

REDUNDANCY POLICY

1. Purpose of the Policy

It is the intention of Peterborough City Council to manage the organisation in a manner which results in secure employment for all employees.

The purpose of this policy is to ensure that, whenever reductions in employee numbers become necessary the council will:

- communicate clearly with all affected employees;
- consult with employees and recognised trade unions;
- try to find ways of avoiding compulsory redundancies; and
- ensure that any selection for compulsory redundancy is undertaken fairly and reasonably.

This policy does not form part of any employee's contract of employment. It may be amended from time to time.

2. Key Principles

The council will always try to avoid the need for compulsory redundancies but sometimes these may be necessary.

Where the council is unable to avoid reducing employee numbers the council will try to minimise the effect of redundancies through the steps set out in this policy.

The council will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

3. Avoiding Compulsory Redundancies

Where the council proposes to make redundancies, appropriate managers will enter into consultation with all affected employees on an individual basis and, where appropriate, also with recognised trade unions.

In the first instance the council will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:

- Reviewing the use of agency staff, self-employed contractors and consultants.
- Restricting recruitment in the affected categories of employee and in those areas into which affected employees might be redeployed.

- Reducing overtime to that needed to meet contractual commitments or provide essential services.
- Considering the introduction of flexible working arrangements, where these are practicable.
- Identifying suitable alternative work that might be offered to potentially redundant employees.
- Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and we reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the council to do so.

4. Making Compulsory Redundancies

Where it is not possible to avoid making compulsory redundancies appropriate managers will be tasked with identifying which roles are at risk. The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet existing and anticipated business needs.

Where practicable, employees will be offered posts which are directly comparable with their present post without the need for formal selection processes. This is referred to as **slotting**.

If a post is available for slotting which is:

- of the same grade or of one grade difference and
- the accountabilities are similar to those of the redundant post and
- where there are more 'at risk' candidates than posts;

Employees will be placed into a **selection pool** (also referred to as **ring-fencing**). If other employees do jobs that are interchangeable, or do the same or similar work, line managers will consider widening the pool to include these employees.

Those employees who have been provisionally selected for redundancy will be consulted with individually and in accordance with the guidance set out in the following documents:

- Management Guidance on Redundancy Consultation Procedure - Non Pools
- Management Guidance on Redundancy Consultation Procedure - Pools
- Management Guidance on Redundancy Selection Criteria - Pools

Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts. Employees will be given the opportunity to appeal against this decision and further information can be found in the Council's Appeals Policy <insert link> and Appeals Procedure <insert link>.

Employees will also receive written confirmation of the payments that they will receive however the likely amount can also be calculated with reference to Annex A <insert link>.

Employees 'at risk' of redundancy will be advised of any recruitment opportunities until their termination dates. The manner in which redundant employees will be

invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

Where an 'at risk' employee takes on a new or revised post as part of a re-structure, they may be entitled to a measure of protected basic pay if appointed to a post which carries a lower level of grade or remuneration. The protection will be:

- Full protection of contractual basic pay applicable to the previous redundancy post for the first 12 months; followed by
- 50% of the difference between contractual basic pay applicable to the previous redundant post and the new posts for the next 6 months.
- Protection will cease after 18 months.

Pay protection excludes elements of variable pay, for example, Essential Car User allowance. The level of protection given will be discussed prior to the employee accepting the new/revised post.

Employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.

The council calculates redundancy based on an employee's actual week's pay multiplied by the number of statutory redundancy week's entitlement multiplied by an enhancement of 1.5.

Contractual pay is used to calculate an employee's actual week's pay i.e. no account will be taken of any salary sacrifice arrangements in place.

This policy will comply with the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.

5. Repayment of redundancy

Rejoining the council or joining another body listed under the Modification Order within 4 weeks of the date of redundancy:

If the Council gives the employee notice of redundancy and before the dismissal takes effect the employee receives an offer of employment from another body specified in Schedule 2 of The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, the individual will lose entitlement to a redundancy payment.

This only applies where the relevant body makes the offer of a new job before the end of the old contract and the employment starts within four weeks of the date of redundancy.

Where this situation arises, any redundancy payment received must be repaid in full by the employee/ex-employee. This includes both the statutory and enhancement element of the redundancy payment and any payment in respect of compensation for loss of office.

Re-engagement following redundancy more than 4 weeks following the date of redundancy:

It is council's policy that no employee who has been made redundant will be permitted to rejoin the council within 12 months of the effective date of termination without the specific approval of the Chief Executive. If permission is given then the amount equivalent to the enhanced redundancy portion of the redundancy payment must be repaid in full. Any repayment must be repaid in full prior to rejoining the council.

In exceptional circumstances the Chief Executive can agree for this to be paid in instalments and a repayment schedule will be agreed or for the repayment requirement to be waived.

For the avoidance of doubt, re-employment/re-engagement includes those rejoining the council regardless of their employment/contractual status i.e. rejoining as agency/temporary workers, casual/relief workers, fixed term contract workers, consultants or interims etc.

Recruiting managers who rehire a redundant employee without seeking approval in line with this policy will face disciplinary action which could result in dismissal for a first offence.

6. Pension

If you are aged 55 or over you may be entitled to receive early payment of your pension benefits in accordance with the LGPS/TPS scheme rules.

Please follow the links below for further information:-

[Local Government Pension Scheme - Home Page](#)
[Teachers Pensions - Home Page](#)

Any individual who has previously retired on permanent ill-health, redundancy, or efficiency grounds from Peterborough City Council or an organisation falling within Schedule 1 of the Redundancy Payments (Continuity of Employment in local government etc) (Modification Order 1999 (regardless of whether with Peterborough City Council), is advised to contact the pensions administrators before accepting employment to ensure that they are fully aware of any implications regarding their pension.

7. Monitoring and review of the policy

This policy will be reviewed from time to time to ensure that it reflects our legal obligations and our organisational and business needs.

8. Further information

This Policy should be read in conjunction with the council's:-

- Equality and Diversity Policy
- Management Guidance on Redundancy Consultation Procedures - Non Pools
- Management Guidance on Redundancy Consultation Procedures - Pools
- Management Guidance on Compulsory Redundancy Selection Criteria - Pools.

REDUNDANCY READY RECKONER

		Service in years																	
Age in years	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1.5																		
18	1.5	2.25																	
19	1.5	2.25	3																
20	1.5	2.25	3	3.75															
21	1.5	2.25	3	3.75	4.5														
22	1.5	2.25	3	3.75	4.5	5.25													
23	2.25	3	3.75	4.5	5.25	6	6.75												
24	3	3.75	4.5	5.25	6	6.75	7.5	8.25											
25	3	4.5	5.25	6	6.75	7.5	8.25	9	9.75										
26	3	4.5	6	6.75	7.5	8.25	9	9.75	10.5	11.25									
27	3	4.5	6	7.5	8.25	9	9.75	10.5	11.25	12	12.75								
28	3	4.5	6	7.5	9	9.75	10.5	11.25	12	12.75	13.5	14.25							
29	3	4.5	6	7.5	9	10.5	11.25	12	12.75	13.5	14.25	15	15.75						
30	3	4.5	6	7.5	9	10.5	12	12.75	13.5	14.25	15	15.75	16.5	17.25					
31	3	4.5	6	7.5	9	10.5	12	13.5	14.25	15	15.75	16.5	17.25	18	18.75				
32	3	4.5	6	7.5	9	10.5	12	13.5	15	15.75	16.5	17.25	18	18.75	19.5	20.25			
33	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.25	18	18.75	19.5	20.25	21	21.75		
34	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	18.75	19.5	20.25	21	21.75	22.5	23.25	
35	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.25	21	21.75	22.5	23.25	24	24.75
36	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	21.75	22.5	23.25	24	24.75	25.5
37	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.25	24	24.75	25.5	26.25
38	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	24.75	25.5	26.25	27
39	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.25	27	27.75
40	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	27.75	28.5
41	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.25
42	3.75	5.25	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75
43	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	31.5

		Service in years																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age in years																				
44		4.5	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25
45		4.5	6.75	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	31.5	33
46		4.5	6.75	9	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75
47		4.5	6.75	9	11.25	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	31.5	33	34.5
48		4.5	6.75	9	11.25	13.5	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25
49		4.5	6.75	9	11.25	13.5	15.75	18	19.5	21	22.5	24	25.5	27	28.5	30	31.5	33	34.5	36
50		4.5	6.75	9	11.25	13.5	15.75	18	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75
51		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24	25.5	27	28.5	30	31.5	33	34.5	36	37.5
52		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75	38.25
53		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	28.5	30	31.5	33	34.5	36	37.5	39
54		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	30.75	32.25	33.75	35.25	36.75	38.25	39.75
55		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33	34.5	36	37.5	39	40.5
56		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	35.25	36.75	38.25	39.75	41.25
57		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	37.5	39	40.5	42
58		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	39.75	41.25	42.75
59		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42	43.5
60		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	44.25
61		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
62		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
63		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
64		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
65		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
66		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
67		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
68		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45
69		4.5	6.75	9	11.25	13.5	15.75	18	20.25	22.5	24.75	27	29.25	31.5	33.75	36	38.25	40.5	42.75	45

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