



## **Wells City Council**

### **Redundancy Policy**

#### **Document No.30**

<b>Purpose</b>	Guidance to both Councillors and Staff in the management of redundancy situations
<b>Additional Papers</b>	This document should be read in conjunction with: Document 1 Standing Orders Document 6 Employee Handbook
<b>Reviewed by</b>	Senior Leadership Team and Staffing & Personnel Committee
<b>Adopted</b>	June 2025
<b>Review Date</b>	June 2029

## **1. Policy Statement**

Wells City Council is committed to managing redundancy situations with fairness, transparency, and in accordance with the national terms and conditions set out in the Green Book. This policy incorporates guidance from NALC and best practices observed in the sector.

## **2. Scope**

This policy applies to all employees of Wells City Council, whether full-time or part-time, temporary or permanent, excluding casual workers and volunteers.

## **3. Definition of Redundancy**

Redundancy arises where:

- The Council has ceased or intends to cease the business or function for which the employee is employed;
- The Council no longer requires employees to carry out work of a particular kind;
- The Council needs fewer employees to carry out work of a particular kind;
- The work is being relocated and employees are unable or unwilling to relocate.

## **4. Consultation**

In line with NALC's emphasis on early and meaningful consultation, the Council will:

- Engage in timely discussions with affected employees and, where appropriate, trade union representatives;
- Provide comprehensive information regarding the reasons for redundancy and explore alternatives;
- Allow adequate time for feedback and consideration of alternatives to redundancy.

## **5. Selection Criteria**

When redundancies are necessary, the Council will use fair and objective selection criteria, which may include:

- Skills, qualifications, and experience;
- Performance and disciplinary records;
- Attendance records;
- Length of service (used cautiously and in compliance with equality legislation).

These criteria will be discussed and agreed upon during the consultation process and in consultation with the Staffing & Personnel Committee.

## **6. Redeployment and Support**

The Council is committed to avoiding compulsory redundancies by:

- Exploring suitable alternative employment within the Council;
- Providing support for retraining and skill development;
- Offering trial periods for new roles in line with statutory provisions.

In cases where redeployment results in a lower-paid position, salary protection measures may be considered, following best practices observed in other parish councils .

## **7. Notice Period**

Employees selected for redundancy will be entitled to notice in line with their contract of employment or statutory minimum notice, whichever is greater:

- 1 week for each year of continuous service, up to a maximum of 12 weeks.

## **8. Redundancy Payments**

Employees with at least two years' continuous local government service will be entitled to a redundancy payment based on:

- Age;
- Length of service;
- Actual weekly pay (not capped), in line with Green Book provisions and national statutory minimums.

The payment will be calculated in accordance with the statutory formula, using actual weekly pay minus additions such as overtime.

## **9. Appeals**

Employees who believe they have been unfairly selected for redundancy have the right to appeal. Appeals must be submitted in writing within 10 working days of the redundancy notification and will be heard by an Appeals Panel of the Council made up the Chairman of the Council, and 2 members of the Staffing and Personnel Committee, as chosen by the committee.

## **10. Equality and Diversity**

The Council is committed to ensuring that no employee is discriminated against during the redundancy process. Selection criteria and decisions will be monitored for fairness and equality, in line with the Equality Act 2010.

## **11. Review of Policy**

This policy will be reviewed every three years or sooner if required due to changes in legislation or NJC terms and conditions.