



The Holy Family of Nazareth Catholic Academy Trust

Redundancy Policy

Date of policy: **October 2020**

Date last review adopted by HFNCAT Board: **December 2020**

Frequency of review: **Annual**

Date of next review: **October 2021**

It is our intention to manage the Academy in a manner which results in secure employment for our employees. We will always try to avoid the need for compulsory redundancies but sometimes these may be necessary. The pattern or volume of our work may change and requirements for employees may reduce.

This policy only applies to employees of the Academy who have greater than two year's continuous service with the Academy. It does not form part of any employee's terms and conditions of employment with the Academy and is not intended to have contractual effect. It is provided for guidance purposes only.

The purpose of the policy

The purpose of this policy is to ensure that, whenever a reduction in employee numbers becomes necessary:

- we communicate clearly with all affected employees and ensure that they are treated fairly;
- we try to find ways of avoiding compulsory redundancies;
- we consult with employees and with recognised trade unions and or employee representatives where applicable; and
- any selection for compulsory redundancy is undertaken fairly and reasonably.

Avoiding compulsory redundancies

Where we are proposing to make redundancies, we will enter into consultation with all affected employees on an individual basis and, where appropriate, also with recognised trade unions and or employee representatives.

In the first instance we will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies.

Examples of such steps include:

- Reviewing the use of agency staff, self-employed contractors and consultants;
- Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed;
- Reducing overtime in affected departments or service areas to that needed to meet contractual commitments or provide essential services;
- Considering the introduction of short time working, job-sharing or other flexible working arrangements, where these are practicable;
- Identifying suitable alternative work with us that might be offered to potentially redundant employees;
- Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and we reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the Academy to do so.

Any measures adopted must not adversely affect the Academy or its ability to deliver educational services and pastoral/support services to our students.

Making compulsory redundancies

When it is not possible to avoid potential compulsory redundancies, all affected employees and, where appropriate, recognised trade unions and/or employee representatives, will be advised and consulted on the procedure that will then be followed and the criteria that will be applied.

The criteria used to select those employees who will potentially be made redundant will be objective, transparent, fair and based on the skills required to meet the Academy's existing and anticipated needs.

Those employees who have been provisionally selected for redundancy will be consulted with individually.

Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive. Employees will be given the opportunity to appeal against this decision.

The Academy will continue to look for alternative employment for any redundant employee and inform him or her of any vacancies that it has until his or her termination date. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

Employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.

