SUMMARY OF REDUNDANCY PROCESS

- Potential redundancy situation first identified as possibility
- General Consultation - to warn of possibility of redundancy and explore alternatives to avoid dismissal if possible
- Case submitted to Council (where Stature 32 applies) or Dean/Registrar (where Statute 32 does not apply) to institute redundancy procedures
- Ongoing attempts to find alternatives to redundancy (e.g., alternative funding streams, deployment of staff likely to be affected to other funded work, consideration of whether natural wastage or inviting voluntary redundancy would prevent the need for compulsory redundancy)
- Alternatives to prevent redundancy situation arising have been unsuccessful.
- Define the provisional pool for selection, and where appropriate, proposed selection criteria
- **Form 1** completed by Head of Department (together with Redundancy Selection Form (Part A) where there is a pool) and forwarded to Dean/Head of Division for consideration
- Consideration of case by Dean/Head of Division. **Form 1** completed by Dean/Head of Division and returned to Head of Department for consultation with staff
- **DOES A POOL EXIST?**
  
  YES

  NO
WHERE POOL HAS BEEN DEFINED

Group Consultation Meeting with pool - (invite relevant TU representative). Give staff copies of Form 1 & proposed selection criteria - explain that it is proposed that they be included in the provisional pool for selection and why, give details of the proposed selection criteria (to be determined by Redundancy Committee). Explain alternative options that have been considered and whether this is an area that can be explored further. Explain likely timetable of events, listen to/discuss any representations made at this stage and offer opportunity for individuals in the provisional pool to feedback any further comments/representations to the Head of Department in writing prior to Form 1 going to Redundancy Committee.

- Forward Form 1 to Personnel, together with Redundancy Selection Form (Part A), the notes of group consultation meeting, and any representations received from individuals in provisional pool.

- Personnel forward the case to appropriate Trade Union, giving them an opportunity to make a written submission

WHERE NO POOL HAS BEEN DEFINED

REDUNDANCY COMMITTEE - decision made re:
- case for redundancy / numbers of redundant posts
- pool for selection
- selection criteria to be used
• Personnel write to everyone in the pool - confirming decision to include them in the pool/selection criteria to be used and inviting representations (ie. giving each individual the opportunity to forward CV/any other information they wish to make available to the selection panel before selection criteria are applied).

• Selection criteria applied and provisional selection decision made by Department using Redundancy Selection Form (Part B).

• Meet with everyone in the pool to advise them of the provisional selection decision and the basis for that provisional decision. (In the case of the individual provisionally selected for redundancy, set up individual consultation meetings as detailed below)

**Individual Consultation Meeting 1**: explain case for redundancy, fact the individual has been provisionally selected for redundancy, the basis for the provisional selection decision, alternative options that have been considered and whether this is an area that can be explored further, the likely timetable of events. Listen to/discuss any representations made at this stage, and set up a further meeting (eg. in a week’s time) to discuss the matter further when the individual has had a chance to consider this. Refer to Form 1, making it clear that the provisional decision is subject to confirmation by the Redundancy Committee.
**Individual Consultation Meeting 2** – Listen to/discuss any further representations or matters arising as appropriate.

**NOTE:** All individual consultation meetings should involve individual being given opportunity to be accompanied by appropriate representative and should be followed up in writing, for instance, using the *Individual Consultation Meetings Form*

- Prepare Form 2 (copy to individual) and forward to Personnel via Dean/Head of Division together with Redundancy Selection Form (Part B) and Individual Consultation Meetings Form

- Personnel write to person(s) provisionally selected for redundancy offering them, and/or their representative(s), the right to make representations at Redundancy Committee, either orally or in writing.

- Personnel forward the case to appropriate Trade Union, giving them an opportunity to make a written submission

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**REDUNDANCY COMMITTEE** – decision made re:
- selection from pool
- that redundancy process has been correctly followed and appropriate consultation taken place
- redundancy decision confirmed

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**REDUNDANCY COMMITTEE** – decision made re:
- case for redundancy / numbers of redundant posts
- pool for selection
- (assuming it is agreed there is no pool) that redundancy process has been correctly followed and appropriate consultation taken place
- redundancy decision confirmed
• Redundancy Committee report redundancy decision to Council (except where case arises from closure of the whole or a substantial part of a department, in which case a recommendation is made to Council.

• (Within 7 days of Redundancy Committee’s decision), Personnel write to all staff in the pool (where appropriate) confirming whether or not their employment is to be terminated on grounds of redundancy, and (in the case of the individual selected), giving appropriate notice and where selection has taken place, why they were selected. Also included in the letter to the individual selected will be confirmation of the right to appeal, details of any redundancy payment and arrangements for the ongoing search for suitable alternative employment

• Right to Appeal

• Ongoing attempts to secure suitable alternative employment (until last day of service)