



Policy

Redundancy

Issue Control Sheet

Issue Record Sheet	
NPSHR020.02	Please refer to document authors for full version history and amendments.

Document Authors		
Name	Signature	Date
Janette Tennant People Advisor	Redacted due to external publication	28/09/2023
Cheryl Bray Head of People Partnering	Redacted due to external publication	28/09/2023

Document Approval		
Name	Signature	Date
Austen Mirner People Director	Redacted due to external publication	29/09/2023
Ellie Armour Chief People Officer	Redacted due to external publication	29/09/2023

Purpose

Whilst we will actively attempt to avoid the requirement for compulsory redundancies, we want to ensure any redundancy situation is dealt with in a fair and consistent manner as well as providing colleagues with reassurance and transparency about the rationale for any restructures, the appropriate selection criteria, and entitlements.

This policy applies to everyone employed by Speedy and further information can be found within the support pack that sits alongside this policy and you can also contact the People Team for additional advice and support.

Measures to Minimise

Ahead of any business restructure we will always endeavour to mitigate the requirement for compulsory redundancies. As an alternative, we will:

- not replace leavers when we are aware a potential restructure may occur in the near future.
- review and restrict the recruitment of permanent colleagues in roles that may be affected or in areas where affected colleagues may be redeployed.
- reduce engagement with temporary colleagues (FTC (Fixed Term Contract)) or agency workers in the same skill area as those facing potential redundancy.
- review sub-contracted or outsourced work in the affected areas.
- reduce overtime working within the relevant departments to a level that is essential to meet customer demand, essential services, or contractual commitments.
- consider a permanent or temporary reduction in working hours, or a reorganisation of working patterns.

We are committed to reviewing and discussing all the above options (and any other proposals suggested) with affected colleagues and/or appropriate representative as part of the consultation process.

Individual Colleagues

There may be occasions when individual roles may be declared at risk of redundancy, usually because the work within a particular area dramatically reduces or when a specific position is no longer required.

Your manager, supported by your People Team, will determine whether there are any suitable alternative positions available to avoid compulsory redundancy.

You will be invited to a formal consultation process to discuss the situation and during the meeting the manager will explain the reason for the proposed redundancy,

suggestions that may help avoid it, any redeployment opportunities and what redundancy payment you may be entitled to. You will have every opportunity to discuss any ideas that may help avoid or mitigate the pending redundancy situation.

Even if the decision has been made that you are to be made redundant, the opportunity for consultation will remain open until the final date of employment as further suitable alternative roles may become available during that time. Further meetings will be arranged should this be the case.

Pooled Colleagues

There may be circumstances where there is a requirement to reduce the number of roles in a particular department and/or location. If this happens, we will apply a selection criterion that will highlight the individuals whose roles may be at risk of redundancy.

A fair and transparent selection criterion will be communicated to all affected colleagues and will be used to determine who may be identified as redundant. The selection criteria will be objective, measurable, and capable of being applied in an independent way.

Consultation

All legal requirements will be adhered to when consulting with colleagues affected by potential redundancy. The guidelines for consultation are as follows:

- If we propose to dismiss fewer than 20 colleagues, consultations will begin as soon as is reasonably practical before the first exit is due to take place.
- If we propose to make between 20 and 99 colleagues redundant (within the next 90 days), consultations will begin at least 30 days before the first exit is due to take place.
- If we propose to make 100 colleagues or more redundant (within the next 90 days), consultations will begin at least 45 days before the first exit is due to take place.
- In line with legislation and best practice, collective consultation will be followed where appropriate, including informing the Redundancy Payment Service (RPS) of proposed redundancies within the specified deadlines before consultation starts, and consulting either with those selected as elected representatives or with employees directly, where there are no elected representatives.

The consultation meeting will normally cover the following:

- The reason for the proposed redundancies.
- Details of the selection criteria (if applicable)
- The time period over which the redundancies are proposed to take effect.
- The method of calculating individual redundancy payment entitlements.

Appeals

You will be notified of the outcome of the formal redundancy consultation during the relevant meetings and will be followed up in writing. You will have the right to appeal the outcome of your redundancy, and this should be lodged within 7 calendar days of receipt of the written confirmation.

Avoiding Discrimination

We will not discriminate against certain individuals or groups and will never make a selection criteria based on the nine protected characteristics under the Equality Act 2010, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

We will also not include the following in any selection criteria:

- Whether you've been on family-related leave, such as parental, paternity, adoption, maternity or because you've taken time off to care for a dependant.
- Whether you are working on a part-time or fixed-term basis.
- Any reason relating to pay or working hours, such as a colleague's enhanced annual leave entitlement or a colleague refusing to opt out of the maximum weekly working hours.

In the event a selection criterion includes reviewing a colleague's attendance record, we will not include absences relating to a known disability or pregnancy.

Redundancy Entitlements (Pay)

Any colleague affected by redundancy, with a minimum of two years continuous service with us will normally be entitled to statutory redundancy pay. This is calculated based on your age, length of service and weekly pay in accordance with Government guidelines. Any entitlement to redundancy pay will be discussed with you during the formal consultation period.

Representation

At any formal meeting, you have the right to be accompanied by a fellow colleague or an official representative. It is your responsibility to make the arrangements and you should let the manager know who will be attending in advance. In the event your fellow colleague will be attending during their working hours, you should ensure that their manager is aware so appropriate cover can be organised.

We would not usually allow you to bring a family member or friend to the meeting, this includes any family member who also works for Speedy. However, if you have good reason and there are exceptional circumstances, the decision will be with the manager and a member of the People Team to check whether your representative is appropriate.

If you would like a specific representative who is unavailable at the date/time arranged for the meeting, let the manager know who can assist in rearranging to a more suitable time. It is usually appropriate to rearrange a meeting once or twice to accommodate all guests however if your chosen companion is still unavailable, you may need to choose somebody else.