



Treetops Nursery

Redundancy policy

It is a general policy objective of the Company to maintain, where possible, secure employment for its employees by forward planning. The Company intends to reduce any redundancies which may occur to the minimum, but changes in the pattern or volume of business, in the Company itself, or in the method of working may sometimes render redundancies unavoidable.

Circumstances may arise where changes in the market, in technology and the organisational requirements of the Company may lead to the need for redundancies. In order to minimise the impact of redundancies, the following procedure will be adopted wherever possible. The procedure may need to be adapted in cases of emergency.

An employer's duties in a redundancy procedure differ depending on the number of staff that might be made redundant. Where the employer may make less than 20 staff redundant (at any one site within a 90 day period) then there will be duty to carry out meaningful consultation and to follow the statutory dismissal procedure.

Where the employer may make 20 or more staff redundant (at any one site within a 90 day period) there is a duty to consult with employee representatives for a minimum of 30 days (or 90 days if 100 or more staff may be made redundant). However there is then no requirement to follow the statutory dismissal procedure.

Redundancy Procedure

Where the possibility of redundancies arises, management will enter into consultations with the appropriate employees and employee representatives (where appropriate) with a view to consideration of all the options and possible alternatives.

Where, after due consideration of these alternatives, the Company considers that the need for redundancies still remains, management will give to employees and (where appropriate) employee representatives written details of the proposals.

As far as possible in advance of the proposed termination date(s) management will notify all employees that compulsory redundancies are proposed and that a provisional selection has been made. Management will then consult on an individual basis with those employees provisionally selected for redundancy. In the course of this consultation employees will be informed of the basis of their proposed selection for redundancy and will be invited to make representation on their proposed dismissals.

Management must take due note of and give full consideration to any representations before a confirmed selection for redundancy is made.

Management will make every effort to seek alternative employment within the Company. All redundant employees will be interviewed individually to inform them of any available vacancies, to establish individual requirements, and to consider their suitability for particular jobs. Employees will also be informed of any entitlement to severance pay (and/or statutory redundancy payment).

Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with the terms of their contract. Depending on the needs of the business, consideration will be given to employees who wish to leave early with payment in lieu of notice.

If alternative vacancies are offered to redundant employees the terms and conditions which will apply will either be in accordance with the standard terms for the job in question, or will be in accordance with those which applied to the employee in the redundant job. Redundant employees accepting an alternative job will be entitled to a trial period in accordance with current legislation.

Employees under notice of redundancy will be given permission to take time off work to look for work or training in accordance with current legislation.

The Company will also undertake as far as possible to assist employees for whom no alternative work can be found within the Company to find other employment.

All employees who receive redundancy payments will be given written notification of the way in which their redundancy pay has been calculated.

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