



FULL COUNCIL REPORT

Date Written	17 th November 2015
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Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	25 th November 2015

To: Mayor, Ladies and Gentlemen

Redundancy Policy and Redeployment Policy

1.0 SUMMARY OF THE REPORT

- 1.1 The Council has operated a Redundancy Policy and joint Redeployment Policy for some time. It was first implemented to ensure that the Council undertook a legal and consistent process when reducing staff numbers for reasons of redundancy.
- 1.2 It is good practice to update policies every year to ensure that the content is still relevant, achieves the outcomes that are required, and responds appropriately to new legislation and case law. The current Policy was implemented in 2014.
- 1.3 In addition, it is recognised that Policies, if set out using a simple format that is easy to understand and follow, will enable managers to use them more effectively.
- 1.4 It also gives more detail on aspects of the process where previously it was silent. This includes definition of a 'suitable alternative' job in redeployment, clarity on what occurs if an employee takes sick or annual leave during redeployment, and how to manage grievances related to redundancy,
- 1.5 The updated Policy has been split into two documents. This will make it easier to read when needing to seek clarity on either the redundancy process or the redeployment process.

2.0 RECOMMENDATION(S) that

- 2.1 The updated Redundancy Policy be approved; with immediate effect.
- 2.2 The updated Redeployment Policy be approved; with immediate effect.

3.0 KEY CHANGES TO EACH POLICY

- 3.1 The **Redundancy Policy** sets out the definition of redundancy, voluntary early retirement package, the consultation process required, how appeals work, how to manage grievances raised during the redundancy process, keeping in touch with absent employees, and support measures for staff who require training to remain employed if at risk of redundancy.
- 3.2 The **Redeployment Policy** sets out responsibilities of managers and employees, what a suitable alternative employment is, how redeployment is managed, trial periods, refusal of redeployment outcomes, what pay protection is in place, and managing funded posts.
- 3.3 The key changes to the Redeployment Policy are; pay protection has gone from protection on all redeployment for one year gradual reduction, to pay protection only if the employee is redeployed to a job one grade down from their substantive post.
- 3.4 In addition, pay protection will start at the end of the four week trial if successful, whereas the current policy is to start at the beginning.
- 3.5 Both policies have been consulted on with the trades unions, and also verified as robust by PriceWaterhouseCooper,

4.0 FINANCIAL IMPLICATION(S)

- 4.1 There are no financial implications in putting this policy in place. The cost of pay protecting employees on redeployment however is reduced.

5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY

- 5.1 There are no identified issues.

6.0 EQUALITY IMPACT ASSESSMENT

6.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

GARETH CHAPMAN
CHIEF EXECUTIVE

COUNCILLOR PHIL WILLIAMS
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		no

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.