

## Timeframes

### Notice Periods

Staff notice periods are set out in our contracts of employment and depend on your continuous service length and terms and conditions of employment (i.e. Teachers have slightly different notice periods)

0 – 4 years continuous service	1 month
5 years continuous service	5 weeks
6 years continuous service	6 weeks
7 years continuous service	7 weeks
8 years continuous service	8 weeks
9 years continuous service	9 weeks
10 years continuous service	10 weeks
11 years continuous service	11 weeks
12 + years continuous service	12 weeks



### Consultation period timetable

When proposing to make 20 or more employees redundant at one establishment, the law states we must consult with staff in good time. The below table shows when consultation must start, prior to the first dismissal actually taking effect.

0 – 19 staff affected	A reasonable period of time
20 – 99 staff affected	Minimum of 30 days before first dismissal
100+ staff affected	Minimum of 45 days before first dismissal

As well as the above timeframes, we have also agreed with the Unions that the period of consultation will last for:

<b>Group Consultation</b>	4 weeks (28 calendar days)
<b>Individual Consultation</b>	Reasonable to situation, usually 1 week





## Process Overview

### Step 1 – Identification

Your manager will have considered all options available, and determined that a reduction in the workforce is required. Reasons for redundancy include a project ending, a child leaving a school, a service being reduced, a restructure being undertaken.

### Step 2 – Consultation starts

All employees will be formally consulted. You will receive a consultation document outlining the reasons for redundancy, who is at risk, and selection methods. The purpose is to work with you to identify any options that could potentially eliminate the need for compulsory redundancies. During this period you may be asked for voluntary redundancy/retirement applications.

### Step 3 – During consultation

During the consultation period, as well as having group consultations, you will be individually consulted with and placed "at risk". You are encouraged to ask questions and offer suggestions during this period and are entitled to bring a Trade Union representative or work colleague to any of these meetings.

### Step 4 – Consultation ends

After the appropriate period of consultation, the formal consultation period will end. Your manager will meet with you to advise you of the outcome. If the outcome is that redundancies are still required, then the next steps will be outlined and discussed here. The requirement for redundancies will be confirmed here.

### Step 5 – Selection for redundancy

The selection method for those employees being made redundant will depend on the reasons for redundancy and how many people are being made redundant. Selection criteria may include job matching, competitive interview or the ACAS selection criteria which may include; attendance record, disciplinary record, skills/experience, standard of work performance, aptitude for work. The selection process will be outlined in the consultation document.



## Process Overview

### Step 6 – Notice period

If you have been selected for compulsory redundancy, you will be issued with redundancy notice. Notice periods depend on length of service and are a minimum of 1 month, and a maximum of 12 weeks. Employees served notice will be granted reasonable time off to attend training courses and interviews.

### Step 7 – Redeployment list

Employees who have been placed "at risk" or selected for redundancy and have over 2 years' continuous service will be placed on the redeployment list. Vacancies throughout the council are offered to these employees first. It is essential that HR know your mobile phone number as all potential alternative employment vacancies are texted to you to apply. You are on the redeployment list for your whole notice period. **(Please see overleaf)**

### Step 8 – Trial periods

Should alternative employment be found and you are successful in applying for the vacancy, you will be able to have a 4 week trial period in the job for the new manager to determine your suitability to the job, and for you to assess the job's suitability for you. Should this be successful, you are redeployed and no longer at risk of redundancy. Should the trial period be recognised as unsuccessful (this will be before the end of the trial period), you will be placed back on the redeployment list until your notice period ends. Your notice period will 'freeze' during your trial period and will continue after should the role be deemed unsuitable.

E.g. you have 6 weeks notice period, you start a trial period after 4 weeks, you have the 4 weeks trialling the role and it is deemed unsuitable. You then go back on the redeployment list for the remaining 2 weeks.

### Exiting the Council

If redeployment is unsuccessful then your contract will, at the end of the notice period, end and you will no longer be employed by the council. Employees with over 2 years service will receive a redundancy payment.



## Redeployment

If you are selected as redundant then you may be eligible for redeployment. Please see the below for details on redeployment:

Redeployment is open to all employees with over 2 years continuous service. Employees who are at risk of redundancy are put on the council's redeployment list and contacted about any job roles that are considered alternative employment.

**Alternative Employment** = any job role on one grade above, one grade below, or the same grade as the employee's 'at risk' position.

When a vacancy comes in, eligible employees on the redeployment list are texted with details about the job and asked to respond within 48 hours. If the employee feels it could be suitable, then they must reply to say they are interested. They will need to complete an application form for the role to ensure they meet the essential criteria required. The recruiting manager considers this in line with the normal recruitment procedure. Depending on the job role, these applications will either be given prior consideration above other applicants, or will be considered as part of the normal selection process. If the redeployee is successful, they are offered a 4 week trial period in the job to ensure suitability from both a job perspective, and the employee's perspective.

After the 4 week trial period, if for any reason it is decided that the role is not suitable for the employee, the employee goes back on the redeployment list for the remainder of their notice period.

To help us assist you in finding redeployment, please ensure that HRDirect receive your mobile number so suitable positions can be highlighted.



## Redundancy Calculations

If you have over 2 years continuous service, you will be eligible for redundancy payments. Depending on length of service and age, you will be entitled to a certain number of week's pay as compensation. The calculations are capped at a maximum of 20 years' service and age 61. For those with more service or older in age, the same calculation is used as if you had 20 years' service/were 61 years old. A 'week's pay' is determined by looking at the last 12 weeks worked prior to being served notice and averaging the amount earned each week.

### Relevant Documents:

The redundancy calculation tables can be found on the Intranet, under the HR Direct Document store in the following documents:

- **School employees** – Guidance Booklet for Supporting the Redeployment and Redundancy Process for Schools
- **Corporate employees** – Redundancy Policy (appendix b)

### Payment restrictions:

In-line with Denbighshire County Council's Pay Policy, the following conditions apply:

- Staff who, upon leaving the employment of the Council, receive any form of compensation payment for loss of office, will not be re-employed by the Council for the duration of the compensation payment e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date.
- Should a Denbighshire employee take employment with an employer covered by the Redundancy Modification Order within 4 weeks of their date of leaving Denbighshire, then there is no redundancy dismissal but a transfer to the new employer with continuous service. At this point, if the employee has received a redundancy payment, then they are required to return the payment to Denbighshire.

*Examples of those covered under the Redundancy Modification Order are other local councils such as Conwy and Flintshire council. If you are unsure if the organisation is covered by the Order, please contact HR Direct. **There are no payment restrictions for working for private companies.***



# Redundancy Support

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## External Support

### ACAS

For help and advice on your rights during redundancy and redeployment, please contact ACAS.

[www.acas.org.uk](http://www.acas.org.uk)

### Careers Wales

Careers Wales are able to provide support for those wishing to pursue a different job or those facing redundancy. They advertise thousands of vacancies on their website, offer a free CV checking service and can also provide information on the Redundancy Action Scheme (ReAct). This is a programme of funding for training provided by the Welsh Government for people facing redundancy.

[www.careerswales.com](http://www.careerswales.com)

### Money Advice Service

For help and advice with finances, please contact the Money Advice Service. They are an independent organisation who work in partnership with other organisations to help you manage your money, as well as offering free and impartial advice. You can also book a 1:1 session with one of their staff.

[www.moneyadvice.org.uk](http://www.moneyadvice.org.uk)

### Job Centre

The Job Centre are part of the Department for Work and Pensions and they offer support for those of working age, including advertising thousands of vacancies online, information on employment related queries, benefits information, support for those wanting to go self-employed, and much more. They can also help with questions you might have about interviews and applying for jobs.

[www.gov.uk](http://www.gov.uk)

### CAB

The Citizens Advice Bureau are able to advise in a host of areas, including your employment rights, money advice, legal matters, benefit advice, and much more. They are the UK's largest advice service.

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### Denbighshire Voluntary Service

Denbighshire Voluntary Services Council promotes, supports, develops and gives voice to the Voluntary Sector which encourages community involvement enhancing the quality of people's lives. They can help with providing low cost training courses for volunteers and employees, recruiting and placing volunteers, advice and information to help you run or establish a new voluntary/ community group, and much more.

[www.dvsc.co.uk](http://www.dvsc.co.uk)

## Internal Support

### Managers / Supervisors

Your manager and/or supervisor will be able to advise you on the redundancy process and how it will affect you. Please discuss any issues or concerns you may have with them in the first instance.

### HR Direct

HR will be able to advise you on the policies and processes that are applicable to your situation. We also run in-house training courses, including application form and interview skills workshops. For more information, please visit the various HR Direct Intranet pages on the Intranet.

**Email:** [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk)

**Tel:** 01824 706200

### Occupational Health

Occupational Health are able to provide various types of support through their Advisors, Nurses, Doctor and trained professionals, including a Counselling service. For more information, please visit their information page on the Intranet.

**Tel:** 01824 712522 / 708436

### Unions

Members of Unions are able to access their support and advice. Union reps are able to attend meetings with members, as well as offer advice. Please contact your Union to discuss your situation.

### Colleagues

Your colleagues are often an excellent support network when going through redundancy and redeployment as they are able to fully understand what you are experiencing.



**The council also engages with external companies to provide extra support for staff. We encourage you to attend one of the presentations that the Job Centre, Money Advice Service, and Careers Wales provide (you can book a one-to-one session with them too). Please see overleaf for details about these companies.**