



# HR Policy

DRAFT Voluntary Redundancy Scheme 2018



Human Resources

## Contents

1	INTRODUCTION .....	3
2	SCOPE OF THE PROCEDURE .....	3
3	APPLICATION FOR VOLUNTARY REDUNDANCY .....	3
4	VOLUNTARY REDUNDANCY PAY .....	4
5	CONSIDERATION OF APPLICATIONS.....	4

## BACKGROUND

### 1 INTRODUCTION

- 1.1 The council is faced for a further year with the need to make substantial savings which will inevitably entail some job losses. In order to minimise the need for compulsory redundancies, the council has decided to introduce a general voluntary redundancy scheme which will operate for the 2018/19 financial year.

### 2 SCOPE OF THE PROCEDURE

- 2.1 This procedure applies to most non-school council employees. Those who are not eligible for a redundancy payment because they will not have completed 2 years continuous employment at the time of their departure are not eligible.
- 2.2 Applications under this Scheme may be made from 3 August 2018 and will not be considered unless they are received by the closing date of **Friday 28 September 2018**. It will still be possible for employees directly affected by a specific reorganisation to volunteer for redundancy during the consultation process concerning the specific reorganisation in the ordinary way

## PROCEDURE

### 3 APPLICATION FOR VOLUNTARY REDUNDANCY

- 3.1 To make a formal application for voluntary redundancy, you should complete the Voluntary redundancy application form which is available online at: [LINK](#) . Paper applications or e-mails saying you wish to apply will **not** be accepted. If you do not have access to a computer, please call HR on (*to be included*). As a courtesy, you should inform your line manager if you submit an application for voluntary redundancy.
- 3.2 Before you apply you should calculate your redundancy entitlement using the online calculator available on the Intranet LINK. You can also contact the HR team on (*to be included*) or email (*to be included*).
- 3.3 Requesting redundancy figures is not a formal application for redundancy and does not commit you or the council to anything; it will simply trigger the production of a personal redundancy payment estimate for you. Your line manager is not notified of your interest in voluntary redundancy at this stage, although you may have already told them as a courtesy that you are interested in it.
- 3.4 Should you need a formal estimate of pension entitlement, you should make this clear in your email requesting a redundancy estimate.
- 3.5 Once you have received the estimate of your redundancy figures, if you decide to proceed and make a formal application for redundancy you should apply as soon as possible but no later than midnight on **Friday 28 September 2018**

### 4 VOLUNTARY REDUNDANCY PAY

- 4.1 Under the council's current severance arrangements, if accepted for redundancy you will receive:
  - a. a statutory redundancy payment based on your contractual weekly gross pay, rather than the statutory maximum of £508 per week;
  - b. a discretionary severance payment equivalent to half of the statutory

- redundancy payment calculated on this basis;
- c. immediate and unreduced payment of your benefits if you are a member of the Local Government Pension Scheme and provided that you:
    - have at least 2 years membership **AND**
    - are 55 years of age or over on your last day of service (assumed to be 31 March 2019 for the purpose of this exercise).
- 4.2 If you apply under this Scheme you will initially be provided with estimated figures with a last day of service of 31 March 2019. More precise figures will be supplied should your application for redundancy be successful.
- 4.3 Figures will be estimated based on:
- a. your age: as at the last day of service (in this case 31 March 2019)
  - b. length of local government service: completed years (maximum length 20 years)
  - c. weekly pay: based on your contractual gross weekly pay.
- 4.4 The amount of week's pay awarded is in accordance with the following:
- a. **0.5 week's pay** for each full year of service aged under 22
  - b. **1 week's pay** for each full year of service between the ages of 22 and under 41
  - c. **1.5 week's pay** for each full year of service worked from the age of 41 and over.

## **5 CONSIDERATION OF APPLICATIONS**

- 5.1 Shortly after the closing date of **Friday 28 September 2018**, Human Resources will notify all Strategic Directors, Operational Directors and Heads of Service of the applications that have been made within their areas. The relevant Departmental Management Team (DMT) will consider your application. Your line manager will also be formally made aware of your application at this stage. Departmental Management Teams will make recommendations to the Council Management Team (CMT) which will make the final decision on all applications
- 5.2 CMT may accept or reject your application and has complete discretion in this respect (other than as set out at 4.3) based on business considerations and impact on the council. This could include:-
- a. the Council's need to retain the types of knowledge and skills that are believed to be essential to meet future business aims;
  - b. the need to retain a balance of employees with different skills;
  - c. issues around skills shortages, retention problems;
  - d. whether the employee is currently subject to action under the disciplinary, capability or sickness management procedures as it may not be appropriate to agree to a voluntary redundancy in these circumstances

There is no appeal of the decision and no grievance concerning it will be accepted.

- 5.3 Where your application is not accepted because it is not appropriate to delete your post, it may, if the CMT considers appropriate, be entered into a central register of employees willing to take voluntary redundancy should another employee facing compulsorily redundancy in the future be a suitable candidate for their post. This is called a "bumped" redundancy. Suitability will be assessed though the normal interview process for redeployment.
- 5.4 If your application is accepted a confirmation e-mail will be sent out.

- 5.5 You may accept or decline the offer at this stage. Once you have accepted a formal offer of voluntary redundancy, you may not withdraw your application.
- 5.6 If you wish to accept the offer, you must confirm by return e-mail that you accept the offer. Appropriate letters setting out the arrangements for leaving, including notice period and last day of service will then be issued and you will be made redundant.
- 5.7 You should be aware that if you obtain a position with this council or another body covered by the Redundancy Modification Order within a month of receiving your redundancy pay you will need to repay your redundancy payment.
- 5.8 The last day of service for employees leaving under this scheme is 31 March 2019, other than in exceptional circumstances agreed by the Chief Executive. Employees accepted for voluntary redundancy under this scheme will be expected to continue working until this date.