

Redundancy and redeployment policy (Fire and rescue staff and Control staff)

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 Responsible work team: **Policy, Pay and Reward**

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1 Introduction

- 1.1 This policy sets out the Brigade's arrangements for redeployment and redundancy, and applies to Fire and Rescue staff (FRS) and control staff.
- 1.2 The Brigade, so far as is practicable, shall maintain security of employment for its employees and minimise compulsory redundancies. Measures that may be taken to minimise compulsory redundancies include:
 - Implementing a recruitment freeze on relevant posts.
 - Reducing or restricting the use of agency/temporary staff.
 - Reducing or ceasing overtime.
- 1.3 The Brigade recognises that it will be very difficult and worrying for those staff affected and staff should raise any concerns with their line manager. Support is available from the line manager, People Services, Counselling and Trauma Service, the trade union (if a member) and the Equality Support Groups.
- 1.4 This policy should be applied in line with the Brigade's [values](#):
 - Service – We put the public first.
 - Courage – We step up to the challenge.
 - Learning – We listen so that we can improve.
 - Teamwork – We work together and include everyone.
 - Equity – We treat everyone fairly according to their needs.
 - Integrity – We act with honesty.

2 Information and consultation

- 2.1 Information will be provided to, and consultation will take place with, the recognised trade unions over proposed redundancies at the earliest opportunity and in accordance with statutory requirements. Information provided for the purpose of consultation will include the reasons for the proposals; the numbers and descriptions of employees likely to be affected; the procedure for selecting those employees who will be made redundant; the timescales and proposed redundancy arrangements; and the proposed method of calculating any redundancy payments.
- 2.2 Consultation will also take place with individuals who are at risk of redundancy at the earliest opportunity.

3 Process

- 3.1 A redundancy situation will arise where the requirement for you to carry out work of a particular kind at a particular location, has ceased, or diminished, or is expected to cease or diminish.
- 3.2 When a redundancy situation has arisen, you may be in one of the following three categories:
 - (a) There is a post that you can be directly assimilated into (for example, in a new structure).
 - (b) There is no post that you can be assimilated into.

- (c) There is a post that you can be assimilated into, however there are more employees with assimilation rights than posts. In this situation there will be a selection exercise to determine who can be assimilated and who is potentially redundant.

4 Assimilation

- 4.1 For you to have assimilation rights to a post, the new post must be substantially similar to your existing post, and normally either at the same grade, or one lower (in which case the pay protection provisions apply, see paragraph 6.1). In exceptional circumstances you may have direct assimilation rights to a post one grade higher than their existing post.
- 4.2 There may be instances where if you are permanent or on a fixed term contract, you may be eligible for assimilation into a post which you have been seconded in for a period of not less than 6 months, and where their substantive base post has been deleted. In such instances you may face a redundancy situation therefore, subject to the seconded position becoming vacant and a permanent position on the establishment, you may be assimilated into the vacant post provided the assimilation conditions set out in the assimilation section of the [Policy number 0972](#) - Recruitment policy FRS and Control are met.
- 4.3 Where you can be assimilated to a lower graded post, even with pay protection, it may be reasonable for you to decline this offer of employment without jeopardising a future redundancy payment.

5 Redeployment

- 5.1 Where you are potentially redundant then you are eligible to be redeployed. The Brigade will seek to redeploy you within 3 months (inclusive of contractual notice). Where you have become a redeployee arising from a restructure, the Brigade may ring-fence vacancies within the new structure to relevant redeployees. Redeployees will be recruited to vacancies through normal recruitment and selection methods, but provided they are appointable with reasonable training for posts at their substantive grade and for relevant posts at a lower grade, they will have priority status for recruitment over employees who are not redeployees and do not otherwise have priority recruitment status.
- 5.2 Where you are redeployed then you will be given a trial period of 4 weeks. The trial period can only be longer if it is done by agreement in writing before you start work in the new position, and it is for the purpose of allowing time for training.
- 5.3 Where you are relocated as a result of redeployment you will be eligible for additional travelling expenses in accordance with the provisions of the [Policy number 0514](#) – subsistence and public transport expenses policy.

6 Pay protection

- 6.1 Where you are directly assimilated in accordance with paragraph 3.2 (a)-(c), or are redeployed in accordance with paragraph 5.1 then you are eligible for pay protection if your new post is one grade lower than your previous post, or, in exceptional cases, if your new post is two grades lower than your previous post. Pay protection only applies for as long as you remains in the post that you are assimilated/redeployed into.

- 6.2 Pay protection for staff redeployed to a lower grade shall be entitled to one year's pay protection red circled at their extant rate of pay or until the date the maximum of the lower grade equals or exceeds that rate if earlier.

7 Termination of employment on the grounds of redundancy

- 7.1 The Brigade will seek to redeploy you for a period of 3 months (inclusive of contractual notice), and during this period you are eligible to be considered for voluntary severance/redundancy. If at the end of this period you have neither been redeployed, nor opted for voluntary severance/redundancy, you will be made compulsorily redundant where selected for redundancy then issued with notice of dismissal on that ground.
- 7.2 You are entitled to reasonable paid time off to look for another job or attend training when notice of redundancy.

8 Redundancy terms

- 8.1 The Brigade has a voluntary and compulsory redundancy payment scheme available. The severance payment for voluntary redundancies is a multiplier of 1 on the statutory scheme, using actual week's pay rather than the statutory week's pay (see ready reckoner set out in appendix 2).
- 8.2 The compensation on the compulsory redundancy scheme is based on the statutory week's pay.
- 8.3 Voluntary redundancy payments may be required to be underpinned by a legally enforceable compromise agreement.
- 8.4 The Assistant Director, People Services, in consultation with the Director for Corporate Services, has delegated authority to award additional pension by up to £6,500 per annum for those aged 55 and over, only where there is a clear financial or operational advantage to be gained by the Brigade by doing so (FEP1311).
- 8.5 Under the rules of the Local Government Pension Scheme (LGPS) currently in force (2014), LGPS members aged 55 and over are entitled to early release of benefits on redundancy.
- 8.6 Employees who are made redundant under the voluntary redundancy payment scheme will receive a lump sum payment of £10,000 (pro rata for part-time workers) in addition to the voluntary redundancy payment set out in paragraph 8.1 above.

9 Appeals process

- 9.1 The Brigade's [Policy number 0394](#) - Complaints (grievance) policy will apply where you wish to appeal a decision made within this policy.

10 Amendment or termination of policy

- 10.1 Where the Brigade wishes to amend or terminate this policy, it will consult with the relevant trade unions with a view to reaching agreement over the proposed amendment(s)/termination. This policy may be amended/terminated by agreement with the relevant trade unions at any time. Where agreement has not been reached with the relevant trade unions arising from the consultations, the Brigade reserves the right to implement its proposed amendment(s)/termination by giving one months notice to the trade unions of its proposals.

11 Records

- 11.1 Please send records by email to RecordsServices@london-fire.gov.uk. Records will be kept on your electronic personal record file (e-PRF) and retained in accordance with [Policy number 0788](#) - Electronic personal record files (e-PFR). Personal data shall be processed in accordance with [Policy number 351](#) – Data protection and privacy policy.

12 Help and support

- 12.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk. Please contact a Professional Standards Adviser in the Professional Standards Unit (PSU) on extension 31880 or by email to PSU@london-fire.gov.uk regarding a complaint (grievance).
- 12.2 This policy may also be available on request in other alternative accessible formats as set out in [Policy number 290](#) – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to communications.team@london-fire.gov.uk to discuss your needs and options.
- 12.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the [Staff Suggestion Scheme on Hotwire](#) as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements.

Appendix 1 - Management guidance

Introduction

- 1 The objective of the policy is to minimise redundancies. Whilst the Brigade seeks to provide security of employment for its employees, it recognises that there will be occasions when this is not possible. The policy applies where there is need either to reduce staff numbers and/or where there is organisational change. This means that a particular type of work may no longer be required, it may be required to be done differently, or it may be required to be done at a different location.

Consultation

Purpose

- 2 The purpose of consultation is to provide as early an opportunity as practicable for all concerned to share the problem and explore the options. It can stimulate better co-operation between managers and employees, reduce uncertainty, and lead to better decision making. When faced with a redundancy situation, trade union representatives or individual employees may be able to suggest acceptable alternative ways of tackling the problem or, if the redundancies are inevitable, ways of minimising hardship. The Brigade will then be in a better position to decide whether the needs of the Brigade can be met in some other way than by dismissal.

Trade Union consultation

- 3 Where the Brigade is proposing to make 20 or more employees redundant at one establishment over a period of 90 days or less, there are specific statutory trade union consultation and notification requirements. People Services will need to be involved in all potential redundancy situations.
- 4 Regardless of the number of proposed redundancies, the consultation should include ways of avoiding the dismissals, reducing the number of employees to be dismissed, selection criteria, and mitigating the effects of dismissals. Consultation should be undertaken by the Brigade with a view to reaching agreement with trade union representatives on these issues. This applies even when the employees to be made redundant are volunteers. Consultation should begin in good time and be completed before any redundancy notices are issued.
- 5 The Brigade has a statutory duty, for the purpose of consultation, to disclose in writing to the trade union representatives the following information concerning proposals for redundancies so that they can play a constructive part in the consultation process:
 - The reasons for the proposals.
 - The numbers and descriptions of employees it is proposed to dismiss as redundant.
 - The total number of employees of any such description employed at the establishment in question.
 - The way in which employees will be selected for redundancy.
 - How the dismissals are to be carried out, taking account of any agreed procedure, including the period over which the dismissals are to take effect.
 - The method of calculating the amount of redundancy payments to be made to those who are dismissed.
 - The number of agency workers hired temporarily by and under the supervision and direction of the Brigade.
 - The parts of the Brigade's undertaking in which those agency workers are hired.
 - The type of assignments those agency workers are carrying out.

- 6 The information may be handed to local trade union representatives or may be sent by post to an address notified by the employer or in the case of a trade union, to the address of the union's head or main office.

Individual consultation

- 7 Consultation must also take place with the individual employees at risk of redundancy including, as far as reasonably practicable, those on long-term leave such as maternity, paternity, shared parental leave or adoption leave, sick leave, or a career break. Managers should ensure that employees are made aware of the contents of the Redundancy and Redeployment policy and of the opportunities available for consultation and for making representations. Managers can arrange for employees absent from work to have remote access if they do not already have access to assist with access to information. A dismissal could potentially be unfair where a trade union has been consulted if the individual has not been consulted. Individuals who are to be made redundant should therefore always be consulted – irrespective of the length of service of the employee. They are more likely to react in a constructive way following consultation and may be able to suggest alternatives to redundancy.

Process

- 8 Selection for employees for redundancy must be done on a fair, consistent and non-discriminatory basis.
- 9 Once a redundancy situation has arisen and initial consultation has concluded, it is necessary to decide who shall be selected for redundancy. In some cases, e.g. where all posts are deleted within a section, the affected staff will be potentially redundant and no further selection process may need to take place.
- 10 If new posts are created in a new structure, the consideration then is how to select and recruit to the new posts within the new structure. Managers should consider the following:
- Are there posts within the new structure that are substantially similar to posts within the old structure into which potentially redundant employees can be assimilated?
 - If there are substantially similar posts, can employees be directly assimilated, or are there more potentially redundant employees than posts. If the latter is the case, what process should be followed to recruit to these posts within a ring-fence process, i.e. what process should be followed to select for redundancy within this group of employees. Any selection process in these circumstances should result to recruitment to all available posts. This is different to a ring-fence recruitment process where employees do not have assimilation rights (e.g. the ring-fence recruitment process referred to in paragraph 5.1 of the policy).
- 11 Managers will need to determine the timing of seeking volunteers for redundancy. A voluntary exercise may speed up the process and avoid the need to go through a planned selection process. However the Brigade retains the right to ensure that no imbalance of skills and/or experience results from an exercise to seek volunteers for redundancy, and the cost implications will also be taken into consideration. Employees should be advised that not all volunteers for redundancy may be released.
- 12 The primary selection criteria for redundancy will be skills, knowledge and experience, which it may be appropriate to test through assessment and interviews. Supplementary criteria that could be used include, for example, attendance and time keeping records, discipline records, and appraisals. Where using documentary evidence, e.g. attendance records, managers need to be satisfied that the evidence upon which their decisions are made cover a reasonable period and can be applied consistently to each person affected. Pregnancy related absence must be discounted

and advice must be sought from People Services if there is any disability related absence. People Services must be involved in each redundancy process.

Redeployment

- 13 See section 5 of the policy. Redeployees will be kept informed of redeployment opportunities. Failure by the Brigade to look for alternative employment for potentially redundant employees may make an otherwise fair redundancy unfair.
- 14 Provided they are appointable with reasonable training, redeployees will have priority status for recruitment to vacancies over employees who are not redeployees and who do not otherwise have priority recruitment status (N.B. those being redeployed on medical grounds may also have priority recruitment status).
- 15 The period of redeployment will normally be 3 months, inclusive of contractual notice.
- 16 Designated officers within the People Services will co-ordinate the process of seeking alternative employment for employees who are (potentially) redundant.

Trial periods

- 17 Employees who are redeployed will be given a trial period of 4 weeks. It is possible to extend the 4 week trial period but only if it is done by agreement in writing before the employee starts work in the new position and only if the extension is to allow time for retraining. The agreement must specify the terms and conditions of employment that will apply if the employee stays on after the trial period. In all cases People Services must be consulted before an extension is agreed. The manager and employee should meet regularly to discuss the progress of the trial. If it becomes apparent to the manager during the course of the trial period that the employee is not suitable for the post, the manager should discuss their concerns with the employee. If those concerns cannot be resolved and the trial period is not successful then the employee will revert to redeployee status, and efforts will continue to find them alternative employment.
- 18 The employee can terminate the redeployment trial period. They do not lose their right to a redundancy payment provided that the job was not in fact suitable, their action in refusing the job was not unreasonable, and the job was terminated within the trial period. An employee who refuses to accept an offer of suitable alternative employment may be dismissed with no liability by the Brigade to make a redundancy payment.

Termination of employment on the grounds of redundancy

- 19 Employees are entitled to notice of dismissal on the grounds of redundancy equivalent to their notice period. Where voluntary redundancy has been agreed, employees will still normally be required to work their contractual notice period.

Special considerations

Discrimination

- 20 It is unlawful to discriminate against employees on the grounds of race, sex, disability, sexual orientation, religion or belief, marriage or civil partnership, gender reassignment, pregnancy or maternity and age. In the context of a redundancy situation it is important to ensure that nothing is done that contravenes the provisions of the discrimination legislation.
- 21 In relation to employees with disabilities, reasonable adjustments must be made, whether for example, in applying selection criteria, in the consultation process or in the consideration of

suitable alternative employment. Managers are advised to seek further advice/guidance from People Services/General Counsel.

Maternity, paternity, shared parental leave or adoption leave

- 22 An employee on maternity, paternity, shared parental leave or adoption leave has the right to return to the job in which they were employed on no less favourable terms and conditions.
- 23 If the employee on maternity, paternity, shared parental leave or adoption leave is unable to return to their previous job by reason of redundancy, they are entitled, where there is a suitable available vacancy, to be offered alternative employment. The provisions of the alternative employment must not be substantially less favourable than if they had returned to the original job. The employee is entitled to be offered any suitable alternative employment even if it arises before they notify the Brigade of their intended return date.
- 24 Where an employee on maternity, paternity, shared parental leave or adoption leave is potentially redundant, managers must therefore ensure that the employee is provided with all necessary information, including in relation to vacancies, and that they are consulted. If necessary, there should be some home visits. Employees should also be informed that they are required to maintain regular contact with their line manager and/or People Services.
- 25 Managers should take all reasonable steps to facilitate redeployment of employees who are notified of redundancy during maternity, paternity, shared parental leave or adoption leave. This includes steps in relation to arrangement of meetings, interviews, and testing. An offer of alternative employment cannot be withheld only on the basis that the employee cannot take up post immediately. The post should be held for the employee until their period of maternity, paternity, shared parental leave or adoption leave ends, if necessary covered on a temporary basis.

Sick leave and career breaks

- 26 The above two paragraphs in 24 and 25 also apply where an employee is on long term sick leave or a career break.

Additional assistance

- 27 The Brigade recognises that redundancy will be very difficult and worrying experience for employees and will endeavour to offer further assistance as follows:
- guidance on how best to secure alternative employment;
 - advice about the financial effects of redundancy on the individual (redundancy pay, pension and state benefits);
 - permitting paid time off for individuals to seek independent financial advice and job interviews;
 - support and advice from the Counselling and Trauma Service on the implications of redundancy and/or arranging outplacement counselling.

Appendix 2 - Statutory severance scheme – ready reckoner

Age	Service (Years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
18*[1]	1																			
19	1	1½																		
20	1	1½	2																	
21	1	1½	2	2½																
22	1	1½	2	2½	3															
23	1½	2	2½	3	3½	4														
24	2	2½	3	3½	4	4½	5													
25	2	3	3½	4	4½	5	5½	6												
26	2	3	4	4½	5	5½	6	6½	7											
27	2	3	4	5	5½	6	6½	7	7½	8										
28	2	3	4	5	6	6½	7	7½	8	8½	9									
29	2	3	4	5	6	7	7½	8	8½	9	9½	10								
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11							
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12						
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13					
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14				
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15			
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16		
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½	
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61*[2]	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

<http://www.dti.gov.uk/employment/employment-legislation/employment-guidance/> - fnref118* [1]

- It is possible that an individual could start to build up continuous service before age 16, but this is likely to be rare, and therefore Table starts from age 18.

61*[2] – The same figures should be used when calculating the redundancy payment for a person aged 61 and above.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	30/05/24	SDIA	L - 13/09/22	HSWIA	12/09/22	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Policy reviewed as current no amendments required.	29/11/2013
Page 10	SIA date updated.	31/01/2014
Page 1 Page 2, para 4.1 Page 2, para 4.2 Page 3, para 5.3 Page 5, Point 5 Page 7, para 13	Redundancy terms – page number changed. Delete 'direct.' New paragraph inserted where seconded for at least 6 months and employee post has been deleted. "Additional Travelling expenses on relocation policy 350 has replaced " Staff Code, Section ka 6.2" 3 bullet points have been added to regarding agency workers. Deletion of "invited to complete an employee profile form and will be".	17/09/2014
Page 10	Subjects list and Freedom of Information Act exemptions tables updated.	03/02/2015
Page 4, para 8.4 Page 4, para 8.6	Reference to augmentation deleted and replaced by award of additional pension. New para inserted regarding payment of additional £10,000 to employees under the voluntary redundancy compensation scheme.	16/03/2015
Throughout	This policy has been reviewed as current, no changes made.	06/03/2018
Throughout	Amendments made to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner, including updating departmental names. Advisory and Counselling updated to Counselling and Trauma.	14/11/2018
Page 1 Page 2, para 1.1 Throughout Page 1, para 1.3 Page 3, para 4.2 Page 3, para 5.3 Page 3, para 6.2 Page 4, para 8.4 Page 4, para 8.5	FRS replaced with Fire and rescue staff. FRS replaced with Fire and rescue staff. Authority/LFC/London Fire Commissioner replaced with Brigade New paragraph included to emphasise support available. Updated reference to policy 972. Updated link to policy 350 added. Out of date and expired paid protection agreements removed. Director for Corporate Services replaces Director of Finance and Contractual services	21/11/2022

Page/para nos.	Brief description of change	Date
Page 5-6, para 5 Page 6, para 7 Page 7, para 12 Page 7, para 20 Page 8, para 22,23,24 & 25 Page 10	LGPS updated to 2014 scheme. Working updated to hired and work updated to assignments. Shared parental leave added. Managers can arrange remote access for staff absent added. Sentence rewritten to better reflect potential dismissal risk if staff are not individually consulted. New sentence added so pregnancy related absence is not considered and advice sought for disability related absence. All protected characteristics added. Shared parental leave added. SDIA and HSWIA completed.	
Throughout Page 4, para 11 and 12	Reviewed as current. Records and Help and support details added.	13/11/2023
Page 4, para 9.1 Page 4, para 12.1	Updated reference to PN0394 - Complaints (grievance) policy. Professional Standards Unit details added.	19/02/2024
Page 2, para 1.4 Page 5, para 11.1 Page 5, para 12.2	Values included. Data protection details added. Access to alternative policy format details added.	05/04/2024
Page 5, para 11.1 Page 5, para 12.2	Records Services details added. Staff Suggestion scheme details added.	10/06/2024

Subject list

You can find this policy under the following subjects.

Employment	Redundancy

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification