection pool will normally consist of employees who carry out the same, or similar, work and perform jobs that are interchangeable. However, a selection pool will not be necessary for example where redundancies are expected to involve the whole organisation or just one specific role. The decision on who to include in the pool will be based on genuine business reasons.

4.2 We will then carry out a scoring exercise for employees in the redundancy pool. The employees with the lowest scores will be provisionally selected for redundancy. We will ensure that the selection criteria used to select those employees are reasonably objective, measurable, capable of being applied fairly and reflect the requirements of the job that will need to be performed after the redundancy exercise has been completed.

4.3 We will consult with employees individually about the selection pool, the selection criteria that will be used, how that criteria will be scored, and the provisional scores that have been awarded once the selection exercise has been completed.

5. Notice of Redundancy

5.1 If selection for redundancy is confirmed, Hanover will provide written notice of the termination of employment in accordance with the notice period set out in our contracts of employment or the statutory minimum notice period, whichever is greater.

5.2 Depending on the circumstances, we may make a payment in lieu of notice instead of requiring the employee to work their notice period.

6. Redundancy Calculations

- 6.1 Employees are entitled to receive a statutory redundancy payment if they have worked for us for at least two continuous years. This payment will be calculated in accordance with the relevant statutory redundancy pay provisions in force at the time, information on this can be found www.gov.uk/redundancy-your-rights.
- 6.2 Employees affected will receive a written statement explaining how their redundancy pay has been calculated.
- half a week's pay for each full year you were under 22
 - one week's pay for each full year you were 22 or older, but under 41
 - one and half week's pay for each full year you were 41 or older

Length of service is capped at 20 years.

- 6.3 Weekly pay is the average an employee has earned per week over the 12 weeks before the day they received the redundancy notice.
- 6.4 Employees affected will receive a written statement explaining how their redundancy pay has been calculated.
- 6.5 A week's pay will be subject to the statutory cap in force at the time, it is also subject to a salary cap. [Redundancy: your rights: Statutory redundancy pay - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/consultations/redundancy-your-rights)
- 6.6 The statutory maximum of 20 years of service will continue to apply. Therefore, if this employee has more than 20 years' service, only the most recent 20 years are included for calculation purposes.

7. Alternative Work

- 7.1 If an employee is selected for redundancy, we will continue to explore suitable alternative employment and other internal vacancies that may arise within the organisation up to the termination date. The selection of candidates for alternative work will be conducted in a fair way. If a suitable alternative role arises during the notice period, affected employees will be informed and provided with details relating to the application process.
- 7.2 If an employee unreasonably refuses an offer of suitable alternative employment, they will lose their right to statutory redundancy pay.
- 7.3.1 If an employee has been given notice of redundancy during maternity leave, adoption leave or shared parental leave, we are under a statutory obligation to offer suitable alternative work, where it exists, in preference to other employees who have also been selected for redundancy.

8. Time off work for training or to look for a new role

- 8.1 We recognise and understand the financial and emotional strains that come with redundancy. If an employee is selected for redundancy we will, where possible,

REDUNDANCY POLICY

give a reasonable amount of paid time off to look for alternative employment, attend job interviews and arrange training for future employment.

8.2 Any request for time off work should be made with the relevant manager.

9. Additional Support

9.1 We understand that redundancy situations cause stress and feelings of insecurity. Any concerns about personal wellbeing or that of a colleague, should be directed to a manager or People Partner. Alternative internal help is available through the employee assistance scheme details of which can be found on the employee intranet. External support can be sought from [Redundancy support \(PACE\) - Employment support - gov.scot \(www.gov.scot\)](#)

10. Right of appeal

10.1 There is a right to appeal against the decision to dismiss for redundancy. This should be in writing, setting out the reasons why the decision is unfair to the HR Team within 7 days of the written decision being given.

11. Data Protection

11.1 We process personal data, including special categories of data, in accordance with our Data Protection Policy and privacy notices at all stages of the redundancy process.

12. Monitoring & Evaluation

a. We will monitor redundancy numbers, reporting these to the Senior Management Team to ensure that we are applying the policy fairly and to measure effectiveness.

b. The Chair will sign off the Redundancy Register on an annual basis.

13. Review

13.1 We will review this policy every three years or earlier as required.