



## **Redundancy Policy**

MCFB will strive to maintain continuity of employment for staff. However the nature of voluntary sector funding means that employment cannot be guaranteed beyond the period of funding for any particular project.

Where funding for a post or project is nearing the end and it appears that continuation may not be possible, MCFB will consult with staff concerned at an early opportunity and at least 3 months prior to the end of the funding period as well as with the wider staff group and Trades Union representatives.

In consultation with staff affected and others as above, consideration will be given to measures which might prevent the need for redundancies such as reduced hours of work or agreed salary freezes.

MCFB will seek to minimise the impact on staff concerned by offering support in finding alternative employment, including training, time off to attend interviews and counselling or other support. Consideration will be given to redeployment to other posts if available within MCFB. The involvement of an external facilitator may in some circumstances assist in discussions about redeployment.

Where an alternative post is available, there will be three options depending on the match between the requirements of the post and the employee's capabilities.

1. Where there is a significant match the employee can be assimilated
2. Where there is a reasonable match they will be offered a protected interview prior to the post being advertised and if successful will be offered the post
3. Where the match is uncertain they will be offered the chance to compete in open interview.

In all options the staff member will be offered appropriate training to enable them to meet the requirements of the new post. If they take up post there will be a probationary period of 4 weeks which can be extended by mutual agreement. During this time the employee may choose redundancy as a preferred option and MCFB, if not satisfied that the employee can meet the requirements of the job, can make them redundant.

Consideration of redundancy will apply to those employees whose posts depend on the funding which is ceasing. Where more than one employee could be the

subject of redundancy, MCFB will define criteria to determine selection. These could include capability as demonstrated in annual reviews, length of employment and attendance record. MCFB will ensure that selection reflects the organisation's commitment to social justice and anti-oppressive practice.

Where an employee is made redundant, financial recompense will be at the statutory minimum levels.

Payment in respect of outstanding accrued holiday entitlement shall be made if it is not reasonably practicable for such holiday entitlement to be taken during the notice period. Holiday time taken up to the annual allowance but not earned shall not be deducted.

Employees will have a right of appeal which will be heard by the Chair of Personnel sub-Committee and two other Board members. The employee will have the right to be accompanied at an appeal by a Trades Union representative or other person of their choice.

Where an employee may be made redundant, the procedure will be as follows.

1. At least 3 months prior to the possible date of redundancy, MCFB will write to the employee notifying them of the reason for the redundancy and will invite them to a meeting to discuss the matter.
2. A meeting will take place at the earliest opportunity at which the employee will have the right to be accompanied. Following the meeting MCFB will notify the employee of the decision and of their right to appeal.
3. If the employee wishes to lodge an appeal an appeal meeting will be held at which the employee has the right to be accompanied. Following the appeal meeting MCFB will notify the employee of the final decision.

Further advice about employment rights, how redundancy should be handled and the calculation of statutory minimum redundancy pay can be found on various websites including:

<http://direct.gov.uk/en/Employment>  
<http://www.acas.org.uk>  
<http://www.unison.org.uk>  
<http://www.citizensadvice.org.uk>

Or you may wish to phone or visit your local Citizens Advice Bureau.

**Updated 12/08**