



## **REDUNDANCY POLICY**

BY LAW of

**CHESTER STUDENTS' UNION**

Passed at Trustee Board on  
25 November 2019

## **1. Introduction**

- 1.1. It is the policy of the Chester Students' Union (CSU) by careful planning, to ensure as far as possible, the security of employment for its staff. However, it is recognised that there may be changes in competitive conditions, organisation requirements and technological developments which may affect staffing needs.
- 1.2. Every reasonable effort will be made to prevent redundancy as detailed in this document, but it is recognised as being desirable to have a procedure for dealing with the situation should a reduction in the numbers or change in the type of staff employed become necessary.

## **2. Definition of Redundancy**

- 2.1. Redundancy is defined in the Employment Rights Act 1996, s 139 as arising where:
  - 2.1.1. the employer has ceased or intends to cease (i) to carry on the business for the purposes of which the employee was employed by him or (ii) to carry on that business in the place where the employee was so employed or
  - 2.1.2. the requirements of that business (i) for employees to carry out work of a particular kind or (ii) for employees to carry out work of a particular kind in the place the employee was employed by the employer have ceased or are expected to cease or diminish.

## **3. Alternatives to Redundancy**

- 3.1. **Voluntary Redundancy.** Before implementing compulsory redundancy, CSU will ask if any of the affected group of staff (or exceptionally a related and relevant group of staff) wish to volunteer for redundancy. Such volunteers will be considered and wherever possible, allowed to leave to avoid compulsory redundancy. The decision as to whether to agree to voluntary redundancy will be based on the future operational needs of CSU.
- 3.2. **Reduction of Contracted Hours.** This may be considered as a long term or short term solution, and must be by mutual agreement between CSU and the employee(s).
- 3.3. **Redeployment.** Given the size of the organisation, it is unlikely that this option will be possible. However, this may be considered if the staff member has the relevant skills, or can receive training to meet the full requirements of an alternative vacant post.
- 3.4. Other reasonable cost saving alternatives will be given due consideration in order to avoid compulsory redundancy wherever possible.

## **4. Consultation**

- 4.1. Where it is not possible to avoid redundancy, the requirement for consultation with relevant staff and Trade Union representatives shall be in accordance with the employment legislation and relevant ACAS Code of Practice.

4.2. Any member of staff selected for redundancy shall be invited to a meeting with their manager to be informed and consulted on an individual or group basis. They may be accompanied to this meeting by a trade union representative or colleague, and will be given the full explanation for the redundancy, and details of the consultation process.

4.3. The Union may consult with the staff team more widely depending upon the circumstances.

## **5. Criteria for Selection for Redundancy**

5.1. CSU is committed to a fair, consistent, objective and non-discriminatory procedure.

5.2. CSU will select for redundancy to ensure that its future operational needs are met with a workforce having the optimum balance of expertise and proficiency.

## **6. Notice for Redundant Employees**

6.1. A member of staff dismissed on the grounds of redundancy is entitled to receive notice as outlined in their contract of employment. Consideration will be given to early release of staff if they receive an offer of alternative employment.

## **7. Appeal**

7.1. A member of staff given notice of dismissal for reasons of redundancy may appeal the decision to dismiss them on ground of redundancy. The appeal should be in writing, stating the full grounds of appeal, and sent to the Chair of the Trustee Board within 7 calendar days of written confirmation of the decision being issued to a member of staff.

## **8. Redundancy Pay**

8.1. Individuals with 2 or more years' of service will be entitled to statutory redundancy pay. This is calculated taking into account age, salary (subject to a statutory minimum) and number of years' continuous service (subject to a statutory cap on numbers of years' service which can be taken into account). The Government provide this website to help you identify your entitlement <https://www.gov.uk/calculate-your-redundancy-pay>

## **9. Pension Quotations**

9.1. CSU operate a NEST pension provision. Staff have individual access to their NEST account which will enable them to determine the effect of redundancy.

## **10. Assistance for Staff at Risk of Redundancy**

10.1. Staff will be given reasonable time off with pay to look for work, and whatever other assistance can be reasonably offered, which may include payment in lieu of notice rather than be required to work their notice.