

Redundancy Policy

Preamble

- Recognising the economic, emotional and social consequences of redundancy for individuals and their dependants, it is CREST's policy to ensure, as far as possible, security of employment for its employees. However, in operating this policy CREST must also have regard to its responsibilities for the proper stewardship of other resources, including financial resources, entrusted to it. Circumstances may arise in which these responsibilities make the implementation of redundancies unavoidable
- CREST's policy on the implementation of any redundancy or redundancies which may become necessary is set out below. Nothing in this policy statement is to be construed as creating contractual rights, or establishing customary arrangements or agreed procedures in the terms of the Employment Rights Act 1996 or amending legislation
- CREST will review this policy and its application from time to time and endeavour to give at least six months' notice of any changes before they can take effect

General

- CREST will seek to minimise any need for redundancy by responsible personnel planning, natural wastage, restrictions on recruitment, retirement of employees beyond normal retirement age and release of temporary employees
- CREST will seek to minimise the effects on those who might be or are selected for redundancy by considering such measures as internal transfer, retraining and redeployment wherever practical

Redundancy Announcements

- In the event of a general redundancy becoming necessary CREST will communicate its outline proposals to employees before making any public announcement

Redundancy Selection Criteria

- In cases where it is the work, or the main element of the work, carried out by a particular employee which has ceased or diminished, or which is expected to cease or diminish, or where the funding for any particular posts is reduced or withdrawn, that employee will be selected

- In cases where two or more people are employed on like work which has ceased or diminished or is expected to cease or diminish, the main selection criteria will be skill, knowledge, experience, qualifications and work performance. Regard will also be as to attendance and disciplinary records, age and the type and mix of employees required for the effective future performance of the organisation. Where employees are rated equally overall on the basis of the above criteria, the deciding factor will be length of continuous service with CREST

Notice of Selection and Consultation Arrangements

- An employee who is selected for redundancy will be advised of this by the Service Director. This initial selection will be confirmed in writing, together with the period to be allowed for consultation which will be not less than two weeks
- The purpose of the consultation period will be to allow an employee to make representations about their selection and or to suggest alternatives to redundancy, before any selection decision is finalised
- An employee wishing to raise any matter about their selection should request a meeting with the Service Director. This should be done as early as possible to allow any representations to be fully considered before the end of the consultation period
- If any dispute about an individual's selection is not resolved during the consultation period, the employee concerned may appeal using the Grievance Procedure and starting at stage three. Selection decisions and related notice of termination will stand until overturned by appeal decision

Confirmation of Selection and Notice of Termination of Employment

- No selection decision will be finalised, or notice of termination issued, until the consultation period has elapsed. After that date, unless the selection has been withdrawn following consultation, the employee will be issued with written confirmation of their selection and formal notice of termination of employment. This written confirmation will also give details of the redundancy payments to be made when the employment ends
- The notice period given will be not less than the longer of an employee's contractual notice or two months. Currently the statutory minimum after one month's service is one week. After two years service it is 1 week per complete year of service, up to a maximum, of twelve weeks after twelve or more years service

Self-Selection for Redundancy

- Any employee who is willing to be considered for redundancy should advise the Service Director as soon as possible after any redundancy announcement.

Before making any commitment, an employee may seek a confidential meeting with the Service Director to discuss the implications of redundancy in their case

- CREST will not be obliged to select for redundancy an employee who has put themselves forward for selection. Selection decision will remain solely the responsibility of the Management Committee which must take into account operational needs

Redundancy Payments

On termination of employment, the employee shall receive Redundancy Payments made up of two elements, as follows:

- *Statutory Redundancy pay* in accordance with the provisions in force at the time of redundancy. Details of these are available on application to the Service Director
- *Additional redundancy pay* of an additional week's pay per year of service subject to statutory limit and taking into account not more than twenty years' service

Internal Transfer

- Where an employee, as an alternative to redundancy, is offered another position involving a different type of work and or a change in employment terms, there will be a right to a trial period of four weeks, or such longer period as may be agreed, in the new position
- If during the trial period, either the employee or the Management Committee considers the appointment is not suitable, then the employment will be terminated on grounds of redundancy. In this instance, the employee will receive the redundancy payment which would have been payable if no alternative post had been offered. If the employee decides the post is unsuitable and resigns after the trial period has ended, there is no entitlement to redundancy pay

Time Off to Look for Work

- Employees who have, or will have, two years' continuous service at the date of leaving are entitled to reasonable time off from work to look for work or to make arrangements for training for future employment during their statutory notice period. The right to paid time off is limited to an aggregate of two days during the notice period
- Where time off is granted in excess of two days it will be the Management Committee's policy to exercise some flexibility in deciding whether to continue pay during the time off, provided it is satisfied the time off requested is reasonable

Early Release

- Where an employee under notice of redundancy wishes to leave before the expiry of notice to take up other employment the Management Committee will aim to release the employee on, or as soon as possible after, the date requested. This will be without prejudice to the employee's rights both with regard to the statutory and the additional redundancy payments. In such cases salary and any holiday accrual will be paid only up to the date of leaving.