



REDUNDANCY POLICY

This policy sets out what York Childcare (YC) will do if compulsory redundancies become necessary, including the steps we will take to try to avoid redundancies.

This Policy

Wherever possible we want to avoid compulsory redundancies but sometimes this is unavoidable. Redundancies may become necessary if our business changes as the result of alterations to how we do things, technology moving on or a change in the market. These, and other changes, could all lead to a different need for employees. Where this happens and a reduction in employee numbers becomes necessary, we want to communicate this clearly to people who are affected and to take steps to deal with the process reasonably.

We will look to find ways of avoiding compulsory redundancies and will consult with employees. Where any selection for compulsory redundancy is carried out, we will deal with this fairly, reasonably and without discrimination.

This policy is applicable to employees only.

Avoiding redundancies

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

Before we reach the stage where redundancies are proposed, we will look to avoid the need for compulsory redundancies. Where it is appropriate, we will consider steps like:

- Looking at our use of agency staff and consultants.
- Restricting recruitment in relevant areas, particularly where affected employees could be redeployed.
- Reducing overtime in relevant areas where this is feasible and in line with business needs.
- Looking for suitable alternative work that could be offered to those at risk of being made redundant.
- Considering whether YC can ask for volunteers for redundancy. It will be for YC to decide whether or not to seek volunteers. Equally, agreeing to accept a volunteer for redundancy will be our decision. We can refuse an application for voluntary redundancy where it does not meet the needs of the business.

Where we have to make redundancies

Having carefully and fully reviewed the situation, there may not be a realistic alternative to compulsory redundancies.



- Where this is the case we will inform affected employees.
- We will consult on the process and the criteria that will be applied.
- We will not discriminate directly or indirectly on grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, gender, sexual orientation, marital or civil partner status, gender reassignment, pregnancy or age.
- Part-time employees will not be treated differently to comparable permanent, full-time employees.
- Where it is appropriate to select employees who will be at risk of being made redundant, the criteria adopted will be objective, transparent and fair and based on the skills required for our business.
- Individuals who have been provisionally selected for redundancy will be consulted.
- Where an employee is selected for redundancy, he or she will be given notice of termination of employment in accordance with their contracts as well as notification of the payments that they will receive.
- There will be an opportunity to appeal against this decision.
- YC will continue to look for alternative employment within York Childcare for employees facing redundancy until their employment ends.
- How redundant employees apply for and are assessed for vacancies will depend on the relevant circumstances.
- Alternative employment may be offered subject to a trial period where appropriate.
- Individuals who are under notice of redundancy will be entitled to a reasonable amount of paid time off to look for work or to arrange training.

YC will review the policy at reasonable intervals to check that it meets both legal obligations and requirements of the business.

This policy does not form part of any employee's contract of employment and YC may amend it at any time.

**We do not currently have appointed staff representatives – staff are given the opportunity to select a work colleague to act as their representative when a situation arises requiring one (eg disciplinary proceedings)*