

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – People & Technology****Corporate Services Committee: 16 August 2023**

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**Subject: Redundancy Procedure & Guidance****1. Purpose**

- 1.1** The purpose of this report is to provide an update on, and seek approval for, the new Redundancy Procedure & Guidance.

**2. Recommendations**

- 2.1** The Committee is asked to approve the Redundancy Procedure & Guidance (attached at Appendix 1).

**3. Background**

- 3.1** In order to deliver effective and efficient services to the residents of West Dunbartonshire, the Council must ensure that resources are deployed appropriately to achieve the strategic priorities as set out in the [West Dunbartonshire Strategic Plan](#) and the [Local Outcome Improvement Plan](#) within the financial envelope available.
- 3.2** It is within this context and in order to achieve this, services will require to be reviewed resulting in proposed changes to workforce requirements.
- 3.3** The Redundancy Procedure & Guidance is required in order to provide a fair, transparent, robust and consistent framework that is in accordance with employment law for managing redundancy situations.
- 3.4** The Procedure is applicable to Local Government Employees, Teachers, Chief Officers and Craft/Quasi-craft workers.

**4. Main Issues**

- 4.1** West Dunbartonshire Council is committed to retaining employees and will seek to minimise redundancies wherever possible. Where redundancies are proposed, careful consideration will be given to all options of avoiding and/or minimising compulsory redundancy situations.
- 4.2** However, there may be times where a redundancy situation is unavoidable, and it is essential that there is a clear procedure in place to manage such situations and the attached Procedure & Guidance sets out this framework.

- 4.3 The attached procedure outlines the key principles of a defined redundancy and the process that must be followed in such a situation. The method of statutory redundancy payment calculation is included.
- 4.4 Appendices 4 and 5 of the Procedure outline the support available to employees and managers in such circumstances. Managers also have additional considerations relating to the support offered to employees during such difficult times. On-going communication will be essential, and managers should prepare a well-developed consultation and engagement plan in line with the organisational change procedures.

## **5.0 Key change drivers**

- 5.1 This is a new policy and procedure and therefore there are no key changes to existing policy. However, on application it should be considered with the [Organisational Change Procedure](#) and the [SWITCH \(Redeployment\) Policy](#).

## **6.0 Next steps**

- 6.1 Subject to this committee's approval, the procedure will be communicated through workforce updates, newsfeed articles, Trickle engagement platform and topic based briefing notes provided for managers. Trade Union Convenors, stewards and Chief Officers will also be asked to circulate, ensuring all employees are aware.

## **7. People Implications**

- 7.1 The introduction of this procedure will ensure that there is a fair, transparent and consistent framework available to appropriately and consistently manage redundancy situations should they arise.
- 7.2 The procedure is also accessible on the Council intranet.

## **8. Financial and Procurement Implications**

- 8.1 Any financial implications associated with this procedure will be in relation to the costs associated with voluntary severance/voluntary early retirement or statutory redundancy.

## **9. Risk Analysis**

- 9.1 Application of the procedure will reduce risk of employment claims as the policy and procedure are in keeping with the relevant legislation.

## **10. Equalities Impact Assessment (EIA)**

- 10.1 A screening has been undertaken and confirms no detrimental impact on any protected group.

## **11. Consultation**

- 11.1** Consultation on the Redundancy Policy & Procedure has taken place with relevant stakeholders including the recognised Trade Unions.
- 11.2** Agreement to the Policy & Procedure has been provided by Unite and GMB, UNISON have agreed best achievable through negotiation and further feedback is awaited from the other Teaching unions.

## **12. Strategic Assessment**

- 12.1** This Redundancy Policy & Procedure will assist the Council to deliver its strategic priority 'Our Council – Inclusive and Adaptable' and supports the objective 'Our Council is adaptable and focused on delivering best value to our residents'.

**Victoria Rogers**  
**Chief Officer – People and Technology**  
**Date: 21<sup>st</sup> July 2023**

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**Appendices:** Appendix 1 – Redundancy Policy & Procedure  
Appendix 2 – Equality Impact Assessment

**Background Papers:** None

**Wards Affected:** None