**Policy on voluntary redundancy**

**Introduction**

This policy outlines the Organisation’s approach to requests for voluntary redundancy.

The Organisation will explore all options before coming to a decision that redundancies are inevitable. Where possible, redundancies will be avoided, however, in some circumstances, this will not be possible. Where there they are unavoidable, it is the aim of the Organisation to keep the impact of such change to a minimum.

**Consultation**

If it is deemed that redundancies are required, the Organisation will arrange and engage in a period of meaningful consultation with those affected. This may be on an individual basis or collective, dependent on the number of proposed redundancies. In the event of collective consultation, representatives on behalf of the affected employees will be party to the consultation.

During the period of consultation, the circumstances that have led to the proposals will be discussed in detail. Consultation will also include discussion on the roles that have been identified as being at risk, the number of redundancies proposed and the ways in which the Organisation will attempt to reduce or avoid the need for redundancy.

**Inviting requests for voluntary redundancy**

When a redundancy exercise is proposed, the Organisation may take the initial step of inviting applications from all areas of the business for voluntary redundancy for a restricted period of time.

The final decision on accepting a voluntary redundancy application will be made by the Organisation and employees must be aware that volunteering for redundancy will not necessarily lead to an approval of that application.

**Applying for voluntary redundancy**

Applications forms will be made available and the closing date for those applications will be clearly outlined.

The submission of an application for voluntary redundancy will be taken as confirmation that the employee wishes to be considered for termination of their employment by way of redundancy.

**Considering an application**

The Organisation will consider all applications for voluntary redundancy. However, volunteers must be aware that the Organisation may deem that their skills and capabilities are such that it would be detrimental to the Organisation’s future prospects if they were no longer available. In these circumstances, the application is likely to be denied.

**Accepting a request**

Any acceptance of an application for voluntary redundancy will be confirmed in writing and the individual invited to a meeting to discuss arrangements for the termination of their employment, including any entitlement to redundancy pay which may or may not include an entitlement to enhanced redundancy pay.

**Rejecting a request**

In the event that the Organisation decides to reject an application, the employee concerned will be notified in writing of this decision.