

Central England Area Quaker Meeting

Redundancy Policy and Procedures

Policy

Central England Area Quaker Meeting (CEAQM) will ensure, as far as possible, security of employment for its staff by careful forward planning. CEAQM and its local Meetings and Branches (LM/Bs – see Appendix for definition of branch) are committed to keeping all staff as fully informed as possible about any possible future requirement for redundancies and are committed to considering any alternatives to redundancies. However, it is recognised that as a result of reductions in funding, or the need to restructure the organisation, there may be a time when CEAQM or LM/Bs are forced to make some posts redundant. In such event, there will be a consultation period of at least one month.

This Policy and the Procedures apply to employees (see Appendix 1: definitions).

Procedures

In the case of a situation where there may be a need to make five or more employees redundant the procedures set out in paragraphs 1 – 9 below will be followed. Where a smaller number of employees may be redundant the staff likely to be affected will first be consulted and subsequently the procedures as from paragraph 2 will be followed. Consideration will be given specifically to the following alternative options, subject to the organisation's immediate business considerations:

- a) imposing an immediate ban on further recruitment of new staff, other than where this is essential
- b) considering redeployment and/or retraining of surplus personnel
- c) restricting the use of temporary and casual staff and subcontract labour
- d) reducing the amount of overtime working in the organisation, or department
- e) the implementation of temporary lay off, short-time working, job-sharing, etc. where appropriate
- f) inviting applications for consideration for early retirement and/or voluntary redundancy.

1. The Clerk to CEAQM's Trustees will write to all employees and their Trade Union representatives, to inform them of:

- a) the nature of the decision which has been taken
- b) the reasons for the decision
- c) the likely numbers of staff who will be redundant
- d) the names of posts, or staff, who are likely to be affected
- e) the date when redundancy notices will be issued
- f) the method of selection for redundancy which is proposed
- g) details of entitlements to redundancy pay

A meeting with the staff affected and their Trade Union or other representative (see 3 below) must be held within five working days of the issue of the letter.

2. As all employees are employed by CEAQM (and not by the LM/B), the LM/B will consult CEAQM's Trustees about alternatives to redundancies, which may include redeployment to another LM/B or additional financial support from CEAQM.

3. A meeting to provide information to all staff (or the single staff member) affected will

be held. This meeting may be convened by CEAQM's Trustees or by the relevant LM/B's Committee. Staff may be accompanied by a Trade Union representative, or another member of staff, or an Elder or Overseer, or a friend or advisor. At the meeting information will be provided about efforts made to avoid the redundancies, full financial details and any other information requested in advance by staff or their representatives.

4. At the meeting, all the following will be discussed:
 - a) principles for selecting staff for redundancy (and any alternatives suggested by staff or their representatives)
 - b) alternatives to redundancy (e.g. re-deployment and retraining, restrictions on recruitment, natural wastage, cutting other expenditure, fundraising)
 - c) arrangements for payments, including annual leave outstanding
 - d) arrangements for staff leaving dates and time off to look for alternative employment.

5. Further meetings may be arranged, if needed, to ensure that all issues are dealt with satisfactorily.

6. The LM/B will have regard to the nature of the situation it faces in selecting staff for redundancy. For example, it may be that funding for certain projects or programmes has been withdrawn; it could be the case that a particular LM/B has insufficient funding to maintain its work; there might be a need to re-structure the organisation. The LM/B will bear in mind the following criteria:

- a) If still required, the service must continue to be delivered effectively
- b) Candidates for redundancy will be found on a voluntary basis whenever possible

7. It may be necessary in certain redundancy situations to vary these procedures. This will only be when in the interest of the employee(s) concerned and will not contravene any statutory regulations governing redundancy. Where selection has been confirmed, those selected for redundancy will be given notice of termination in accordance with contractual entitlements. (In certain circumstances where it is considered appropriate employees may leave with payment in lieu of notice.) Compensation for loss of employment due to redundancy will be in accordance with the statutory entitlement laid down in existing legislation. Statutory redundancy payments are based on an employee's rate of pay, age and length of service.

8. When a member of staff has been served with a redundancy notice they have the right to appeal to CEAQM Trustees' Employment Committee. The Committee will appoint three of their number to hear the appeal, and they will invite the staff member to a meeting, normally within 14 days, to discuss the redundancy. The staff member has the right to be accompanied by a representative, as set out at 3 above. After the meeting the staff member will be given a decision in writing, normally within 48 hours.

9. Redundant employees who accept alternative employment with CEAQM will be entitled to a statutory four-week trial period.

Appendix: definitions

Employee

is here defined as someone paid a wage or salary for work that they undertake. It excludes volunteers, people who undertake work on a self-employed basis, and contractors taken on to undertake a specific task (e.g. builders, plumbers, etc.).

Branch

Branch refers to CEAQM “projects”, such as the Northfield Ecocentre, Peace Hub and the West Midlands Peace Education Project.

Redundancy Policy & Procedures	Prepared by Gill Coffin,
Approved by CEAQM Trustees	23:02:2015
Date for review by Employment Committee	2018
Version	Version 1