

**Agenda Item No: 12** **Report No: 114/14**

**Report Title: Redundancy and Redeployment Procedure**

**Report To: Employment Committee** **Date: 21 July 2014**

**Cabinet Member:**

**Ward(s) Affected: All**

**Report By: Becky Cooke, Head of Organisational Development**

**Contact Officer(s)- Becky Cooke**

**Name(s): Becky Cooke**  
**Post Title(s): Head of Organisational Development**  
**E-mail(s): becky.cooke@lewes.gov.uk**  
**Tel No(s): 01273 407836**

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### **Purpose of Report:**

To update the Council's Redundancy and Redeployment Procedure.

### **Officer's Recommendation(s):**

- 1** To note the report and agree the implementation of this revised policy within the organisation.

### **Reasons for Recommendations**

- 2** The Council seeks to review its existing HR policies regularly to ensure they are up to date, in line with current employment law and fit for purpose. These revisions are undertaken with consideration to ACAS best practice guidance, the needs of the business and comments from Unison.

### **Information**

- 3** **3.1** LDC's current Redundancy and Redeployment Procedure was last updated in November 2007 so was in urgent need of review.

**3.2** The most notable changes to this policy are as follows:

- general update of style, language, job titles etc to reflect that of the organisation today.
- enhanced section on 'Consultation' to better reflect statutory and best practice requirements.

- addition of Appendix A – Staffing Assessment template – to help managers give full consideration to preparations for any upcoming restructure/ reorganisation and ensure Unison are appropriately informed.
- introduction of a temporary Voluntary Redundancy (VR) Procedure which it is proposed will run from July to December 2014. A VR scheme can help to alleviate compulsory redundancies by considering expressions of interest from volunteers whose jobs could provide employment for employees who have or would enter the redeployment register. The decision as to whether to allow an employee to be made voluntarily redundant will be within LDC's gift and there will be no right of appeal if a request is turned down.
- addition of Appendix C – a flowchart which is a pictorial representation of the possible outcomes from a staffing restructure.
- updated pay protection arrangements to reflect the changes agreed by Employment Committee in December 2013.
- the inclusion of a section detailing the variety of support mechanisms in place for staff involved in organisational change.
- amendment of the appeal process to take it away from the Grievance Procedure.

**3.4** HR was grateful to receive comments from Unison and many of their suggestions have been incorporated into the final documents.

### **Financial Appraisal**

- 4** There are no financial implications of this report.

### **Legal Implications**

- 5** The new draft Policy takes into account legislative requirements and ACAS best practice.

### **Sustainability Implications**

- 6** I have not completed the Sustainability Implications Questionnaire as this report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

### **Equality Screening**

- 7** This policy was subject to a full Equality Impact Assessment in its existing form and an Initial Assessment is being undertaken in consultation with the Council's Equalities Officer for these revisions. Results of this Assessment will be tabled at Employment Committee.

### **Appendices**

Appendix 1 – Draft Redundancy and Redeployment Procedure with appendices.

## **Background Papers**

ACAS redundancy advice (<http://www.acas.org.uk/index.aspx?articleid=1611>)

Unison – A Branch Guide to Redundancy