

## Redundancy Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



University of the  
Highlands and Islands  
West Highland College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

# Redundancy Policy

ELT manager	Principal & Chief Executive
Responsible officer	HR Manager
Date first approved by BoM	12 March 2013
Date review approved by BoM	27 June 2018
Next Review Date	June 2021
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
V Ferguson	May 2018	3 & 4 Additional Clauses	

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### 1 Purpose

The policy outlined in this document, and the related procedures and appendices, are intended to ensure that unavoidable redundancy issues are dealt with in a fair and equitable manner. In adopting this policy in relation to redundancy issues it is intended that the necessity for redundancies is reduced and that unavoidable redundancies are handled in a professional and positive manner.

The consideration and adoption of this policy does not signal that redundancies are either imminent or inevitable. It is recognised that the adoption of a redundancy policy and procedure is an appropriate step in reducing the possibility of redundancies arising and in positively considering and managing staffing issues.

West Highland College values its members of staff and is committed to the provision of job security and continuity of employment. This stance is central to an environment that encourages research, teaching and professional, administrative and technical support that is so vital to our work. However, as a result of changes in external funding, technological development, changes in organisational requirements, reduced student demand, or other reasons, it is recognised that a redundancy situation may arise as staffing requirements change. When such situations arise, the College will endeavour to manage these challenges fairly, equitably and in the best interests of the College in the effective operation of its services.

The College will seek to avoid compulsory redundancy and take steps to mitigate the impact of redundancy where practicable.

### 2 Scope

This policy document defines the framework within which redundancy issues will be handled in respect of all staff employed by WHC UHI

2.1 This policy does not apply to the expiry of non-established posts where redundancy payment rights have been waived. In these circumstances, individual members of staff will, however, remain covered by the statutory entitlements in force at that particular time.

2.2 This redundancy policy and procedure has been agreed following discussion with College staff and will not be amended without further consultation taking place. This policy document is a statement of intent and is not intended to be contractually binding.

2.3 Details of the statutory provisions in force in respect of redundancy issues are available from the HR Office.

### 3 Policy

Where it becomes necessary for the College to consider possible redundancies, decisions in respect of individual members of staff will be taken in line with the College redundancy procedures.

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It is recognised that there may be changes in competitive conditions, organisational requirements, technological developments, funding environment or other changes which affect staffing levels.

If redundancies are proposed, the College will consult with the College employee representatives at the earliest opportunity with a view to reaching an agreement, and with employees who are to be made redundant

In consultation with the employee representatives, the College will seek to avoid or minimise the effect of redundancies by considering available options.

Where compulsory redundancy is inevitable, the College will handle the redundancy in a fair, consistent, objective and non-discriminatory manner.

Where practicable, the College will provide appropriate support to assist employees to cope with redundancy and find alternative employment.

## 4 Responsibilities

The Board of Management is responsible for approving this policy and for overseeing compliance with its principles.

The College Management Group and the Head of HR are responsible for the implementation of this policy.

All staff are responsible for ensuring compliance with this policy.

## 5 Linked Policies

Staff Redundancy Procedures and Appendices.

Statutory and legal provision governing redundancy and dismissal issues.

Information and advice regarding statutory and legal redundancy and dismissal requirements applicable to employment matters may be sought by contacting the Director of Quality and Human Resources.

Equal Opportunities Policy and Procedures.

ACAS Code of Practice guidelines on Staff Redundancy.

## Review

This policy will be reviewed every 3 years or whenever statutory regulations change.