

# Redundancy

## 1. The Purpose

This policy confirms the Forestry Commission's (FC) commitment to the avoidance of compulsory redundancies and where compulsory redundancy is inevitable the principles by which the FC will handle the redundancies so they take place in the most fair, consistent and sympathetic manner possible.

## 2. The Principles

The principles of the policy are to:

- Comply with all statutory requirements in relation to dismissals for reason of redundancy;
- Act in accordance with the Cabinet Office protocols which sets out details for handling surplus staff across the Civil Service;
- Provide re-deployment support within the FC and wider Civil Service for any staff declared surplus;
- Pay redundancy benefits in accordance with the Civil Service Compensation Scheme (CSCS) in place at the time; and
- Ensure that all actions are objective, non-discriminatory and in line with the Forestry Commission's commitment to equal opportunities.

## 3. The Policy

The Forestry Commission will take all practical and reasonable steps to avoid, and if that is not possible, minimise the need for compulsory redundancies. Consultation will take place when ever there is the likelihood of a surplus staff situation and individuals will be given the opportunity to apply for voluntary redundancy before compulsory redundancies are considered.

This policy and the associated procedure have been developed in consultation with the Forestry Commission Trade Unions (FCTU)

### 3.1 Your responsibilities as an employee

You are expected to:

- Participate in any consultation exercise;
- Attend presentations and/or one to one meetings with your manager, as appropriate, and ask questions if you are unsure about how a change will impact you and your role;
- Co-operate with a competitive interview if this is required as part of the redundancy selection process; and
- If necessary, undertake training to support your redeployment opportunities

### 3.2 Your responsibilities as a manager

You are expected to:

- Contact your local HR Manager if it has been established there is a likelihood of surplus staff in your area so that consultations can start.
- Undertake all consultations with a view to reaching agreement about ways to avoid, and if that is not possible, minimise the need for compulsory redundancies.
- Regularly meet with your staff where there is a surplus staff situation to make sure they understand the situation and to communicate decisions;
- Make redundancy selection decisions in line with the selection criteria laid out in the Redundancy procedure;
- Allow staff under notice of redundancy reasonable time off to look for alternative work or to arrange training; and
- Support staff through changes indicating additional support from Forestry Commission Trade Unions (FCTU) and the Employee Assistance Programme (EAP).

### 3.3 Human Resources responsibilities

Human Resources have responsibility for:

- Monitoring and reviewing the policy and procedure in consultation with the FCTU;
- Giving advice and guidance to managers on the FC Redundancy policy & procedure and the Cabinet Office protocols;
- Supporting managers who are taking part in consultation exercises;
- Providing **factual** information on absence and conduct during redundancy selection
- Supporting the redeployment of staff by maintaining the FC redeployment process and providing details of the Civil Service Jobs website; and
- Organising redundancy compensation payments in accordance with the Civil Service Compensation scheme in place at the time.