



REDUNDANCY POLICY

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1. Introduction

NE Youth is committed, wherever possible, to secure employment for its employees. NE Youth will always strive to reduce the need for redundancies, but changes in the pattern or volume of funding in NE Youth may sometimes mean that redundancies are unavoidable.

Circumstances may arise which may lead to the need for redundancies. In order to minimise the impact of redundancies, the following procedure will be adopted, wherever possible. The procedure may need to be adapted in cases of emergency.

An employer's duties in a redundancy procedure differ depending on the number of staff that might be made redundant. Where the employer may make less than 20 staff redundant (at any one establishment within a 90 day period) then there will be duty to carry out meaningful consultation with staff. Where the employer may make 20 or more staff redundant (at any one establishment within a 90 day period) there is a duty to use an HR1 form to contact the Redundancy Payment Service and to consult with employee representatives for a minimum of 30 days (or 45 days if 100 or more staff may be made redundant).

If 20 or more staff are to be made redundant (within a 90 day period in one establishment) NE Youth will follow 'collective consultation' rules:

1. NE Youth will notify the Redundancy Payment Service before consultations begin, in line with specified statutory timeframes
2. Consult with trade union representatives or elected employee representatives - or with staff directly if there are none
3. Provide information to representatives or staff about the planned redundancies, giving representatives or staff enough time to consider them
4. Respond to any requests for further information
5. Give any affected staff termination notices showing the agreed leaving date
6. Issue redundancy notices once the consultation is complete

2. Redundancy Procedure

- 2.1 When the possibility of redundancies arises, management will enter into consultations with the appropriate employees and employee representatives (where appropriate) with a view to consider all available options and alternatives, in line with NE Youth's business needs at the time.

Considerations will include:

- Reducing overtime working to a level essential to meet contractual commitments or to provide essential services
- Reviewing and restricting recruitment in the staff categories affected and in those areas where possible staff surplus might be absorbed
- Reviewing all contracted or sub-contracted work in areas affected where this action would help reduce the number of redundancies
- Reviewing the employment of agency staff when applicable
- Considering the introduction of short-time working where this is practicable
- Making every effort to offer potentially redundant staff suitable alternative work within NE Youth

- 2.2 Where, after due consideration of these alternatives, NE Youth considers that the need for

redundancies still remains, management will give to employees and (where appropriate employee representatives) written details of the proposals.

- 2.3 As far as possible, in advance of the proposed termination date(s), management will notify all employees that compulsory redundancies are proposed and that a provisional selection has been made. Management will then consult on an individual basis with those employees provisionally selected for redundancy. In the course of this consultation, employees will be informed of the basis of their proposed selection for redundancy and will be invited to make representation on their proposed dismissals.
- 2.4 If the selection of employees for compulsory redundancy becomes necessary, having ascertained the relevant pool for selection, NE Youth will then apply one or more of the following as objective selection criteria:
- Relevant knowledge and skills
 - Relevant qualifications
 - Job performance
 - Achievement of targets
 - Geographical location
 - The ability to transfer to a new location and/or a different job
 - The ability to take on additional job responsibilities
 - Disciplinary record for misconduct/poor performance
 - Attendance record (excluding absences relating to maternity leave, other family-friendly leave, pregnancy-related illnesses and disabilities)
 - Timekeeping record.
 - Length of service with NE Youth

It is our intention always to be able to justify the chosen criteria and to apply them in a non-discriminatory manner.

In deciding which criteria will apply for a particular redundancy programme, the overriding consideration will always be the future needs of NE Youth. This means that a particular criterion may carry more weight than another criterion, even though both criteria may be applied.

- 2.5 If NE Youth asks for volunteers for redundancy, invitations will be offered to all employees whose jobs are at risk of redundancy. The opportunity to volunteer for redundancy will be available for a defined period only. Employees who choose to apply for voluntary redundancy are not guaranteed to have their application accepted. NE Youth has the absolute discretion to decide whether or not to accept an employee's application for voluntary redundancy.

Where an employee's application is provisionally accepted, they will be notified of this in writing. Employees who volunteer and are accepted for redundancy will be entitled to redundancy pay in the same way as employees who are made compulsorily redundant. However, at NE Youth's absolute discretion, employees who volunteer and are accepted for redundancy may be offered a redundancy payment that is higher than the level of redundancy pay payable to employees who are selected compulsorily.

- 2.6 Management will make every effort to seek alternative employment within NE Youth. All redundant employees will be spoken to individually to inform them of any available vacancies, to establish individual requirements, and to consider their suitability for particular jobs. Employees will also be informed of any entitlement to severance pay.

- 2.7 Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with the terms of their contract. Depending on the needs of the business, consideration will be given to employees who wish to leave early with payment in lieu of notice.
- 2.8 If alternative vacancies are offered to redundant employees, the terms and conditions which will apply will either be in accordance with the standard terms for the job in question, or will be in accordance with those which applied to the employee in the redundant job. Redundant employees accepting an alternative job will be entitled to a trial period in accordance with current legislation.
- 2.9 Employees under notice of redundancy will be given permission to take time off work to look for work or training in accordance with current legislation.
- 2.10 NE Youth will also undertake, as far as possible, to assist employees for whom no alternative work can be found within NE Youth to find other employment.
- 2.11 All employees who receive redundancy payments will be given written notification of the way in which their redundancy pay has been calculated.

3. Redundancy Payments

Staff who are to be made redundant may be eligible to receive a redundancy payment, if they meet the following criteria:

- The employee is working under a contract of employment
- The employee has at least 2 years' continuous service
- The employee has been made redundant or put on short-time working - those who opt for early retirement do not qualify

You may lose your right to redundancy pay if you unreasonably turn down suitable alternative employment with NE Youth.

NE Youth will issue the following payment to qualifying employees who are to be made redundant:

- 1.5 weeks' pay for every year of service. For redundancy payments purposes, the length of service is capped at a maximum of 20 years.

Employees who have been made redundant only pay tax on payments over £30,000. They do not pay any National Insurance.

Tax and National Insurance are deducted from other termination payments, e.g. payment in lieu of a holiday or notice.

The affected staff member(s) will be provided with a written statement detailing the calculation of their redundancy payment.