SELECTION FOR REDUNDANCY

[Criteria](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc) for Selection of Redundancy-Guidance

[Selection](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc) Criteria

1. In the event that the Council/School must select individuals for redundancy from a pool of employees, the criteria adopted and the manner in which those criteria are applied must provide fair redundancy procedure and ultimately achieve a fair dismissal.
2. The purpose of having selection criteria is:
3. To enable management to make the difficult and sensitive decision of who to select for redundancy in as fair, objective and consistent way as possible.
4. To retain, as far as possible, a balanced workforce with the appropriate mix of skills, knowledge and experience for effective service delivery in the future.
5. To comply with legislative requirements ensuring that employees are not unfairly selected for redundancy.

Iv In a redundancy situation it is advisable to use a redundancy selection matrix or points based system, clearly setting out the criteria by which individual employees are scored.

1. A list of criteria will be drawn up, making sure there is more than one and ideally up to four used to demonstrate the selection is fair and in line with business need.
2. If more than one group of staff are being made redundant, it may be appropriate to use different selection criteria for different groups.
3. Employees and union representatives will be consulted about the choice of criteria.
4. The blank assessment form will be circulated before selection takes place.  This will allow employees and the Trades Union(s) an opportunity for feedback on the the selection criteria and marking system to be adopted.

[Method](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc) of Applying the Selection Criteria

1. It is important that clear records are maintained of the scoring and decisions made by the Selection Panel.

Guidance on the application of the process should be followed below:

* In advance of the selection process the employee should be issued with a pro forma for completion.
* Offer a meeting to each employee to discuss their own circumstances, verify information, and provide assistance to employees in the completion of ‘Employee record of evidence’.
* Arrangements should be made to discuss, or meet with; employees who are absent from work for reasons of either sickness absence or maternity, to ensure that they are included in the pre selection meeting and provide assistance with the ‘Employee record of evidence’.
* For the selection process to be carried out fairly, the Selection Panel of 2 senior officers/governors will meet to consider the pro-forma and assess each employee against the criteria.
* Clear records must be kept of decisions made by the Selection Panel during the Selection process. Managers/governors will be required to provide and keep records of the evidence of the reasoning applied to each criteria established i.e. in assessing skills useful to the organisation, in addition to keeping all records referred to within the Redundancy Selection Criteria template and capture outcomes and decisions also on the Employee record of evidence.
* Where criteria require judgements to be exercised, in the absence of data it is important that this can be validated as far as possible, e.g. through the application of criteria, making records of the reasons for decisions.