

Central England Area Quaker Meeting

Redundancy Policy and Procedures 2019

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 a letter to all affected employees, and their Trade Union representatives where applicable, and arrange a meeting 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 (as referred to in 1 above) will be held individually with each employee affected to discuss the matters set out in 4 below. This meeting may be convened and conducted by a committee appointed by CEAQM's Trustees for this purpose or by the relevant LM/B's Committee. Staff may be accompanied by a Trade Union representative, another member of staff, an Elder or Overseer, or a friend or advisor. A note (not verbatim) will be taken of the meeting, a copy of which will be provided to the employee. Where the employee makes a request at least 24 hours in advance of the meeting, an audio recording of the meeting will be made, a copy of which will be provided to the employee.

4. At the meeting, the following will be discussed:

- a) principles for selecting employees for redundancy (and any alternatives suggested by employees or their representatives)
- b) alternatives to redundancy (e.g. re-deployment and retraining, restrictions on recruitment, natural wastage, cutting other expenditure, fundraising)
- c) details of prospective redundancy payment, including annual leave outstanding
- d) arrangements for employee's leaving date and time off to look for alternative employment
- e) any suggestions of the employee about how to avoid or reduce redundancies

5. The Committee will, then make a final determination as to which, if any employee(s) should be made redundant, taking into account all the circumstances, including in particular, in all cases, -

- a) any suggestions or ideas put forward by the employee(s) for reducing or avoiding redundancies
- b) whether the service concerned can continue to be delivered effectively with fewer staff
- c) whether any affected employees have voluntarily requested redundancy
- d) any further relevant circumstances e.g. the prospects of continuation of funding for the work in question (e.g. if has funding for certain projects or programmes been withdrawn); or general insufficiency of funding for the particular LM/B

7. A further meeting will be convened if and when selection has been confirmed, at which employees selected for redundancy will be given notice of termination of their employment in accordance with their contractual entitlements. In certain circumstances where it is considered appropriate payment in lieu of notice may be given. Compensation for loss of employment due to redundancy will be calculated in accordance with the statutory entitlement laid down in current legislation.

Statutory redundancy payments are based on an employee's rate of pay, age and length of service.

8. When an employee has been served with a redundancy notice they have the right to appeal to CEAQM Trustees' Employment Committee within 10 working days of receipt by them of the decision. Grounds of appeal should be given in writing and can include the belief that the selection was unfair or that the employer has not followed a fair redundancy procedure. Clear and full reasons for that belief should be set out in the Grounds.

9. 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 from receipt of the Grounds of Appeal, 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.

10. 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 Peace Hub and the West Midlands Peace Education Project (Peacemakers).

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