

REDUNDANCY POLICY & PROCEDURE

1. BACKGROUND

Redundancy can occur in any organisation, even in a Church, when it decides that a post or posts and therefore the employee or employees in them are surplus to the needs of the particular occupation or working location and cannot be offered suitable alternative work. This can happen to staff at all levels. Unfortunately, churches are not immune to this situation happening; it can occur because of a change in our financial circumstances or perhaps it is decided to change working practices or perhaps reorganise work.

2. SCOPE

This policy applies to all staff employed.

3. POLICY

Our policy on redundancy and redeployment aims to clarify the situation for staff whose jobs are at risk of redundancy for whatever reason, and ensure:

- fair, equitable treatment for all staff affected
- minimum disruption to the Church and particularly to individual employees;
- consultation with employees affected.

4. PROCEDURE

4.1 General Approach: the Church's approach to potential redundancy situations is that where individual jobs will cease due to a closure of part of the organisation or a reduction in the work available, we will attempt to:

- Absorb redundancy by natural retirement or resignation of employees.
- Find reasonable alternative employment within the organisation.
- Give individuals' reasonable warning of pending redundancy and as a minimum, the statutory period of notice.
- Where a post is being made redundant, we may allow an individual on the team to volunteer for redundancy in place of the person whose post is being made redundant, having regard to the skills competencies and experience of the individuals involved, and the requirements of the position. The decision to allow this option will depend on the effect this option would have on the overall organisation.

4.2 Notification: this procedure may be varied in special circumstances, however, we will try to give information as soon as each stage becomes clear, bearing in mind that we are a small organisation with real relationships between individuals which we want to maintain as the best way of

communicating. We will endeavour to operate consistently throughout the process.

4.3 Selection Pool: If alternative employment is not available and where more than one individual in the same function or role is affected, selection for redundancy will be based on a pool with the following factors deciding who should be made redundant (though not in this order of priority).

- Performance record - including disciplinary records.
- Absence record and attendance (lateness) record.
- Skills, competencies and qualifications.
- Length of service.

4.4 Consultation: those whose jobs at risk of redundancy will be consulted. Staff will be invited to add any suggested alternative solutions to redundancy. Staff invited to any meeting concerning his/her potential redundancy or redeployment may be accompanied and supported by a colleague or union representative.

4.5 Process: those whose jobs are at risk will meet with their line manager and will be briefed as far as possible on the redundancy situation and told that unless suitable alternative work can be found for them, their position will be declared redundant. At this meeting and subsequent meetings, as much information as is known will be given to the employee where appropriate, working from the principle that some information as soon as possible is better than waiting a time for all of it to arrive together. As events progress we will communicate formally on:

- The reasons for the job being surplus to requirements, plus importantly why and how individuals have been selected;
- Any alternative jobs that are available and the method by which applications can be made for these;
- The date when the employee will be made redundant, if no alternative work is found (i.e. the period of notice);
- The entitlement to statutory redundancy pay where it exists; and
- The help the Church will give to the employee to manage the changes in their circumstances.

4.6 Other Employment: opportunities for alternative employment elsewhere within the Church will also be explored. New posts taken up as alternative work will have a trial period of 4 weeks. This is to decide the suitability of the new role for both the individual as well as the Church. When the new post starts, the Church will state in writing how long an employee has to decide whether they will continue in the post or take the original offer of redundancy but generally we expect this to be the same length of time, four weeks.

4.7 Support for Staff under Notice of Redundancy: we will give reasonable opportunities to look for alternative employment or to establish future (re)training. This will be agreed in writing with each affected employee. In

general, we will consider up to a day per week for employees in this situation to seek other work during the period of notice due to redundancy.

5 REDUNDANCY PAY

Redundancy pay is set at the statutory amount using the statutory capped limit of weekly pay in the formula. This formula takes account of length of service, age and weekly pay.

Generally we will expect people to work their notice. However, a decision will be taken before giving notice to members of staff whether to allow the employees to leave without working their notice; in this instance, notice will be paid in lieu.