

REDUNDANCY POLICY

Statement of Intent

The Foundation makes a substantial investment in the recruitment and development of staff and makes every effort to retain them. However, circumstances may arise where organisational requirements may affect staffing needs. Where it becomes inevitable to make posts redundant the Foundation aims to handle the process in a fair, consistent and sympathetic manner, to minimise, as far as possible, any hardship that may be suffered by the employee concerned.

Consultation

The Foundation is committed to keeping staff as fully informed as possible about staffing requirements and any need for redundancies, including:

- Reasons for redundancy
- Numbers and descriptions of posts it is proposed to make redundant (if appropriate)
- Selection criteria (if appropriate)
- How the process will be carried out and the timescale
- Effect on earnings where transfer or downgrading is accepted in preference to redundancy
- Method of calculating the amount of redundancy payment
- Arrangements for reasonable time off with pay to seek alternative work or for training
- Assistance with job seeking

Measures to avoid or minimise redundancy

The Foundation will make every effort to avoid or minimise redundancy, wherever practicable to do so, for example by:

- Natural wastage
- Restriction of external recruitment
- Minimum use of fixed term contract and agency employees
- Redeployment with any necessary retraining

Selection criteria (if appropriate)

If, having taken any of the above steps, the number of posts still exceeds the number required, account will be taken of an employee's skills, experience and performance. The Foundation is committed to a fair, consistent, objective and non-discriminatory selection procedure.

Facilities for redundant employees

For members of staff whose posts are being made redundant the Foundation will arrange or make available the following:

- Reasonable time off to seek alternative employment or for training in new skills
- Financial counselling provided through an independent adviser
- Reasonable access to office facilities for the preparation of job and/or training applications.

Consultation will begin at least 30 days before redundancy is due to take effect.

Notice period

The length of notice will be that stipulated in the employee's contract of employment.

Severance terms

Employees who are made redundant and have at least two years' continuous service are entitled to a redundancy payment, calculated on age and length of service as follows:

Age	<u>Pay per year of service</u>
Under 40	2 weeks
40 – 49	2.5 weeks
50 and over	3 week

Payments are inclusive of statutory redundancy pay and are based on actual service to the date of termination, rounded up to a whole number of years and age as at last birthday. The calculation of a week's pay is based on basic salary. The maximum service that can be taken into account is 20 years.

Redundancy payment of up to £30,000 will be exempt of tax and National Insurance.

Payment will be made for any accrued annual leave that has not been taken by the last day of employment. However, this will not form part of the redundancy payment and will therefore be taxable.

Other employee benefits, such as pension, permanent health insurance and private medical insurance will cease when the employee leaves the Foundation. Any outstanding season ticket loan must be repaid.

The Foundation reserves the right to vary the terms of severance, provided the revised terms are no less advantageous than those previously applied under this policy.

Appeal

Employees who consider they have been unfairly selected for redundancy have a right of appeal. Whilst the period of notice will continue to run during such an appeal, the redundancy will not take effect until the internal appeal process has been completed.

Review

This policy will be regularly reviewed to ensure that it is operating fairly and material changes will require Trustee approval. The policy supersedes all previous agreements relating to redundancy in the foundation. This policy will be regularly reviewed to ensure that it is operating fairly and material changes will require Trustee approval.

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Alternative work

The Foundation will ensure that every alternative has been considered to redeploy an employee who is at risk of redundancy. At risk employees will be informed of all the available vacancies in the Foundation at the time of their selection and will be given an opportunity to discuss with their line manager and HR which vacancies are likely to be suitable for them.

Employees who are pregnant, on or recently returned from maternity, adoption and shared parental leave have additional legal protection and take priority above other employees when being offered any suitable alternative work that is available.

Reviewed: April 2024

