Redundancy Policy

PACE hopes that it will never need to make redundancies. Despite this, sometimes we may need to do so. Redundancies can arise where there is a proposed change in working practices, a reduction in the volume of work or the closure of a workplace.

When might a redundancy situation arise?

Redundancy situations can arise within a business for several different reasons:

- Where the need for staff to carry out their work has reduced or ceased
- Where it is proposed that a workplace will close down
- Where it is proposed that the business will shut down entirely
- Where it is proposed to move the workplace to a different location, where such a move would not fall within your contractual terms or form a reasonable management request in relation to your place of work.

Our redundancy principles

If a redundancy situation arises within the business, we will be guided by the following general principles:

- We will explore alternatives to compulsory redundancies.
- We will communicate clearly, and at an early stage, with all impacted staff members.
- We will try to avoid delays in the process.
- We will treat all staff fairly.

If a formal selection process is required, we will work with all impacted employees to put in place clear and reasonable selection criteria, which will be applied fairly.
We will always comply with any legal obligations to consult with employees. If we invite applications for voluntary redundancy, we may not always accept a volunteer. We may have business reasons for not agreeing to a particular person for voluntary redundancy.

We will look at whether the roles at risk of redundancy are ‘stand-alone’ roles or whether the redundancy situation impacts part of a wider group. If there is a reduced requirement amongst a wider group, then all those potentially affected will be placed in a ‘pool’ from which selection will be carried out. We will decide the most appropriate pool in each case. Selection from a pool is generally done using selection criteria.

We will never discriminate on the grounds of sex, maternity, pregnancy, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, sexual orientation, age, disability or marital or civil partnership status at any stage in the redundancy process.

Avoiding compulsory redundancies

In line with our principle of avoiding compulsory redundancies where possible, we will:

- Consider asking for volunteers for redundancy
- Consider operating a recruitment freeze to allow existing staff to be kept on
- Consider the possibility of job-sharing and/or flexible working arrangements
- Consider reducing the use of agency workers and other casual labour
- Consider financial measures, such as salary freezes
- Communicate details of any and all suitable vacancies existing within the business to those selected to allow for redeployment to other roles, where possible.

Our redundancy process

Each redundancy situation is different, and there is no 'one-size-fits-all' process. However, we will follow government guidance which can be found here on the Government website.

Redundancy payments

If you are selected for redundancy, then you may be entitled to the following payments:

- Notice pay – We may ask you to work your notice, or we may pay you in lieu of your notice period.
- Accrued but untaken holiday pay – If, at the point of dismissal, you have accrued more holiday than you have taken, then you will be paid in lieu of any such excess amount. Further detail can be found our Leave Policies. We may ask you to take your holiday during your notice period.
- Statutory redundancy pay

If you are offered suitable alternative employment with us and you refuse it, then this may impact your entitlement to a statutory redundancy payment. Should this situation arise, we will discuss it with you.

We will let you know our calculation of your statutory redundancy entitlement when making any final decision in relation to your employment.