

Central England Area Quaker Meeting

Redundancy Policy and Procedures 2022

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 all direct employees of CEAQM. 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.).

Procedures

Before commencing any redundancy process, consideration will be given specifically to the following alternative options, subject to the organisation's immediate business requirements:

- a) imposing an immediate ban on further recruitment of new staff, other than where this is essential
- b) considering redeployment and/or retraining of personnel at risk of redundancy
- 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 layoff, short-time working, job-sharing, etc. where appropriate
- f) inviting applications for consideration for early retirement and/or voluntary redundancy.

Where a redundancy exercise is unavoidable, the following process will be followed.

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 be held no later than 5 working days later) 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

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 will be held individually with each employee affected to discuss the matters set out 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.

The employee 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. 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

5. 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.

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

7. 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.

8. 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 calendar 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 in previous meetings. After the meeting the staff member will be given a decision in writing, normally within 48 hours. Normally this written decision includes an explanation for the decision. It should be noted that where employment has already ended, submitting an appeal does not automatically extend employment. However, should the appeal be upheld, the employee would be reinstated with no gap in employment.

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

Appendix: definitions

Branch

Branch refers to CEAQM “projects”, such as the Peace Hub and the West Midlands Peace Education Project (Peacemakers).

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