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REDUNDANCY POLICY

1. Policy Statement

Liverpool Hope recognises the occurrence of changes in demand for services, levels of funding and/or the need for change because of technological, organisational or academic developments. Whilst it is the University's policy to maintain, as far as possible, long term, stable employment for all its employees, it does recognise the need to be prepared for change. The University is, therefore, committed to minimising the impact of such events and will make every effort to minimise the risk of enforced redundancies and maximise alternative opportunities.

The University realises that compulsory redundancy can be a difficult experience for all employees and the announcement of such may have an adverse impact on staff morale and motivation. The University will, therefore, view compulsory redundancies only when all other alternatives have been considered. If, following this, the need for compulsory redundancies is necessary, the University will aim at all times to manage them fairly and to consult with staff and trade unions in order to minimise the impact on staff who are to be made redundant and those who are left.

2. Measures to Avoid or Minimise Compulsory Redundancy

Liverpool Hope will make all reasonable efforts through natural wastage (i.e. via resignations and retirements for age and ill health) or restrictions on external recruitment to avoid compulsory redundancies before considering the following:

- Non-renewal of temporary or fixed term contracts where such non-renewal does not in itself constitute compulsory redundancy
- Voluntary variation in hours (i.e. full time to part time) where consistent with the efficient performance of duties
- Encouragement of job-sharing opportunities
- Offer of early retirement (where possible)
- Retraining or redeployment of staff to encourage flexibility across all areas of Hope (See Appendix for Procedure)

The above list is not exhaustive. The University will consider all suggestions from employees and trade unions before a final decision is made.

3. Compulsory Redundancy

There are three main contexts in which higher education institutions (HEIs) consider compulsory redundancy:

1. Following receipt of benchmarking data or other information indicating inefficiencies.
2. Following decisions to contract out services in search for better value for money.
3. As a result of curriculum change which may lead to closure of a subject area.



The criteria for redundancy would depend on which context was relevant.

If redundancies become unavoidable, employees and trade unions will be informed and consulted as early as possible. Such consultation will begin at the earliest possible opportunity, and will have regard for and, wherever possible, will exceed the minimum requirements stated by law.

Procedures and Consultation Process

The University will provide the following information:

- (i) reasons for the proposals
- (ii) numbers and descriptions of posts it is proposing to make redundant
- (iii) total number of employees so employed at Liverpool Hope
- (iv) the proposed method of selection for redundancy
- (v) the timescale for carrying out the redundancies
- (vi) the method of calculating redundancy payments

Selection for Redundancy

Compulsory redundancies will be made using selection criteria determined following consultation with employees and trade unions in each situation and approved by Staffing Committee. Selection criteria will be precise, transparent, non discriminatory and applied objectively and fairly.

A redundancy Selection Panel will be set up to carry out the selection process. The panel will comprise:

- Human Resources Advisor
- Relevant Senior Manager
- Independent Manager
- Governor

Employees selected for redundancy will be informed and consulted both collectively and on an individual basis. Where practicable this will be in the form of a personal interview and the information will be communicated in writing. Employees will have the right to be represented by a colleague or trade union representative during any such consultation and consideration will be given to any matter raised by or on behalf of the employee in such consultations.

4. Support for Employees

Redundant Employees

All employees under notice of compulsory redundancy will be given paid time off to look for other work.

The University will also give support and assistance to all redundant employees which may include:



- o Access to careers advice
- o Access to counselling services
- o Advice and information on completing application forms, interviewing skills etc.
- o Financial advice

All Staff

The University recognises that its ongoing success is dependent upon the morale and commitment of all its employees. The University will therefore:

- o Ensure effective communication with staff
- o Give all staff a full explanation of the situation
- o Provide a forward thinking, positive attitude for the future and show remaining staff the value of their role in that future

5. Redundancy Pay

Information on Redundancy Payments can be obtained from the Human Resources Office.

6. Appeals

If an employee wishes to appeal against their selection for redundancy, their reasons should be put in writing to the Personnel Director within 28 days of receipt of notice for dismissal. The Personnel Director will convene an Appeals Panel consisting of a representative from Staffing Committee, the University Secretary's Office (unless redundancies were being planned within this area of the University) and another senior member of University staff who has not been previously involved in the selection process.



APPENDIX

Redeployment and Retraining Procedure

1. Suitability for alternative employment will be assessed in the light of the qualifications, experience and transferable skills of the employee whose post has become redundant.
2. An employee whose post has become redundant will not automatically be transferred to an alternative post. They will normally be required to undergo an interview for any vacant post and normal arrangements for shortlisting and interviews will be carried out. However, the Department within which the vacancy exists should be aware of and support the University's attempts to avoid compulsory redundancy.
3. Redeployed staff will undergo an assessment of their training and development needs in relation to the requirements of the post.
4. Where alternative posts are found there will be a trial period of a minimum of 4 weeks in the post to assess its suitability for both parties. This period can be extended by mutual arrangement to allow for retraining. If, during the trial period, the employee or the University decide the post is unsuitable on reasonable grounds, the employee will not lose their entitlement to a statutory redundancy payment.
5. The process of seeking alternative employment within the University for an employee under threat of redundancy will continue until the employee's last day of service. Where such attempts have failed, the employee will be dealt with under the University's redundancy procedure.