

## 1 REDUNDANCY SELECTION CRITERIA

Where it is identified that staff are in a competitive ring-fence in respect to a deleted post then selection will be through a process based on the principles set out in the Managing Organisational Change Policy. Points will be allocated in accordance with the criteria detailed below and the highest scoring candidates will be appointed in order.

Criteria	
1	Knowledge, skills, experience & competency behaviours ascertained through the assessment process set out in Section 2 below. (full match = 30 points)
2	Absence to be considered from HR records following the Assessment Process (10 = no absence, 7= absence below trigger level, 5 = meeting trigger point but informal action, 1-4 = formal caution/warning, 0 = final caution)
3	Capability (in current role) and Disciplinary record (10 = no action, 7= informal action, 5 = first written warning, 0 = final warning).

In the case of the lowest scoring candidates being equal, redundancy costs would then be considered.

The relevant accounting period for the purposes of Absence Monitoring is the 12 months to the end of the consultation process, i.e. 1 February 2015 to 31 January 2016.

For the purposes of formal warnings under criteria 3, only formal warnings which are live as at 1 February 2016 will be considered.

## 2. ASSESSMENT PROCESS

This section details how a candidate's knowledge, experience and competency will be tested for all roles that have been ring-fenced to staff in the new structure. The assessment process for all ring-fenced roles will be made up of the elements as outlined below.

Methods of assessment		
1.	Personal Statement	10%

2.	Test/Exercise relevant to the requirements of the role	45%
3.	Interview	45%

Each of these assessment methods is described in more detail below.

## **2.1 Personal Statement/ Expression of Interest**

The Personal Statement is a requirement for all ring fenced positions in the new structure.

The candidate's personal statement should be no more than two sides of A4, typed in 12 point Arial and submitted electronically.

The personal statement needs to demonstrate how the candidate fulfils the requirements of the job by referring to the requirements of the person specification in the role profile and referencing their relevant skills and experience for the job.

The candidate is only required to complete one personal statement even if they have been ring-fenced against several roles; however, if the candidate feels that the roles are substantially different and they feel that they would benefit from submitting an additional personal statement then they should discuss this with their line manager.

A copy of each of the role profiles is for ring-fenced posts will be available from the candidate's line manager.

In completing the candidate's personal statement, they are required to meet the essential requirements within the person specification for all of the job roles being applied for.

## **2.2 Tests/Exercises**

There are a number of different types of exercises that may be chosen as part of the selection process. The tests will focus on assessing technical skills relevant to the role. This could for example be a written test, an in-tray exercise, an exercise in data analysis and use of Excel, or a presentation.

## **2.3 Interview**

All roles will be subject to an interview which will explore the candidate's knowledge, skills, experience and competency for the role with reference to the requirements of the person specification.

# **3 MAXIMISING REDEPLOYMENT OPPORTUNITIES**

The Delivery Unit is keen to avoid redundancies wherever possible. Where it is identified that staff are at risk of redundancy, they will receive support to assist them in securing suitable alternative employment within the Delivery Unit or wider

organisation. This process will run concurrently with the above redundancy selection process to maximise opportunities for redeployment.

This means that an at-risk member of staff may apply for a position as a redeployee in a suitable alternative post, even if they are awaiting the outcome of the redundancy selection process.

This support will continue to be in place throughout the consultation period and after consultation closes, where the staff member remains at risk of redundancy.

## **4 REDUNDANCY APPEALS PROCESS**

### **4.1 Appeals against selection for redundancy**

The following will apply in all cases:

4.1.1 If an employee wishes to appeal against selection for redundancy, a written **notice of appeal** must be received by the relevant Assistant Director within five working days of the date of the employee being notified that he or she has been selected for dismissal on the grounds of redundancy.

4.1.2. Employees cannot appeal against:

- The rationale for the business decision which led to the redundancy
- The method of selection
- The selection criteria

4.1.3. Employees can appeal against:-

- Whether the selection process was applied fairly to them
- The way the selection criteria were applied to them

4.1.4. Within ten working days of the date of the employee being notified that he or she has been selected for dismissal on the grounds of redundancy the employee will submit to their Director, copied to HR, their **written grounds for appeal** which must relate to the points in para 4.1.3 Late submissions will not be accepted unless an extension of time has been agreed before the expiry of this time limit.

4.1.5. The redundancy selection will continue unless and until it is rejected on appeal.

4.1.6. Appeals against selection for redundancy will be heard by a senior manager, different to and at least the same grade as that of the manager who made the decision to dismiss, and will be nominated by the Assistant Director of the employee's service with support from HR. Where a Director has made the decision to dismiss an employee, the Chief Executive will normally hear the appeal.

## **4.2 Appeals Procedure**

4.2.1 The employee will be given reasonable written notice of the time and venue of the appeal meeting. The employee may be accompanied by a Trade Union Representative or LBB work colleague.

The companion's role is to support the employee. The companion should be allowed to address the hearing to put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee during the hearing. The companion does not, however, have the right to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

4.2.2 The Council's representative (normally the manager who made the redundancy selection decision) will give the rationale for the selection of the individual for redundancy; this will be either in person or in writing. Where it is in writing the hearing manager will read the rationale out.

4.2.3 The employee will have the opportunity to ask questions of the evidence given by the Council's representative.

4.2.4 The employee will state his or her case either in person or in writing. Where it is in writing the hearing manager will read the rationale out.

4.2.5 The Council's representative will have the opportunity to ask questions of the employee.

4.2.6 The manager holding the appeal meeting will have the opportunity to ask questions of the Council's representative and the employee.

4.2.7 The Council's representative and the employee will have an opportunity to summarise their case if they so wish.

4.2.8 The manager holding the appeal meeting will announce the decision verbally where possible and the decision will be confirmed, in writing within five working days.

Following the appeal meeting, one of the following decisions may be taken:

- i. Appeal rejected - redundancy upheld
- ii. Appeal upheld - redundancy notification withdrawn

This decision cannot be the subject of a further appeal meeting.

4.2.9 The appeal papers will be retained on the employee's personal file.

## **5. FREQUENTLY ASKED QUESTIONS**

**Q.** *Can I get feedback on the selection process?*

**A.** *Yes, anyone who has not been successful will take priority in receiving feedback on the assessment and selection process.*

**Q.** *What are the rules around redeployment and do I have to compete if I don't want the job?*

**A.** *It is always in the employee's best interest to engage in a selection process and all reasonable efforts should be made to do so.*

**Q.** *What Employee Support programmes are available and how do I access them?*

**A.** *Staff can access free and confidential assistance and support by contacting the Barnet Council's Employee Assistance Programme. As well as online information and advice there is a 24 hour telephone counselling and information service 0800 716 017; (text phone 0845 600 5499).*