



# Barrowby Parish Council

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## Redundancy and Restructure Policy

### Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Staffing for formal adoption at Parish Council  
May 2027

### 1. Purpose

This procedure sets out how the Council will manage staffing restructures and potential redundancies fairly, reasonably and in accordance with current legislation.

This procedure should be read alongside the employee's contract of employment and any other relevant Council policies. Where there is any conflict between this procedure and the contract of employment, the contract will take precedence.

### 2. Scope

This procedure applies where the Council is considering:

- a. organisational change;
- b. a reduction in staffing requirements;
- c. the removal or reduction of a role;
- d. a restructure affecting employee duties or posts; or
- e. any situation in which an employee may be at risk of redundancy.

Redundancy arises where there is a reduced need for employees to carry out work of a particular kind, where the workplace closes, or where the employer's need for employees at that location ceases or diminishes. That reflects the statutory redundancy definition in the Employment Rights Act 1996.

### 3. General principles

The Council will:

- a. consider whether the proposed change is necessary and properly authorised;
- b. seek to avoid compulsory redundancy where reasonably possible;
- c. consult affected employees meaningfully and at a formative stage;
- d. consider alternatives to redundancy;
- e. use fair and objective selection criteria where selection is necessary; and
- f. consider suitable alternative employment where available. Genuine and meaningful consultation is a core ACAS requirement in a redundancy process.

### 4. Measures to avoid or reduce redundancy

Before confirming any redundancy, the Council will consider whether the need can be avoided or reduced through measures such as:

- a. changes to duties or working arrangements;
- b. reduction or reorganisation of hours, where agreed;
- c. natural turnover;
- d. restricting recruitment;
- e. voluntary solutions where appropriate; or
- f. suitable alternative employment.

ACAS recommends consulting on ways to avoid redundancies and reduce dismissals.

## **5. Consultation**

Where a role may be at risk, the Council will consult the affected employee or employees before any final decision is made.

Consultation will normally include:

- a. the reasons for the proposed change;
- b. which posts may be affected and why;
- c. the proposed timetable;
- d. how selection will be carried out, where applicable;
- e. ways of avoiding or reducing redundancies; and
- f. any suitable alternative roles that may exist.

Consultation must be genuine and meaningful. If an employer does not consult properly in a redundancy situation, the dismissal is likely to be unfair.

## **6. Selection**

Where there is a pool of employees at risk and selection is necessary, the Council will identify an appropriate selection pool and use fair, objective and non-discriminatory criteria.

Examples of possible criteria may include:

- a. skills, qualifications and experience relevant to the future needs of the Council;
- b. standard of work or performance, where fairly evidenced;
- c. disciplinary record, where relevant and current; or
- d. attendance record, adjusted as necessary to avoid discrimination or unfairness.

The Council will not use criteria in a way that unlawfully discriminates, for example in relation to pregnancy, maternity, disability or other protected characteristics. ACAS stresses that selection criteria should be fair and objective.

## **7. Suitable alternative employment**

Where there is a suitable alternative vacancy, the Council will consider whether it should be offered to an employee at risk of redundancy. If a suitable alternative role exists, it should be offered rather than requiring the employee to compete for it in the ordinary way.

If an employee under redundancy protection because of pregnancy, maternity or recent return to work has priority for a suitable alternative vacancy, the Council will comply with those legal requirements.

Where the law provides for a statutory trial period in suitable alternative employment, the Council will apply that arrangement. The statutory trial period is generally **4 weeks** where the new role differs from the old contract.

## **8. Outcome**

After consultation has been completed and all reasonable alternatives considered, the Council will confirm the outcome in writing.

Where redundancy is confirmed, the employee will be informed of:

- a. the reason for redundancy;
- b. the termination date;
- c. notice arrangements;
- d. any redundancy payment due;
- e. any right of appeal; and
- f. any available support or alternative opportunities.

Notice must be given in accordance with the contract of employment or statutory minimum notice, whichever is greater. GOV.UK states that employers must give the appropriate notice in a redundancy dismissal.

## **9. Redundancy pay**

Employees with the required qualifying service may be entitled to statutory redundancy pay, calculated in accordance with current legislation, unless an enhanced contractual scheme applies.

## **10. Appeal**

An employee may appeal against a decision to dismiss for redundancy by writing to the Council within **5 working days** of receiving written confirmation of the decision.

Where practicable, the appeal will be heard by councillors not previously involved in the decision.

The appeal outcome will be confirmed in writing and will be final.

A right of appeal is part of good practice in dismissal procedures and supports fairness in redundancy dismissals.

## **11. Records and confidentiality**

The Council will keep appropriate records of consultation, scoring, decisions, offers of alternative employment and outcomes.

Information relating to restructures and redundancy situations will be handled sensitively and, where possible, confidentially.

## **12. Review**

This policy will be reviewed periodically to ensure that it remains consistent with current legislation and parish council best practice.