



REDUNDANCY SELECTION CRITERIA

1.0 INTRODUCTION

- 1.1 Where a (potential) redundancy situation is identified, employees within the area affected (or wider where considered appropriate) will normally be asked if they wish to volunteer for redundancy. It should be noted that the decision to allow the employee to leave will lie with the Authority and will depend on the Authority's needs.
- 1.2 Where a specific function is to be discontinued then those employees directly related to the provision of that function will automatically be selected for redundancy. If it is a reduction in provision (of this function), which continues to demand the retention of some employees, then the criteria set out below will determine the selection for redundancy.
- 1.3 Where specific abilities or qualifications are required for the future effective operation of the service, those employees will be excluded from redundancy selection. Where more employees possess the ability than are needed, the criteria set out below will determine selection for redundancy.
- 1.4 The detailed factors comprising the selection criteria will be determined and evaluated by the Chief Executive (or named senior officer nominated by the Chief Executive) and applied in an objective and non-discriminatory manner.

2.0 CRITERIA

2.1 (i) Additional Skills

These are the skills which employees are required to possess in order to ensure the effective delivery of Authority services in the future. Prior to selection, the relevant manager must list the types and areas of additional skills which would be rated as valuable by the service. These must be relevant to future service delivery and justified by reference to relevant criterion such as Section Plan; Corporate Plan; national or statutory provisions; etc. The type and areas of additional skills must be established and communicated to staff prior to the selection process. Additional skills will be scored as set out below:

Appendix 2

- | | |
|--|------|
| (a) possessing all (i.e. 100%) of the additional skills identified for the effective delivery of Authority services in the future | +100 |
| (b) possessing most (i.e. at least 50% but not 100%) of the additional skills identified for the effective delivery of Authority services in the future | +75 |
| (c) possessing some (i.e. up to 50%) of the additional skills identified for the effective delivery of Authority services in the future | +50 |
| (d) possessing no additional skills identified for the effective delivery of Authority services in the future | +0 |

(ii) Qualifications

These are relevant professional or other qualifications (or equivalent knowledge gained through experience, where appropriate) which have been identified as essential in order to ensure the effective delivery of Authority services in the future. Prior to selection, the relevant manager must list the types of qualifications which would be rated as essential to the service. These must be relevant to future service delivery and justified by reference to relevant criterion such as the Section Plan; Corporate Plan; national or statutory provisions; etc. The types of qualifications must be established and communicated to staff prior to the selection process. Where no qualifications are required, then the employee will automatically score 100. Qualifications will be scored as set out below:

- | | |
|---|------|
| (a) possessing all (i.e. 100%) of the qualifications (or equivalent knowledge) identified for the effective delivery of Authority services in the future | +100 |
| (b) possessing most (i.e. at least 50% but not 100%) of the qualifications (or equivalent knowledge) identified for the effective delivery of Authority services in the future | +75 |
| (c) possessing some (i.e. up to 50%) of the qualifications (or equivalent knowledge) identified for the effective delivery of Authority services in the future | +50 |
| (d) possessing no qualifications (or equivalent knowledge) identified for the effective delivery of Authority services in the future | 0 |

(iii) Absence due to ill-health

This relates to all absences which have been recorded as a result of sickness and the best 2 years of attendance out of the past 3 years should be used for calculation purposes. Sickness absences relating to maternity, industrial injury or those which are confirmed as relating to a disability must be excluded to avoid discrimination. In addition, no account must be taken of absences which have been approved as agreed Special Leave or those which have been dealt with as unauthorised absence, for which pay has been withheld.

Where employees have atypical working patterns or have less than 2 years' service with the Authority, their score will be based upon a pro-rata calculation to avoid any disproportionate impact.

The score for absence due to ill-health will be calculated as follows:

Year 1

Number of absence occurrences x total aggregate number of working days lost = **X**

Year 2

Number of absence occurrences x total aggregate number of working days lost = **Y**

X + Y divided by 2 = SCORE

Note: This score is a negative score and should be deducted from the positive criteria scores.

(iv) Disciplinary/Capability Record

Only live, formal warnings which have been issued following an investigation in line with the Authority's Disciplinary Procedure or the Authority's Capability Procedure will be taken into account. Informal warnings, cautions or warnings which have been expunged will not be counted. Individual scores will be allocated as set out below:

(a) No disciplinary record	0
(b) First level (oral) warning	-25
(c) Second level (written) warning	-50
(d) Third level (final) warning	-100

Note: This score is a negative score and should be deducted from the positive criteria scores.

3.0 HIERARCHY OF DECIDING CRITERIA

3.1 In the event that there are equal scores in relation to the selection for redundancy the hierarchy of the selection criteria, used to differentiate candidates, will be as follows:-

- (i) Additional skills
- (ii) Qualifications
- (iii) Absence due to ill-health
- (iv) Disciplinary/Capability record

3.2 In the event that it is not possible to differentiate candidates using the above selection criteria, then a random selection process will be used as the final deciding process.

4.0 SELECTION FOR REDUNDANCY

4.1 The employee(s) who score the lowest total scores will be selected for redundancy. Where scores are tied, then the deciding criterion as set out in paragraph 3 will be applied.

