

Bradford The Bradford Bulls Foundation Redundancy Policy

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Statement of Intent

This policy seeks to lay down the policy and procedures for redundancy and covers:

- Statement of avoidance
- Principles governing redundancies
- Consultation
- Alternatives to redundancy
- Procedures governing redundancies
- Entitlements

Statement of Avoidance

Bradford Bulls Foundation works within a tight financial programme that is dependent on grants, commissioning and other income. Within these constraints, Bradford Bulls Foundation recognises the importance of job security and will act to prevent redundancy where possible by actively pursuing current and alternative sources of funding and structures for the delivery of the organisation's business. This will include discussion with current funders and partner organisations. However, if funding is not secured or the business structures render it necessary the following procedure will take effect.

Principles Governing Redundancy

It is the agreed aim of Bradford Bulls Foundation and its staff and Board of Trustees to maintain and enhance the efficiency, quality and viability of the organisation's work to safeguard the current and future employment of employees. Bradford Bulls Foundation, in consultation with staff through the staff representative or recognised trade union, will seek to minimise the effect of redundancies by looking at alternative options. Where compulsory redundancy is inevitable, Bradford Bulls Foundation will handle the redundancy in the most fair, consistent and sympathetic manner possible and minimise, as far as possible, any hardship that may be suffered by the employees concerned. The overriding aim of Bradford Bulls Foundation's policy in relation to staffing levels and redundancy is, however, the future viability of the organisation.

Consultation

In situations where staffing levels may be cut, and redundancy is therefore an option, Bradford Bulls Foundation will, at the earliest opportunity, discuss the situation with the staff representative or recognised trade union and review possible courses of action, including alternatives to redundancy.

Consultation with the staff/union representative will take place, giving as long a period as possible and at least 30 days, for alternative ideas to be discussed before any notice of dismissal is given. This period will include an assessment of the organisation's overall work. Individual staff will also be informed and consulted about changes in staffing levels and arrangements, including any redundancy, which may directly affect them.

Bradford Bulls Foundation will disclose, in writing to the appropriate representatives the following information concerning the proposals for redundancies so that the representatives can play a constructive part in the consultation process:

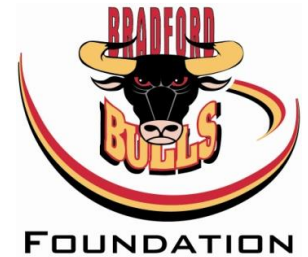
- The reasons for the proposals, including financial information about Bradford Bulls Foundation to assist the consultation process.
- The numbers and descriptions of employees it is proposed to dismiss as redundant.

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- The total number of employees of any such description employed by Bradford Bulls Foundation.
- The way in which employees will be selected for redundancy.
- How the dismissals will be carried out, including the period over which the dismissals are to take effect.
- The method of calculating the redundancy payments (other than statutory payments) to be made to those who are dismissed.



Alternatives to Redundancy

Bradford Bulls Foundation will consider the following measures to minimise or avoid compulsory redundancy:

- natural wastage
- reducing or eliminating any overtime currently being worked
- termination of the employment of temporary or contract staff
- restrictions on recruitment
- retraining and redeployment to other parts of the organisation
- introduction of short-time working, temporary layoff, reduced hours, or job sharing
- seeking applicants for early retirement, or voluntary redundancy. All applications for voluntary redundancy will be subject to approval by the Board having regard to the operational needs of the organisation and are not automatically accepted
- retirement of those employees already beyond the normal retirement age

Procedures Governing Redundancy

All members of staff, including staff with disabilities, part-time staff and staff who are pregnant or on maternity leave, will be treated fairly when Bradford Bulls Foundation is considering redundancy possibilities. The following areas will ultimately determine the posts that will be subject to redundancy notice:

- the financial position of Bradford Bulls Foundation
- the requirements and obligations to funding bodies
- the needs of the reduced service.

Bradford Bulls Foundation is committed to a selection procedure that is fair, consistent, objective and non-discriminatory. When selecting employees for redundancy, Bradford Bulls Foundation will agree the criteria for selection with the staff. Staff in the agreed pool for selection will be scored against some or all the following criteria; specific criteria may be given increased importance by differences in weighting.

- the operational needs and future viability of Bradford Bulls Foundation
- the skills and experience of the employee
- standard of work performance
- attendance and/or (unspent) disciplinary record of the employee
- the potential of the employee to be adaptable should alternative work be offered
- requests for voluntary redundancy and/or early retirement
- length of service, where this reflects value to the organisation and is not solely dependent on age difference. N.B. This does not allow for a policy of 'last in, first out'.

Staff selected for redundancy will be informed of the decision and given opportunity to appeal. Following the consultation period, staff will be informed in writing of the proposal to dismiss them by reason of redundancy and invited to a meeting to discuss it. Staff may bring a colleague/companion/representative of their choice to the meeting. Following the meeting they will be informed of the outcome in writing and given the opportunity to appeal. The dismissal meeting and the appeal meeting will follow the same procedure as for disciplinary meetings.

Offer of alternative employment

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Bradford Bulls Foundation will invite staff to apply for any available vacancies or to transfer to a comparable post. A member of staff successful in their application or transfer will not be considered to be redundant and will not qualify for a redundancy payment or other compensation for the loss of their old post although they will retain continuity of employment from the date of their initial employment with Bradford Bulls Foundation. An employee refusing such an offer would be dismissed by reason of redundancy unless the job is comparable to the redundant post – refusal to accept a suitable alternative role may result in loss of entitlement to redundancy pay.



Trial period

An employee taking on an alternative role can take advantage of a four-week trial period. If the alternative role is then not deemed suitable, either party may terminate or give notice and on termination, that staff member will be treated as though s/he had been made redundant on the date the old post ended.

In line with legislation employees on maternity or extended paternity leave have the first right of refusal to suitable alternative jobs.

Entitlements

Entitlements given are the statutory minimum.

Staff being made redundant will be given at least their contractual notice period, but where possible staff will be given not less than **12 weeks' notice**. The notice period will commence from the dismissal meeting at which staff are formally given the decision to make them redundant.

Staff being made redundant may leave before the end of their contractual period of notice without loss of redundancy payment, but without payment of salary or notice pay for the remaining notice period. Staff who are not at work because they are sick, on maternity or paternity leave or have been asked not to work their full notice period will still receive contractual notice pay.

Staff being made redundant, once in their contractual notice period, will be given reasonable paid time off to seek alternative employment and attend interviews.

At the discretion of the Foundation Manager, staff selected for redundancy may also use the office equipment for job application purposes.

Staff will be given advice and assistance with dealing with redundancy; this may include referral to a specialist service.

All employees subject to redundancy will qualify for redundancy payments if they have 2 or more years' continuous service with Bradford Bulls Foundation. This includes employees on fixed term contracts who have 2 or more years' continuous service. Employees with less than 2 years continuous service will not qualify for a redundancy payment.

All statutory entitlements will be paid by Bradford Bulls Foundation. For each complete year of service, up to a maximum of 20 years, employees are entitled to;

- for each year of service up to the age of 21: half a week's pay
- for each year of service between the age of 22 and 40: one week's pay
- for each year of service at and above age 41: one and half weeks' pay

Depending on age and length of service, employees can receive a maximum of 30 weeks' pay.

'A week's pay' will be subject to statutory maximum payment limits.