

Redundancy Policy

Approved by Cornerstone Trustees on 26th September 2022

Review Due in 2025

If anything in this policy contradicts an employment contract between Cornerstone Church Grays and an employed individual, the employment contract takes precedence.

1. Overview

This policy sets out how we want to treat our employees if we need to reduce the number of people we employ. We will avoid making anyone redundant wherever reasonably possible, but redundancies may sometimes be needed to address changing church needs and we have to consider our church families' and our communities' interests and our own interests, as well as those of our employees.

- 1.1 This policy applies to all employees. It does not apply to self-employed contractors, consultants or to agency workers.
- 1.2 This policy does not form part of your employment contract, and we may update it at any time.

2. How we avoid redundancies

2.1 We will consider taking action to avoid redundancies, and wherever possible will minimise the number of redundancies we have to make. The following list gives examples of some alternative approaches we may look at (taking account of church needs):

- Cutting back on overtime;
- Freezing salaries and delaying pay rises;
- Re-deploying and/or retraining some employees;
- Finding suitable alternative work to offer some employees;
- Inviting applications for voluntary redundancy;
- Exploring job shares, short-time working and other types of flexible working;
- Limiting new recruitment; and/or
- Looking at how we use consultants, self-employed contractors and agency staff.

3. How we make redundancies

- 3.1 We will always comply with any legal obligations to consult with recognised trade unions or employee representatives, depending on the number of redundancies we propose making.
- 3.2 If we invite applications for voluntary redundancy, we reserve the right not to accept a volunteer. We may have church-related reasons for not agreeing to a particular person for voluntary redundancy.
- 3.3 We will invite all those at risk of redundancy to a meeting to explain our proposals. We may also write to you individually with the full details.
- 3.4 We will be fair, objective and transparent in the criteria we use to identify employees at risk of redundancy. Our main aim will be to make sure we retain the types of skills necessary to meet current and future church objectives.
- 3.5 We will never discriminate on the grounds of sex, maternity, pregnancy, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, sexual orientation, age, disability, or marital or civil partnership status at any stage in the redundancy process.
- 3.6 Those selected for possible redundancy will be allocated to a group known as the 'pool'. The criteria we use to select employees for the pool will depend on the specific circumstances, but are likely to include some or all of the following:
 - experience and skills;



- length of service;
- levels of performance, where this can be measured objectively;
- disciplinary record;
- attendance record;
- key capabilities related to doing the job, for example willingness to adapt

4. How we work with you if you are selected

- 4.1 If you are provisionally selected after we have applied the criteria to the pool, we will write to you to tell you.
- 4.2 We will invite you to a meeting to consider any suggestions you may have for avoiding redundancy. You can use this consultation process to tell us if you think you have been wrongly or unfairly selected and why, suggest how we could redeploy you, and put forward any other ideas you have. If we agree with you, your name will be removed from the redundancy pool. If we disagree with you, we will give our reasons in a letter to you.
- 4.3 If we go ahead and select you for redundancy, we will give you notice that your employment is being ended as per your contract. We will also give you details of your redundancy pay (if you are entitled to it) and any other payments due to you.
- 4.4 After you have been given notice of dismissal, we will give you reasonable time off during working hours to look for a new job and/or enrol for training relevant to your future employment. We will pay you for this time off in accordance with our legal obligations.

5. Finding suitable alternative employment

- 5.1 We will explore whether we have any suitable alternative work for you before making you redundant. However, you must also let us know if there are any specific roles you want us to consider, as we may not be aware that you are interested in them.
- 5.2 Any offers of alternative work will always be driven by the needs of the church. Whether or not you can apply for an internal vacancy will depend on all the circumstances. We will let you know the procedure you will need to follow, if we think you are eligible.
- 5.3 If we offer you suitable alternative employment, you are entitled to a four-week trial period. During that trial period you can decline the alternative role if it turns out to be unsuitable and, subject to paragraph 5.4 below, you will not lose your redundancy payment. If we decide the alternative role is not suitable for you during the trial period, you will also still get your redundancy payment.
- 5.4 If you unreasonably refuse to accept suitable alternative work we offer you, your redundancy we still go ahead.

6. Your right to appeal

- 6.1 You have the right to appeal against any decision to make you redundant. To do this, you need to write to us within a week of being told you have been selected for redundancy. Send your letter or email to the person named as the appeal officer in our letter. You must explain exactly why you are appealing.
- 6.2 Wherever possible, the appeal hearing meeting will not be led by the manager who took the decision to make you redundant. We will send you our final decision in a letter and will try to do this within two weeks of the appeal hearing. You do not have any further right to appeal against the decision to make you redundant.

If you have any comments or questions regarding this policy please contact our charity trustees at **trustees@cornerstonegrays.org**

This policy is based on a policy provided by Ashfield HR Limited to the Anglican Mission in England.

Cornerstone Church Grays is a registered charity
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