



REDUNDANCY POLICY

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PURPOSE

It is the intention of ELATT, to ensure as far as reasonably possible, security of employment for its employees. However, it is recognised that there may be changes in economic conditions, organisational requirements and technological developments which may affect staffing needs. This policy details guidelines in the event of shortage of work and redundancy.

SHORTAGE OF WORK

If there is a shortage of work, the utmost endeavour will be made to maintain continuity of employment by placing employees on short time working by agreeing alternative means of retaining continuity of employment by alternative working arrangements all and any of which must be agreed and practical from an operational perspective.

REDUNDANCY

Definition of Redundancy

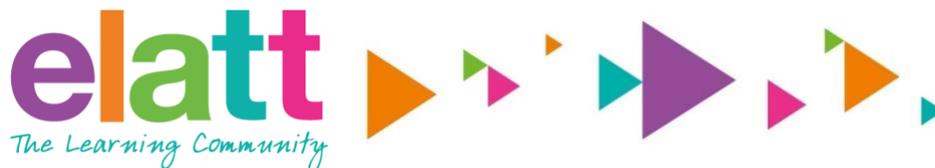
The legal definition of redundancy is the dismissal of an employee which is wholly or mainly attributable to:

- the fact that the employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was employed; or
- has ceased or intends to cease to carry on that business in the place where the employee was so employed; or
- the fact that the requirements of that business for employees to carry out work of a particular kind in the place where they were so employed, have ceased or diminished or are expected to cease or diminish.

Avoiding and Minimising the Impact of Redundancy

ELATT will make every attempt to avoid redundancy or to mitigate the impact of the situation through:

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- ceasing normal recruitment procedures for vacancies in any area of work within ELATT where “at risk” employees with suitable skills, abilities or aptitude might be absorbed;
- ceasing use of temporary employees where this can create redeployment opportunities;
- ceasing any overtime arrangements or equivalent;
- considering voluntary redundancy applications to create redeployment opportunities.

CONSULTATION

In any potential redundancy situation, ELATT will ensure that meaningful consultation takes place at the earliest opportunity. The purpose of consultation is to provide an opportunity for all concerned to share the problem and explore the options. It aims to stimulate better co-operation between management and employees, reduce uncertainty and lead to better decision making.

Matters for consultation should include:

- reasons for the potential redundancies;
- numbers and descriptions of posts it is proposed to dismiss as redundant;
- the proposed way in which employees will be selected for redundancy;
- the period over which dismissals may take effect.

The employee/s and their representative/s (if applicable) will be notified of the potential redundancies and the reasons for the proposed redundancies. The views of the employee and representatives (if applicable) will be sought and a reasonable period given for discussion of the issues with them. The views presented will be taken into consideration before any final decisions are made with a view, if possible, to reach agreement.

Wherever possible ELATT will endeavour to consult over a period of 60 days before any dismissals are made. If due to specific circumstances it is not possible to conduct this enhanced consultation period, the following will apply:

- Where fewer than 20 employees are to be made redundant then employees will be invited to individual consultation meetings and the consultation period will be a minimum of one week.

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- If it becomes necessary to propose the redundancy of 20 or more employees from one establishment within 30 days, consultation requirements in accordance with the Employment Rights Act 1996 will apply.

SELECTION

In situations where there is to be a reduction in the number of employees undertaking particular work and where not all those involved can be offered alternative work, all relevant factors will be taken into account in selecting those to be declared redundant.

ELATT will determine the selection criteria which may vary according to each redundancy situation. Consideration will be given to a range of appropriate factors, such as skills, reliability, disciplinary record, performance, experience, attendance record, conduct, qualifications and suitability for the work which remains.

The overriding consideration at all times will be the future viability of the business.

Due weight will be given to each of the criteria.

In the case of restructuring exercises where a new post may become available, the post will be advertised internally. The selection process may vary from exercise to exercise and may not always involve a selection interview. Where selection interviews are utilised, employees at risk of redundancy will be guaranteed an interview.

PROCESS OUTCOME

After the consultation process and selection exercise (if applicable) has been concluded:

Stage 1 – Invitation to meeting

A letter must be sent to the employee inviting them to a meeting to discuss the potential dismissal and the grounds for the action.

Stage 2 – The meeting

A meeting must be held with the employee and conducted by a member of the management team.

Stage 3 – The appeal

The employee must be given the right to appeal against the dismissal.

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NOTICE

Entitlement to notice of termination of employment when the dismissal is due to redundancy will be as per statutory entitlements, or the contractual notice period, whichever is the greater.

Employees under notice of redundancy will be allowed a reasonable amount of paid time off to look for another job or to arrange training.

REDUNDANCY PAYMENTS

Redundancy pay is calculated in accordance with the statutory entitlement.

Any pay in lieu of notice which might apply will also be calculated in accordance with these rates and stated in the Main Terms and Conditions of Employment.

No redundancy payment made by ELATT will set a precedent for future redundancy payments. The amount of redundancy pay will be decided by the Board of Trustees in any redundancy situation.

ALTERNATIVE EMPLOYMENT

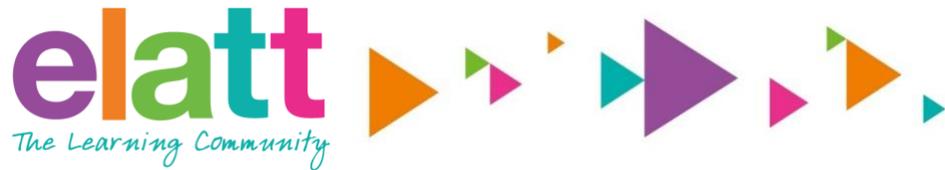
Every effort will be made to find suitable alternative employment within ELATT.

Offers of alternative employment will be made in writing and will specify the new job, the normal rate of pay and any differences in conditions of service from those of the previous job.

Employees who unreasonably refuse to accept a post that is deemed a "suitable alternative" will lose his/her right to a redundancy payment. ELATT will also fulfill its legal requirement to allow for a trial period of at least four weeks in circumstances whereby an employee is prepared to try an alternative post, which is not, deemed a "suitable alternative". This trial period may be extended by agreement in writing and specify a suitable new reassessment date. Should ELATT assess the employee not suitable for the post, the employee will return to the redundancy process.

Such trial periods are, however, two-way and at the end of the agreed period if the employee or employer deems the post not suitable for any reason, the employee would be entitled to receive a redundancy payment for the post which was made redundant.

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APPEALS

Following confirmation of dismissal by reason of redundancy an employee will be given the opportunity to appeal against the decision to the Board of Trustees. If the employee does wish to appeal they must inform the employer. The employer must then invite them to attend a meeting.

After the appeal meeting the employer must inform the employee of the final decision.

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