



# Old Mill Foundation

## HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

## Redundancy Policy

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### 1. Purpose

- 1.1 The Old Mill aims to provide the greatest possible security for employment for its employees. However, a situation may arise that impact on the business which may lead to making some or all roles redundant. Examples include lack of funding, change of location and re-structuring.
- 1.2 The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary:
- The Old Mill communicate clearly with all affected employees and ensure that they are treated fairly;
  - The Old Mill will try to find ways of avoiding compulsory redundancies;
  - On behalf of The Old Mill Trustees, Tim Jones will consult with employees and with any recognised trade unions or employee representatives; and
  - Any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.

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

1.4 This policy does not form part of any employees' contracts of employment and The Old Mill may amend it at any time.

## **2. Avoiding Compulsory Redundancies**

2.1 Where The Old Mill is proposing to make redundancies, Tim Jones on behalf of the Trustees will enter into consultation with all affected employees on an individual basis and, where appropriate, also with recognised trade unions and employee representatives.

2.2 In the first instance, The Old Mill will consider options that may prevent the need for a redundancy situation. Examples of such steps include:

- a) Reviewing the use of agency staff, self-employed contractors and consultants.
- b) Restricting recruitment in those areas into which affected employees might be redeployed.
- c) Reducing overtime to that needed to meet contractual commitments or provide essential services.
- d) Freezing salaries for a specified period.
- e) Considering the introduction of short-time working, job-sharing or other flexible working arrangements, where these are practicable.
- f) Identifying suitable alternative work that might be offered to potentially redundant employees.
- g) Inviting applications for early retirement or voluntary redundancy. In all cases, the acceptance of a volunteer for redundancy will be a matter of The Old Mill's discretion and will reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not considered in the interests of the organisation to do so.

2.3 Any measures adopted must not adversely affect The Old Mill and its ability to serve our clients.

2.4 In addition, The Old Mill will follow a procedure that complies with all its statutory obligations to its employees in terms of consultation, timescales and payments

## **3. Procedure for Making Compulsory Redundancies**

3.1 When it is not possible to avoid making compulsory redundancies, Tim Jones on behalf of the Old Mill Trustees will advise all affected employees and, where appropriate, recognised trade unions and employee representatives, that compulsory redundancies cannot be avoided. On behalf of The Old Mill, Tim Jones will consult with recognised trade unions and/or employee representatives and/or employees directly on the procedure that will then be followed and

the criteria that will be applied. There is no minimum timeline for consultation where less than twenty compulsory redundancies are proposed

3.2 In carrying out any redundancy exercise, The Old Mill 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 from permanent, full-time comparators.

3.3 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 The Old Mill's existing and anticipated operational needs.

3.4 Voluntary redundancy may be offered although not necessarily accepted, dependent on the operational needs.

3.5 On behalf of The Old Mill, Tim Jones will consult individually with those employees who have been provisionally selected for redundancy.

3.6 Employees will be given advanced notice of meetings and may be accompanied by a work colleague or union representative.

3.7 At those individual meetings, employees will be advised of what redundancy payments they will receive in the event of their redundancy being confirmed

3.8 Where selection for redundancy is confirmed, employees selected for redundancy will be informed personally and be given notice of termination of employment on the grounds of redundancy in accordance with their Contracts of Employment, and confirmation in writing of the payments that they will receive on redundancy from the Old Mill.

3.9 Notice period entitlements are stated on the Contracts of Employment or statutory notice, whichever is highest.,

3.10 Employees will be expected to work their notice period, however, time off to look for other alternative future work will be allowed to as will time off to attend future employment interviews.

3.11 The Old Mill will continue to look for alternative employment for redundant employees until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for any available vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

3.12 Early release will be considered especially if alternative work has been secured by an Employee. Employees must put their request for early release in writing to the Chair of Trustees 28 days' minimum prior to their requested end date.

3.13 Any appeal needs to be put in writing to the Chair of Trustees within 14 days of the date of the letter confirming termination of employment on the grounds of redundancy.

#### **4. Scope of policy**

4.1 This policy applies to all Old Mill employees with a Contract of Employment. It does not apply to agency workers, consultants or self-employed contractors.

4.2 Entitlement to redundancy pay only applies to employees with two or more years of continuous service

4.3 All employees may be involved with discussions about any proposed restructuring within the Old Mill and also how the charity may avoid making any job role redundant

#### **5. Costs**

Mainly redundancy payments to employees dismissed by reason of redundancy

#### **6. Associated Policies**

Data Protection

Discipline & Grievance

Equality, Diversity & Inclusion

Welsh Language

#### **7. Policy changes**

Reason for change	Section changed	Date changed	New version number

**8. Policy dates**

Trustee approval	11 <sup>th</sup> December 2019
Review date	10 <sup>th</sup> December 2022

Signed by.....*Colin Tarry*.....Date *29/3/21*.....

Name printed *Colin Tarry*..... Position in organisation *Chair*.....