



Lowestoft Town Council Redundancy Policy

1.0 Introduction

1.1 Redundancy arises when the need for a particular job diminishes or ceases. Everything possible will be done to avoid redundancy by using alternative methods, for example reduction in overtime working, natural wastage and review of the use of casual workers, where appropriate.

1.2 Where there is a need to choose between a group of employees with similar roles, selection criteria will be used to determine the individuals to be made redundant. The criteria used for selection will be applied objectively and there will be consultation with both individual employees and employee representatives (where required) prior to any final decision being taken with emphasis on attempting to identify suitable alternative employment and alleviating personal hardship.

1.3 Individuals at risk of redundancy will be warned of likely redundancy as early as possible.

2.0 Selection Criteria

2.1 The selection criteria set out below will normally be adopted, but not necessarily in the order shown, where there is a need to select between employees:

- Relevant qualifications, experience and skills;
- Disciplinary record;
- Attendance record;
- Length of service; and
- Training needs.

3.0 Redundancy Payments

Redundancy payments will be calculated at two times the statutory entitlement.

4.0 Alternative Employment

4.1 The Town Council will always see if there is suitable alternative employment for anyone likely to be made redundant.

4.2 You may not receive a redundancy payment if you unreasonably refuse an offer of suitable alternative employment, providing the following conditions exist:

- The offer is made before the termination date.
- There is no change in:
 - Fares, or travelling time to and from work;
 - Rate of pay; or
 - Hours of work;
- There will be no break in employment; and
- The alternative employment is suitable in relation to your skills, aptitude and experience.

4.3 Where an offer of alternative employment is made, both you and the Town Council have a four week trial period in which to decide if the offer of alternative employment is mutually acceptable. At the end of this period, either you or the Town Council can terminate employment and a redundancy payment will be made if the appropriate conditions are met.

4.4 If you are given notice of redundancy, you will be allowed time off to look for alternative employment outside the Town Council.



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5.0 Payment on Termination

5.1 If your position is made redundant, you will receive the following:

- All outstanding wages and holiday pay up to the date of leaving;
- Pay in lieu of notice, if applicable; and
- A redundancy payment if you qualify.

5.2 The Town Council's Personnel Committee will review from time to time, the Town Council's arrangements for calculating redundancy payments which may be at a level that is above statutory redundancy pay.

6.0 Appeal

6.1 If you wish to appeal against the decision to make your position redundant, you must put your appeal in writing to the Town Clerk within five working days of being served notice of termination.