

Voluntary Redundancy Policy

February 2017

Refreshed December 21

Approving authority:	University Executive
Consultation via:	PSLB, CJNCC
Approval date:	February 2017
Effective date:	February 2017
Review period:	5 years
Responsible Executive:	Global Director HRD
Responsible Office:	Human Resources

POLICY

**HERIOT-WATT UNIVERSITY
POLICY TITLE**

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POLICY

1. PURPOSE

This Policy is one of a suite of policies on Managing Organisational Change and should be read in conjunction with the following policies and procedures:

- Management of Organisational Change Overarching Policy
- Consultation on the Avoidance of Redundancy
- Redundancy Selection Policy and Procedure
- Redeployment Policy and Procedure
- Severance Payments Policy

Where pay savings prove necessary, every effort will be made to achieve these through voluntary means, to avoid compulsory redundancy.

2. SCOPE

This Policy and supporting procedures apply to all UK-based University employees and are designed to ensure that the University's approach to change/restructuring is fair and consistent.

Employees not based in the UK will normally have a separate policy and process due to differing local Labour laws, however the principles of the policies will apply as far as possible.

This policy does not form part of employees' contracts and may be amended from time to time.

3. KEY PRINCIPLES

The University is committed to managing any change/restructuring situation with care and sensitivity to all staff, in line with the Spirit of Heriot-Watt Values and in accordance with the principles set out in the University's Equality and Diversity Policy.

The policies and procedures will apply mainly to staff in areas where the need for savings or reductions in staff numbers have been identified; or in situations where the post is still required but at a lower level, or where restructuring would achieve the overall sustainable savings required.

Where a potential change/restructuring situation arises, the University, in consultation with the recognised Trade Unions, and by seeking to implement the measures contained in the policy on Consultation on Avoidance of Redundancy and Managing Organisational Change, will seek to ensure that:

- The processes will comply with all employment legislation and University policies including equality and diversity
- An Equality and Privacy Impact Assessment is conducted as early as possible on the proposed change/restructure
- Employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation
- Reasonable support and advice is offered to employees who volunteer to take redundancy to help them find suitable work when their employment has come to an end

The financial terms of any voluntary redundancy arrangements and the pool from which we may wish to seek volunteers (for example, university-wide or in targeted

areas) will depend on the circumstances at the time. Approval for voluntary redundancy departures and payment is at the sole discretion of the University¹

4. METHOD

Individuals who are interested in volunteering should follow the process as outlined in the Voluntary Redundancy Procedures.

5. REVIEW OF POLICY

This Policy and the principles and processes it covers will be reviewed five years from the date of implementation or earlier if legislation dictates. Such amendments will be notified to employees through the normal communication channels and/or e-mail. Such a review would not take place during a “live” change/restructure situation. The Policy and Procedure will be maintained on the Human Resources website.

Records

Records and information obtained under this Policy and the related Procedures will be held and reported on in line with the Data Protection Act 2018 and the University's Records Retention Policy and in line with the [Staff Privacy Notice](#)

General statistics are maintained and reported for equal opportunities monitoring, Athena SWAN and other accrediting bodies, Freedom of Information requests and key performance indicator purposes.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

Policies

- Consultation on the Avoidance of Redundancy
- Management of Organisational Change Overarching Policy
- Redeployment Policy
- Severance Payments Policy

Procedures

- Voluntary Redundancy Procedures
- Redeployment Procedures
- Redundancy Selection Procedures

<https://www.hw.ac.uk/services/human-resources/human-resources-policies.htm>

These policies can be viewed under Change Management at the link above

9. FURTHER HELP AND ADVICE

Please contact [HR helpdesk](#) for queries regarding this Policy and linked Procedures

10. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V. 1	Feb 17 refreshed Dec 21	UE	References and links updated

¹ See Severance Payments Policy
Approved February 2017 refreshed Dec 21

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