

Appendix C

West Berkshire Council redundancy policy – summary

Process summary:

1. Identify requirement to reduce number of posts and consult staff and unions on proposals.
2. Finalise proposals, and seek volunteers for redundancy.
3. If necessary, consult on selection criteria for compulsory redundancy.
4. Select staff for redundancy.
5. Seek estimates of costs for 1) redundancy payment and 2) pension fund costs (if applicable) for redundant employees.
6. Continue to seek redeployment to avoid compulsory redundancies.
7. Seek approval for overall costs from Chief Executive or the Executive as appropriate (see below).
8. Issue notice of termination of employment by reason of redundancy,
9. Make redundancy payment to employee and (as appropriate) compensate the pension fund for the cost of early retirement.

The table below shows the use of the Council's discretions under the Regulations and the approval process for the total costs to the Council for each individual redundancy.

	Current policy	Proposed policy
Week's pay	Actual pay	Actual pay
Multiplier (of statutory redundancy weeks to pay)	2	1.5 from 01/12/15 1.0 from 01/12/16
Approvals under £10k cost	Chief Executive in consultation with Leader and Shadow Leader	Chief Executive in consultation with Leader and Shadow Leader
Approvals £10k cost and over	Executive	Executive
Approvals £95k cost and over	Executive	Head of HR to undertake investigation into the case, producing a cost/benefit analysis, and consulting the Head of finance and the Head of Legal and the Chief Executive before allowing the case to proceed for final approval to Executive