



Policy Title:	Redundancy Policy
Audience:	All Staff
Policy Date:	May 2017
Policy Revision Date:	May 2020
Policy Location:	N Drive: HR/AllUsers/Policies and Procedures

1. Overview

1.1 All employees are covered by this policy. It sets out how Royal Holloway Students' Union (RHSU) wants to treat employees should we need to reduce the number of people we employ. We will avoid making anyone redundant wherever reasonably possible, but it may sometimes be needed to address changing business needs.

1.2 Our redundancy policy applies to all employees, but does not form part of your contract of employment and may be amended at any time. It does not apply to self-employed contractors, consultants, or to agency workers.

2. How we avoid redundancies

2.1 We will consider taking other action to avoid redundancies and will reduce the numbers involved wherever possible. The following list gives examples of some alternative approaches we may consider:

- cutting back on overtime (where applicable)
- freezing salaries and / or delaying pay rises
- re-deploying and / or retraining some employees
- finding suitable alternative work to offer some employees
- exploring job shares, short-time working and other types of flexible working
- limiting new recruitment
- looking at how we use consultants and self-employed contractors

3. How we make redundancies

3.1 RHSU will always comply with legal obligations to consult with recognised trade unions or employee representatives (where applicable), depending on the number of redundancies we propose making.

3.2 Where we have the ability to do so, we will begin by inviting applications for voluntary redundancy, but reserve the right not to accept a volunteer. This is usually because some senior or high-performing staff are key to our business operations and future needs, and are accordingly unsuitable candidates.

3.3 If we do not get enough volunteers, or the right mix of volunteers, or we are looking at individual roles, we will need to move on to making compulsory redundancies. We will invite all those at risk to a meeting to explain our proposals. We may also write to you individually with the full details.

3.4 We will be fair, objective and transparent with the criteria we use to identify employees at risk of redundancy. However, we will be driven by the need to ensure we retain the types of skills necessary to meet current and future business objectives.

3.5 We will never discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion, gender, sexual orientation, age, disability, marital or civil partnership status at any stage in the redundancy process.

3.6 Those selected for possible redundancy will be allocated to a group known as the 'pool'. The criteria we use to select employees for the pool will depend on the specific circumstances, but are likely to include some or all of the following considerations:

- experience and skills
- length of service
- levels of performance, where this can be measured objectively
- disciplinary record
- attendance record
- willingness to adapt
- willingness to be flexible

4. How we work with you if you are selected

4.1 If you are provisionally selected after we have applied the criteria to the pool, you will be notified in writing that you are now at risk of redundancy.

4.2 Our next step is to consider any suggestions you may have for avoiding redundancy. You can use this consultation process to tell us why you think you have been wrongly or unfairly selected, suggest how we could redeploy you, and put forward any other ideas you have. If we agree with you, your name will be removed from the redundancy pool. If we disagree with you, we will usually summarise our reasons in a letter.

4.3 Should we then proceed with selecting you for redundancy, you will be given notice that your employment is being ended as per your contract. We will also give you details of your redundancy pay (if you are entitled to it) and any other payments due to you, for example accrued but untaken holiday.

4.4 Compensation for loss of employment due to redundancy will be in accordance with statutory entitlement laid down in existing legislation. Statutory redundancy payments are based on an employee's rate of pay, age and length of service.

4.5 After you have been given notice of dismissal, we will give you reasonable time off during working hours to look for a new job or enrol for training relevant to your future employment. We will pay you for this time off.

5. Finding suitable alternative employment

5.1 We will try to explore whether we have any suitable alternative work if we intend making you redundant. However, you must also let us know if there are any specific roles you want us to consider as we may not be aware that you are interested in them.

- 5.2 Any offers of alternative work will always be driven by the needs of the business, and whether or not you can apply for an internal vacancy will depend on all the circumstances. We will let you know the procedure you will need to follow if we think you are eligible.
- 5.3 If you are offered suitable alternative employment with RHSU you are entitled to a four-week trial period, during which you can decline the alternative role without losing your redundancy payment if it turns out to be unsuitable.
- 5.4 You may lose your entitlement to redundancy pay if you refuse to accept suitable alternative work offered by the Students' Union.

6. Your right to appeal

- 6.1 You have the right to appeal against any decision to make you redundant. To do this, you need to respond within a week of being told you have been selected by writing directly to whoever is named in the letter you received. In your response to that letter, you must explain exactly why you are appealing.
- 6.2 Wherever possible, the appeal hearing meeting will not be led by the manager who took the decision to make you redundant. We will send you our final decision in a letter and will try to do this within two weeks of the appeal hearing. You do not have any further right to appeal against the decision to make you redundant.