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Use of this model policy is entirely at your own risk. The policy should be adapted to suit your own organisational needs, and you should ensure if meets your own specific requirements. You should also check this policy is compliant with the law and your organisation’s governing document. No liability rests with SCVO.

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**Policy on the selection criteria for redundancy**

**Purpose:**

This policy outlines [INSERT ORGANISATION NAME]’s approach to the selection of employees for redundancy, where it is found that compulsory selections for redundancy are required.

When a business need arises for a reduction in the number of employees, the organisation will ensure that selection criteria is followed fairly, objectively and reasonably.

**Method of selection:**

A method of selection will be chosen after taking into consideration the specific needs of the business at the present time. In the event of a business restructure that results in the reduction of existing roles but creation of new roles, selection by interview for newly created roles will be the chosen method.

If the need for existing roles reduces but with no significant change to roles, a selection criteria matrix will be deployed which assesses employees against selection criteria agreed through a process of consultation. [INSERT ORGANISATION NAME] retains the right to make a final decision on the criteria to be used.

**Use of interview:**

Assessment of an employee against interview criteria will be carried out by a manager following an interview with that employee.

Following the interview each employee will receive a score for which they will be ranked accordingly. This will enable the organisation to identify who will be selected for redundancy on a provisional basis.

**Use of redundancy selection matrix:**

Employees will be assessed against objective criteria determined by the organisation using a grading system. The matrix will outline the scoring ranges and weighting for each criteria.

Employees will then be scored in line with the criteria and awarded a final score. This will result in them being ranked accordingly and ultimately identify who will be selected for redundancy on a provisional basis.

**Pooling:**

[INSERT ORGANISATION NAME] will, from the outset, outline which roles are at risk of redundancy and the number of redundancies deemed necessary. From this the organisation will be able to identify who is to be selected for redundancy.

Once the roles affected by the redundancy have been identified, an appropriate pool of employees will be formulated from which those to be made redundant will be chosen. The pool will be identified using various factors, including the employees’ area of responsibility, where they are based or normally work.

The pool will not normally be restricted to only those employees performing the type of work affected by the decision to make redundancies. It is common practice for the redundancy pool to involve employees who perform the same, similar or interchangeable work.

Identification of a pool will not take place where a single role redundancy is to take place or upon closure of the entire business.

**Selection criteria:**

The criteria to be applied will include a range of criteria which allows for objective scoring. This enables the organisation to undertake a fair selection process where evidence can be relied upon should a decision be questioned.

Some or all of the following are examples of the objective criteria which employees may be scored against:

* performance
* skills, competencies and qualifications
* disciplinary record
* attendance (excluding absences due to pregnancy, maternity, other family-friendly leave or disability)
* other relevant work experience.

The specific selection criteria the organisation wish to use will take into careful consideration current business requirements. It will account for specific skill sets, knowledge and a need to create an environment in which [insert organisation name] may prosper.

**Consultation:**

Where collective redundancies are proposed i.e., 20 or more redundancies at the same establishment over a 90-day period, consultation with [DELETE AS APPROPRIATE – TRADE UNION REPRESENTATIVES (WHERE A UNION IS RECOGNISED)/EMPLOYEE REPRESENTATIVES (WHERE NO UNION IS RECOGNISED)]will be undertaken with a view to agreeing the pool and specific criteria to be used.

Consultation will be undertaken on an individual basis in a non-collective redundancy situation.

[INSERT ORGANISATION NAME] will endeavour to formulate a set of agreed criteria through consultation, however, it holds the right to make the final decision on the criteria to be used.

**Scoring:**

Those with the responsibility of undertaking the scoring exercise will do so fairly and objectively and will ensure decisions made can be supported by evidence.

Where possible at least two managers will be involved in the scoring process. This may be done by taking a combined approach to scoring, in which case one set of scores will be produced, or alternatively two sets of scores will be produced which are then added together and an average score subsequently calculated.

Compliance with the Equality Act 2010 may require some scores to be adjusted to avoid unfair treatment and/or discrimination. Disability related absences may be discounted when determining an employee’s score against the attendance record criteria by way of reasonable adjustment.

**Provisional selection/employee representations:**

A provision determination on selection for redundancy will be made after the scoring exercise. Employees will then be informed of their position in the scoring matrix at individual consultation meetings [OPTIONAL – AT WHICH THEY WILL BE AFFORDED THE RIGHT TO BRING A COMPANION]. Employees will be able to challenge their scores or offer additional information which may be appropriate for the manager to consider when ultimately making the decision on who is to be made redundant.

Careful consideration will be given to any evidence and representations made before the organisation reaches its final decision.

**Notification of selection for redundancy:**

Formal meetings will be arranged in order to inform employees that they have been selected for redundancy at which an employee will have the right to be accompanied by a colleague or trade union representative. Arrangements for the termination of their employment will be discussed, along with entitlement to redundancy pay. The arrangements discussed at this meeting will be confirmed in writing.

Employees selected for redundancy will be given the right of appeal.

**Document version control**

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| **Version number** | **Change or update** | **Author or owner** | **Date** |
| 1.0 | First version |  |  |
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