

# Redundancy

## 1. The Purpose

The Forestry Commission (FC) is committed to avoiding compulsory redundancies and seeks to ensure, as far as possible, security of employment for its employees. However, there may be occasions where changes in the demand for services, funding provision, or organisational or technological developments impact on service needs and staffing requirements.

This Policy is to ensure that the FC handles any redundancy in a fair, consistent, and sympathetic manner and complies with relevant employment legislation. It applies to all permanent employees, including the Senior Staff Group.

## 2. The Principles

The principles of the policy are to:

- Fully and properly consult with the FCTU with a view to reaching agreement on ways to avoid, minimise, or mitigate the redundancy;
- Comply with all statutory requirements in relation to dismissals for reason of redundancy;
- Act in accordance with the Cabinet Office protocol which sets out details for handling redundancies across the Civil Service;
- Provide re-deployment support within the FC and wider Civil Service for any staff placed at risk of redundancy;
- Pay redundancy benefits in accordance with the Civil Service Compensation Scheme (CSCS) in place at the time; and
- Ensure that all actions are objective, non-discriminatory and in line with the Forestry Commission's commitment to equal opportunities.

## 3. The Policy

The FC is committed to avoiding compulsory redundancies wherever possible and will ensure that workforce planning takes place internally and across Government Departments before any redundancy scheme is launched. Early discussions with the FCTU will take place whenever there is the likelihood of a redundancy situation and measures to avoid redundancy will be considered. Individuals likely to be affected will be kept fully informed at all stages and employees 'at risk' will be given the opportunity to apply for voluntary redundancy before compulsory redundancies are considered.

Reasonable adjustments will be made, as required, for employees who are covered by the Equality Act.

### 3.1 Your responsibilities as an employee

You are expected to:

- Participate in any consultation exercise;
- Attend presentations and/or one to one meetings with your manager, as appropriate, and ask questions if you are unsure about how a change will impact you and your role;
- Co-operate with a competitive interview if this is required as part of the redundancy selection process; and
- If necessary, undertake training to support your redeployment opportunities.

### 3.2 Your responsibilities as a manager

You are expected to:

- Contact your dedicated HR Team if it has been established that there is a likelihood of a redundancy situation in your area so that early discussions can commence.
- Undertake all consultations with a view to reaching agreement about ways to avoid, and if that is not possible, minimise the need for compulsory redundancies.
- Regularly meet with your staff where there is a potential redundancy situation to make sure they understand the situation and to communicate decisions;
- Make redundancy selection decisions in line with the selection criteria laid out in [HR Procedure - Redundancy](#);
- Allow staff under notice of redundancy reasonable time off to look for alternative work or to arrange training; and
- Support staff through changes and make them aware of additional support from Forestry Commission Trade Unions (FCTU) and the [Employee Assistance Programme \(EAP\)](#).

### 3.3 Human Resources responsibilities

Human Resources have responsibility for:

- Monitoring and reviewing the policy and procedure in consultation with the FCTU;
- Undertake workforce planning and liaise with cross-government Recruitment and Redeployment Working Group (RRWG) and Civil Service Local, where necessary, prior to a redundancy scheme being launched;
- Giving advice and guidance to managers on the FC Redundancy policy & procedure and the Cabinet Office protocols;
- Supporting managers who are taking part in consultation exercises;
- Providing **factual** information on absence and conduct during redundancy selection
- Supporting the redeployment of staff by maintaining the FC redeployment process; and

- Organising redundancy compensation payments in accordance with the Civil Service Compensation scheme in place at the time.