

Appendix 1 - Summary of Amendments to Organisational Policies

1 Joint Organisational Policy Statement

This policy has been withdrawn completely as it is no longer relevant due to the merger between SDC and WDC not taking place. There was no previous policy, and it will not be superseded.

2 Joint Redundancy Policy & Procedure and Joint Redeployment Policy & Procedure

2.1 These previous joint policies were withdrawn in April 2022 as they were no longer relevant due to the merger between SDC and WDC not taking place. The Policies were amended in May 2022 to remove any reference to SDC. This was the only change that occurred at that time.

2.2 It is now appropriate to review these policies to ensure that they are fit for purpose for WDC. Therefore, the following changes are proposed:

2.3 General

2.3.1 Amalgamate both policies under one policy entitled: "Redundancy & Redeployment Policy" to avoid duplication.

2.3.2 Amend title to confirm Policy only (there will be a separate document relating to the more detailed Procedures for Managers).

2.3.3 Removal of references to ill health and disability – these have now been incorporated into the Long-Term Sickness & Ill Health Capability Policy.

2.3.4 Supporting forms to be updated – Consultation Timeline, Business Case and other supporting information where required.

2.4 Proposed Main Amendments

2.4.1 Expressions of Interest

The right to request redundancy by submitting an expression of interest in redundancy is proposed to be withdrawn. This we know caused confusion and raised expectations that may not have been fulfilled.

2.4.2 Trial Periods

It is proposed to revert to a 4-week trial period from 6 weeks (with an extension if required) – the aim of amendment is to make the decision regarding their position in a more timely manner to support staff and take away uncertainty.

2.4.3 At Risk/Consultation Period

It is proposed to revert to not putting staff 'at risk' until after the consultation period has ended – this is to ensure that the consultation is at the start of the process and is meaningful. Only once consultation has been concluded and signed off will the at-risk process occur, if required.

2.4.4 Job Descriptions

It is proposed to revert to including job descriptions and person specifications within the consultation period.

If jobs are required to be evaluated, although Job Evaluation will continue to take place prior to consultation starting, job descriptions and person specifications will still be open to consultation with staff (with amendments taken back to the Hay Evaluation Panel if necessary).

2.4.5 Approval Process

As there is no longer a Transformation Board, it is proposed that approval for restructures lies with one of the Chief Executive, Deputy Chief Executive or Director for Climate Change if there are no costs, or with Cabinet if costs or other service implications are involved e.g. for growth.

2.5 Proposed General Amendments

- 2.5.1 Clarification that a member of Human Resources, the employees' line manager and the recruiting manager (if this is different from the line manager) will meet to review the skills matrix.
- 2.5.2 Removal of the option to provide additional information to the manager if an employee doesn't feel that their skills matrix covers the requirements of the form as all relevant information should be provided on the form.
- 2.5.3 Amendment to specify weekly review meetings during the trial period.
- 2.5.4 Clarification that where both parties agree it may be possible to waive the trial period completely.
- 2.5.5 Clarification that if the employee decides that the new role is not suitable for them, they should discuss with their line manager in the first instance, rather than Human Resources.
- 2.5.6 Amendment to include that it will be discussed and agreed with the employee as to whether the 6 weeks maximum at-risk period is to be retained or whether the time spent on the trial period is to be added on to the at-risk period, to maximise redeployment opportunities.
- 2.5.7 Addition that Human Resources and an independent manager will hear an appeal against redundancy or matching.
- 2.5.8 Clarification that employees redeployed into a fixed term role that could potentially end of redundancy will receive the permanent (enhanced) redundancy terms and not the fixed term (statutory) ones.
- 2.5.9 Insertion of reference to the WDC existing policy regarding statutory redundancy payments only to Fixed Term Employees
- 2.5.10 Removal of the reference to "car allowances" in how redundancy payments are calculated.
- 2.5.11 Removal of the criteria that "employees may be required to use outstanding annual leave before their last day of employment depending on service requirements".
- 2.5.12 Clarification of support available to employees and managers.