



Redundancy Policy

Introduction

This policy sets out Childhood First's approach to dealing with potential redundancies. It does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of management.

Although the Charity's policy is to avoid redundancies wherever possible, the needs of the business may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.

Where this is necessary, the organisation will ensure that:

- The total number of redundancies made is kept to a minimum;
- Employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation;
- Selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;
- Every effort is made to redeploy or find alternative work for employees selected for redundancy; and
- Support and advice is provided to employees selected for redundancy to help them find suitable work when their employment has come to an end.

Consultation

Consultations will be carried out with individual employees as appropriate. Where it is proposed that 20 or more redundancies are required (at the same location) over a 90-day period, arrangements will be made for the election of employee representatives who will be consulted over the proposals and the general process to be followed. Individual employees will still be consulted in respect of their own particular circumstances.

Voluntary Redundancy

In order to minimise the need for compulsory redundancies, the organisation may consider requests from employees for voluntary redundancies. Whether or not additional payments will be offered in relation to voluntary redundancies will be a matter for consultation and will depend on the circumstances.

The organisation reserves the right at its absolute discretion to decline requests for voluntary redundancy.

Redundancy Selection

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of the organisation at the time. However, every effort will be made to construct a fair and robust set of criteria following appropriate consultations.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be informed of the fact and invited to a meeting, at which they will be given an opportunity to make representations that the application of the criteria results in unfairness to them or if they feel that there has been a mistake in the application of the criteria.

Alternative Work

The organisation will make every effort to redeploy to suitable alternative work any employee who is selected for redundancy. Such employees will be informed of all the available vacancies in the organisation at the time of their selection and will be given an opportunity to discuss with their line manager which vacancies are likely to be suitable for them. While priority will be given wherever possible to employees under threat of redundancy, the organisation reserves the right to select the best available candidate in relation to any given vacancy.

Employees have a separate legal entitlement to be offered any suitable alternative work that is available if they are made redundant while on maternity leave.

Time off Work

An employee under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work, attend interviews, etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager.

Termination of Employment

Depending on the circumstances, the organisation may waive its right to insist on employees working their notice and instead give a payment in lieu of notice. Employees with two or more years' service may be entitled to a statutory redundancy payment. The amount of this payment will be confirmed when the employee is selected for redundancy and the sum will be paid along with the employee's final salary payment or payment in lieu of notice.

Data Protection

The organisation processes personal data of employees, including data that is within the special categories of data (such as personal data concerning an employee's health), collected during their recruitment and while they are employed in accordance with its data protection policy for the purposes of dealing with any potential or actual redundancies. In particular, data collected and processed for those purposes is held securely and accessed by, and disclosed to, individuals for the purposes of:

- complying with its statutory notification and consultation obligations (including trade union representatives (where a union is recognised) and employee representatives);
- following a fair procedure to ensure that dismissals for redundancy are not unfair;

- selecting employees for redundancy;
- considering alternatives to redundancy;
- offering alternative employment;
- implementing redundancies;
- dealing with appeals against selection; and
- defending legal claims arising from redundancies.

Inappropriate access or disclosure of employee data by an employee of the organisation constitutes a data breach and should be reported immediately in accordance with the organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

Trade union representatives, in their capacity as representatives of a trade union, must deal with personal data about employees in accordance with all relevant legal requirements, including the General Data Protection Regulation.

Key Legislation

- Trade Union and Labour Relations (Consolidation) Act 1992
- Employment Rights Act 1996
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)

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