



REDUNDANCY POLICY & PROCEDURE

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POLICY STATEMENT

ELCAP will seek to avoid redundancy and to improve the security of employment of employees. When there is no reasonable alternative to redundancy, the procedure followed will be fair, transparent and allow the staff affected to suggest alternatives to redundancy and to appeal against decisions which affect their post.

PROCEDURES

This document sets out ELCAP's procedure in the event of redundancies.

ELCAP will take necessary measures to limit any compulsory redundancies. To this end, ELCAP will, in the first instance, seek to take the following measures:

- Restrict recruitment of new employees
- Limit the numbers of temporary workers
- Limit overtime
- Seek voluntary redundancies
- Limit the impact on service users

ELCAP will not accept volunteers for redundancy, where in ELCAP's view, these individuals possess skills/qualifications required by ELCAP.

If compulsory redundancies are necessary, then this will be handled in the most fair, consistent and sympathetic manner possible. ELCAP will consult with potentially affected employees and where appropriate with a recognised trade union or employee representatives according to statutory timescales.

Procedures

1. Initial steps
2. Selection procedures and criteria
3. Redundancy Panel
4. Consultation arrangements
5. Appeals procedure
6. Redundancy Pay
7. Employee assistance

1. Initial steps

Where a need for reduction in numbers occurs that could lead to possible redundancies for employees, the Chief Executive will first consider the measures highlighted above.

If redundancies are still thought to be necessary despite having considered these measures, the Redundancy Panel will require a report from the appropriate manager involved on alternative measures taken.

2. Selection procedures and criteria

Selection for redundancy of employees will be objective and normally consist of the following criteria:

- Experience
- Attendance record
- Disciplinary record
- Skills/Qualifications
- Performance
- Funding for the position
- Ability to contribute to ELCAP's business strategy

ELCAP may use some or all of these criteria and will decide what weight to attach to each.

3. Redundancy Panel

Where redundancies need to be considered, the Chief Executive will appoint a Redundancy Panel. The Redundancy panel should be chaired by a Board member, one other manager and advice taken from Human Resources when required. Depending on the redundancy under discussion, the Chief Executive has discretion to agree the most appropriate managers to be appointed to the Redundancy Panel.

The Redundancy Panel will decide the selection criteria relevant to the specific situation.

4. Consultation arrangements

Consultation will be carried out as soon as possible to verify the reason, likely number, criteria, method and payment which are to be used and to consider alternatives. This will be conducted in accordance with statutory regulations, with the pool of individuals, the JCC (Joint Consultative Council), trade union representatives and where appropriate employee representatives.

The Redundancy Panel will give full consideration to any representations made by, or on behalf of the individuals concerned before progressing and finalising the selection of employees for redundancy.

5. Appeals procedure

Employees who are selected for redundancy will have the right to appeal against this decision. The basis on which the appeal is being made must be fully set out in writing and must be made to the

Chief Executive within 10 working days of the notification. The appeal will be heard within 15 working days of receipt of the written grounds of the appeal. The Appeal Panel will include the Chief Executive and two different members of the Executive Board. An employee will have the right to be accompanied by a representative (a union representative or other staff member). The decision reached by the Appeal Panel will be final.

6. Redundancy Pay

Where redundancies are required, employees will be entitled to a redundancy payment at the relevant statutory rate. Any such enhanced payments do not in any way imply a general contractual right for employees to receive enhanced redundancy payments.

7. Employee assistance

Subject to statutory rights and wherever possible, ELCAP will make arrangements to assist people made redundant to find alternative employment. This will include for example time to attend interviews, practical assistance with application form filling and interview techniques, contacting potential employers, advice on pensions and benefits and access to counselling. Such time off must be requested in advance and reasonable time off will be permitted for these activities.