



REDUNDANCY PROCEDURE

Last Review:	June 2023
Approved by Governors:	June 2023
Next Review:	June 2025

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.

Purpose

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures relating to redundancy. In doing so, the college will be mindful of its core values and of its duty of care to all its staff and students and will endeavour to act at all times with justice, compassion and respect for the dignity and worth of all those involved in the process.

Preamble

This procedure is intended to give clear guidance to all concerned where matters of redundancy arise. The procedure is published as part of the College's staffing policies and is designed to uphold and safeguard the high standard maintained by College staff. Employees are recommended to seek professional advice at all stages. In the case of union members this may be provided through their union representative.

1. Introduction

This policy sets out the college's approach to dealing with potential redundancies. It does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the Principal.

Although the college's policy is to avoid redundancies wherever possible, the needs of the college may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some positions being made redundant.

Where this is necessary, the college will ensure that:

- the total number of redundancies made is kept to a minimum;
- employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation;
- selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;
- every effort is made to redeploy or find alternative work for employees selected for redundancy; and
- support and advice is provided to employees selected for redundancy to help them find suitable work when their employment has come to an end.

2. Voluntary redundancy

In order to minimise the need for compulsory redundancies, the college may consider requests from employees for voluntary redundancies. Any request in respect of voluntary redundancy arrangements may be discussed informally, on a totally without commitment basis. The college reserves the right at its absolute discretion to decline requests for voluntary redundancy.

Employees who choose to apply for voluntary redundancy are not guaranteed to have their application accepted. The Principal reserves absolute discretion to decide whether or not to accept any individual application for redundancy. The decision as to whether or not to accept a particular application will depend on the college's need to retain the types of knowledge and skills that are believed to be essential to meet its future aims, the need to retain a balance of people with different skills, and the overall situation at the time. The Principal's decision on whether or not to accept or reject any particular application is final.

Where an employee's application for voluntary redundancy is accepted, the employee will be notified of this in writing as soon as possible after the closing date for applications. Thereafter a meeting will be set up with the employee to discuss and agree the timing of his/her redundancy and to confirm entitlement to notice, final pay and benefits, and redundancy pay.

3. Consultation

Consultations will be carried out with individual employees as appropriate. Where it is proposed that 20 or more redundancies are required over a 90-day period, consultations will take place with relevant recognised trade unions over the proposals and the general process to be followed. Individual employees will still be consulted in respect of their own particular circumstances. All points made by employees and union representatives will be considered.

The Board of Governors will need to determine whether this formal consultation stage should be carried out by the Principal or by an appropriate Committee of the Board of Governors.

4. Redundancy selection

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of the college at the time. However, every effort will be made to construct a fair and robust set of criteria following appropriate consultations.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be invited to a meeting, and have the right to be accompanied by a colleague or Trade Union representative. During the meeting, they will be given an opportunity to make representations that the application of the criteria results in unfairness to them or if they feel that there has been a mistake in the application of the criteria.

5. Alternative work

The college will make every effort to redeploy to suitable alternative work any employee who is selected for redundancy. Such employees will be informed of all the available vacancies in the college at the time of their selection and will be given an opportunity to discuss with an appropriate manager which vacancies are likely to be suitable for them. While priority will be given wherever possible to employees under threat of redundancy, the college reserves the right to select the best available candidate in relation to any given vacancy.

6. Time off work

An employee under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work, attend interviews, etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager.

7. Termination of employment

Employees with two or more years' service may be entitled to a statutory redundancy payment. The amount of this payment will be confirmed when the employee is selected for redundancy and the sum will be paid along with the employee's final salary payment. Senior pay will be line with managing public money

criteria and threshold. Further information on statutory redundancy payments is available from the HR Manager.

8. Appeal

Employees selected for redundancy will be informed of their right to appeal against the decision to an appropriate Committee of the Board of Governors. Appeals should be lodged in writing to the Board of Governors within 10 calendar days of the receipt of the letter informing the employee of the decision. The decision at appeal is final. (Where a Committee of the Board of Governors has been involved in some of the earlier stages of the redundancy procedure, then a totally different Committee should be involved at the appeal stage).