

## REDUNDANCY POLICY AND PROCEDURE

This Policy is intended to be used in cases involving redundancy of staff employed on open ended contracts, and those on fixed term contracts of a full-time or part-time nature. It is recognised that the expiry of a fixed term contract may impose the same legal obligations as any other redundancy.

### POLICY

It is the policy of Gilfach Goch Community Association (GGCA) to aim to provide, as far as possible, security of employment for its established permanent staff through careful forward planning of its Human Resource requirements (including any consequential staff development needs). However, it is recognised that there may be changes in competitive conditions, organisational requirements and technological developments which may affect staffing needs. It is also recognised that as a charity, funding is required and this funding is usually for a fixed period. At the end of the project lifespan, there is no guarantee of further employment if funding is not available. It is recognised that, in order to maintain a degree of security of employment, flexibility may be required from staff in adapting to new staffing requirements, working methods, and organisational needs including working on new projects if funding becomes available.

It is the aim of the GGCA to prevent situations arising which threaten job security. It is the GGCA's aim to avoid the use of compulsory redundancy wherever it is practicable to do so. The GGCA will seek to minimise the effect of redundancies through the provision of support to assist in finding alternative employment for redundant staff. In cases where compulsory redundancy cannot be avoided, the GGCA will handle the redundancy in the most fair, consistent and sympathetic manner possible and seek to minimise hardship of the employees concerned.

### LEGAL SAFEGUARD

Nothing in this procedure shall reduce the entitlements of staff or the obligations of the GGCA under the provisions of the relevant legislation should they be, in aggregate, of greater benefit than those stated in this procedure.

### CONSULTATION

The GGCA will consult with affected groups of staff, at the earliest practicable opportunity, whenever there appears to be a situation which could lead to any redundancies.

**NOTE:** Legislation requires that consultation must begin at least 30 days before the first dismissal takes effect if between 20 and 99 employees are to be made redundant over a period of 90 days or less. Alternatively, consultation must begin at least 45 days before the first dismissal takes effect if 100 or more employees are to be made redundant over a period of 90 days or less. In such cases, the GGCA will submit Form HR1 to the Secretary of State for Employment. The GGCA will provide in writing, to recognised Representatives, the following information concerning any proposed redundancies as part of the consultation process:

- the reasons for the proposals
- the numbers and descriptions of the employees it is proposed to dismiss as redundant
- the total number of employees of this description employed by the GGCA
- the way in which employees will be selected for redundancy
- how the dismissals will be carried out, and over what period
- the formula to be used for determining severance pay.

The GGCA will give serious consideration to any proposals and representations put forward. Consultation between the GGCA and employees will be meaningful and will seek to reach agreement on ways to avoid redundancy. Where it is not possible to agree measures to avoid redundancy, consultation will aim to seek agreement on ways of minimising the number of redundancies and mitigating the consequences of redundancy.

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### MEASURES TO AVOID OR MINIMISE REDUNDANCY

The GGCA will seek to avoid or minimise redundancies wherever practicable to do so by means of the following measures, as deemed appropriate by the GGCA in the particular circumstances:

- assessing the effect of normal staff turnover to make use of natural wastage
- freezing or restricting recruitment of permanent staff
- limiting the engagement of temporary staff
- seeking volunteers for early retirement or voluntary severance
- filling vacancies from amongst existing employees by redeployment, transfer and/or retraining
- eliminating as far as practicable overtime working and/or investigating the use of alternative working arrangements, such as part-time working, reduced hours, and job-sharing.

### SELECTION FOR REDUNDANCY

In the event of a service/project or other function ceasing to operate, or a project/service/other function closing down, then those staff directly affected would be identified as redundant. As indicated in the paragraph above, wherever possible the GGCA will seek to apply voluntary means to achieve the required reductions in staff numbers. Such volunteers will not be unreasonably refused. However, the GGCA will ensure that it retains the necessary balance of skills and experience amongst staff to carryout its future commitments effectively, and in the event of circumstances where entirely voluntary means cannot be used, must be committed to a fair, consistent, objective and non-discriminatory selection procedure. The selection criteria used may vary according to circumstances. It may include for example such considerations as:

- Qualifications, skills, and experience in relation to the GGCA's strategic and operational requirements, both current and future
- Other objective criteria which may be used to provide a fair basis for selection on grounds of performance or merit for example, in cases where there are no other objective criteria, e.g. length of service
- The roles and whether specific qualifications are mandatory requirements i.e. childcare
- The funding body, service level agreements and end of projects

### REDEPLOYMENT

Once staff are identified as redundant and notified of their potential redundancy, the GGCA will actively seek suitable alternative work for them within the GGCA prior to their redundancy taking effect (unless the individual is a volunteer for redundancy or declines the opportunity for redeployment). This consideration will take into account the individual's skills, levels of responsibility and seniority, and career aspirations. The GGCA will endeavour to secure funding for new or other existing roles and offer a post of comparable status, terms, and conditions. Consideration will be given to some retraining where practicable, in order to assist with redeployment into alternative work. Offers of alternative work to employees, under notice of redundancy, will be made in writing, specifying any differences in terms and conditions which may result, the length of any trial period, and any other conditions (note: such efforts at redeployment will be much assisted by the active co-operation and involvement of the employee).

Staff who are redeployed to alternative posts will normally do so on the basis of a mutually agreed trial period, the length of which should be at least 4 weeks, normally no more than 12 weeks, but will depend upon the nature of change of duties (and any retraining) involved. An extended trial period of more than 4 weeks can only be agreed between the parties when training is required. Staff who elect not to accept the alternative job during, or at the end of, the trial period will still be entitled to receive their redundancy payments, however, they will not be entitled to a further period of notice. A redundant employee who wishes to leave the GGCA before the expected redundancy date but who is under notice of redundancy will, if practicable and subject to agreement by the GGCA, be permitted to leave and to be paid their redundancy payment and the balance of their contractual notice period.

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### ASSISTANCE WITH JOB SEEKING

The GGCA will grant employees who are under notice of redundancy reasonable time off with pay to seek alternative work, or to arrange training. They will be permitted reasonable use of the GGCA's office facilities such as telephone, photocopier etc. to assist with this.

### SEVERANCE PAYMENTS

Severance payments will normally comprise the following elements, if appropriate:

- Statutory redundancy payment
- Payment in lieu of outstanding holiday entitlement or contractual notice.

Employees who are made redundant (either on a voluntary or compulsory basis) will not be required to repay any relocation or training expenses normally recovered on termination. Any outstanding loans (e.g. season ticket) or GGCA property must however be repaid/returned before termination takes effect.

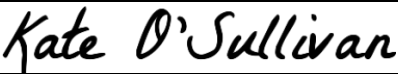

### DATA PROTECTION

The GGCA processes personal data of employees, including data that is within the special categories of data (such as personal data concerning an employee's health), collected during their recruitment and while they are employed in accordance with its data protection policy for the purposes of dealing with any potential or actual redundancies. In particular, data collected and processed for those purposes is held securely and accessed by, and disclosed to, individuals for the purposes of complying with its statutory notification and consultation obligations (including trade union representatives (where a union is recognised) and employee representatives) as follows:

- following a fair procedure to ensure that dismissals for redundancy are not unfair;
- selecting employees for redundancy;
- considering alternatives to redundancy;
- offering alternative employment;
- implementing redundancies;
- dealing with appeals against selection; and
- defending legal claims arising from redundancies.

In appropriate access or disclosure of employee data by an employee of the GGCA constitutes a data breach and should be reported immediately in accordance with the GGCA's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the GGCA's disciplinary procedure. Trade union representatives, in their capacity as representatives of a trade union, must deal with personal data about employees in accordance with all relevant legal requirements, including the General Data Protection Regulation.







This policy and procedure is effective from 01.06.2025 and will be revised on or before 01.06.2026

Print Name	Signed	Date
Kate O'Sullivan – Community Association Manager		19 / 06 / 2025
Olive Francis – Vice Chair of Board of Trustees		25 / 05 / 2025

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