



10.12 Our Redundancy Policy

Little Gillies is committed to retaining its staff where possible and will endeavour to always try and avoid compulsory redundancies. It is our intention to develop and expand our business activities and to provide a stable work environment and reasonable security of employment for its employees.

However, we must also ensure the economic viability of the business and the competitive business environment in which it operates. This means in some circumstances such as changes relating to market conditions, financial and employment legislation, organisational requirements and financial pressures, amongst other things, the company may need to reduce its staffing requirements.

We will seek to minimise the impact of any reductions by looking at appropriate or viable deployment opportunities, and to adopt a fair, consistent and sensitive approach to any employees affected by potential redundancies.

The company has the right to review, amend and change the policy in line with legal obligations and business requirements at any time.

Staff will be informed of all changes that are made

Avoiding Compulsory Redundancies

Where there is a possibility that redundancies will be made the company will always look to take alternative measures to avoid these, such as:

- Non-replacement of leavers/natural wastage
- Reducing or restricting the number of agency workers, consultants and self-employed contractors
- Looking at flexible working practices, such as short-term working, job sharing, temporary lay-offs, etc.
- Reducing overtime, while ensuring contractual and business needs are still met
- Inviting applications for voluntary redundancies or early retirement

Making Compulsory Redundancies

When it is not possible to avoid making compulsory redundancies, we will consult with all the affected employees and advise on the reasons for this decision and the number of employees affected.

The company will consult and advise on measures being looked at to reduce the number of redundancies, and may ask employees for suggestions.



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The company will consult on the Compulsory Redundancy Procedure that will be followed, and the necessary pool and selection criteria that will be applied. This will be confirmed to the affected employees in writing.

Compulsory Redundancy Procedure

We will not discriminate directly or indirectly on grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, gender, sexual orientation, marital or civil partner status, gender reassignment or age.

Part-time employees and those working under fixed-term contracts will not be treated differently to comparable permanent, full-time employees in the same role.

Employees will be told at the earliest possible opportunity of the reasons for the potential redundancy situation, and individual consultation will take place with those potentially affected to discuss the possibility of redundancy. Depending on the circumstances it may be relevant to consult through Trades Unions or employee representatives. Where a position is identified as potentially redundant the company will invite the employee to a first consultation meeting to outline the circumstances.

Where it is appropriate to select employees who will be at risk of being made redundant, the selection criteria adopted will be objective, transparent and fair and based on the skills required to for our business.

Where there is more than one employee in the selection pool, each potentially redundant employee will be scored against the criteria, and those provisionally selected based on their score will be notified in writing of this.

The selection criteria will be based on the company's commitments and needs for specific skills and requirements, and those employees potentially at risk will be marked against the following:

- Proficiency through skills and qualifications
- Standard of work performance
- Attendance record
- Disciplinary record
- Last in, first out

Employees will be invited to an individual consultancy meeting and may be accompanied by a Trade Union official or colleague/staff representative. At the meeting, the employee will discuss their individual scores, the proposal to select them for redundancy and the terms of the redundancy. The employees will have the opportunity to make comments regarding their scores for the company to consider.

When those selected for redundancy have been agreed and conformed, the individual employees will be invited back in for a further meeting. Again they can be accompanied by a Trade Union official or colleague/staff representative. At this meeting the employee will be informed they



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have been selected for redundancy and they will receive a letter confirming this. The employee will receive notice of their termination of employment in line with their contract and confirmation of payments they will receive within the letter, as well as information of what to do if they wish to appeal the decision.

If the employee wishes to appeal the decision, they will be invited to a meeting and can again be accompanied by a Trade Union official or colleague/staff representative. Following the meeting, the employee will receive a letter confirming the outcome of the meeting and that will be the final decision of the matter.

The company will endeavour to seek alternative employment for redundant employees before the termination date. Alternative employment may be offered for a trial period where appropriate.

Where the company is unable to offer alternative employment, those under notice of redundancy may be able to take a reasonable amount of paid time off to look for new employment or to arrange training for future employment.

Redundancy entitlements

Redundant employees who have a minimum of two years' continuous service with the company will normally be entitled to be paid statutory redundancy pay as laid down in existing legislation. All employees who receive redundancy payments will be given written notification of the way in which their redundancy pay has been calculated.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....



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Reviewed by Sarah Beresford

Date June 2023