



Redundancy Policy and Procedure

Policy No. P44

People Area	Name of Policy
Authored by (Responsible Officer):	Head of HR
ELT Approved:	9th December 2024
FBU Consultation:	10th December 2024 – 7th January 2025
Unison Consultation:	10th December 2024 – 7th January 2025
Executive Committee Approved:	24th January 2025
CFA Approved:	N/A
Policy Register Review Date:	December 2027
Implementing Officer:	Head of HR

1. Policy

1.1 Policy Statement

- 1.1.1 Cleveland Fire Authority intends to manage its business in a manner which results in secure employment for all of its employees. However due to strategic, technological or structural changes, there may be occasions where organisational changes may result in a reduction in workforce requirements.
- 1.1.2 The Authority will always try to reduce the number of employees in a way which will have the minimal impact upon both individuals and operational effectiveness such as through natural wastage and recruitment freezes. It will also adhere to employment legislation and reflect ACAS recommended practice during any reduction in the number of employees.
- 1.1.3 The Authority will as far as practicably possible take all reasonable steps to avoid making any individual(s) redundant. However there may be occasions where the Authority is unable to avoid the need to apply the redundancy procedure, inviting requests for voluntary redundancy or implementing a compulsory redundancy process. In such circumstances, the Authority will ensure any redundancy is managed in a sensitive and appropriate manner to reduce uncertainty and ensure legislation and good practice is adhered to.

1.2 Policy Aim

- 1.2.1 The following objectives support the aim of this policy:
- 1.2.2 Manage the reduction in the workforce through implementing a range of actions that begin with minimal impact upon staff though still balancing the needs of service delivery.
- 1.2.3 Ensure that all reasonable steps are taken to avoid the necessity of redundancy and where it does become necessary the number of redundancies is minimised.
- 1.2.4 Where reductions cannot be managed through natural wastage then invite voluntary applications for redundancy.
- 1.2.5 When all other avenues have been exhausted, then implement compulsory redundancies.
- 1.2.6 Be sensitive to individual's particular circumstances and provide support where necessary.
- 1.2.7 Ensure that all actions are in accordance with employment legislation.
- 1.2.8 Ensure managers are implementing this policy and acting in line with their responsibilities.

1.3 Scope

1.3.1 This policy applies to all employees of Cleveland Fire Brigade.

1.4 Policy Category

1.4.1 This policy is categorised as 'Authority' within the Policy and Strategy Framework.

2. Organising

2.1 **Cleveland Fire Authority** is responsible for:

- delivering its statutory requirements
- setting the Authority's strategic direction with regard to redundancy and redeployment

2.2 **Chief Fire Officer** is responsible for:

- overseeing the financial planning and monitoring arrangements associated with any organisational change
- setting policies and strategies in relation to redundancy and redeployment
- supporting ways of avoiding redundancies
- ensuring all relevant employment legislation is adhered to through any aspect of organisational change including a reduction in workforce numbers

2.3 **Assistant Chief Fire Officer Strategic Planning and Resources** is responsible for:

- developing and implementing arrangements to avoid redundancies
- operating within the boundaries of the Authority's Delegation Scheme
- developing and implementing the Authority's redeployment and redundancy arrangements

2.4 **Head of Human Resources** is responsible for:

- implementing the Authority's redundancy policy and associated arrangements
- ensuring that the policy and associated procedure meet statutory requirements and where applicable are also in line with terms and conditions of employment
- provide advice and guidance to managers and staff on the application of this policy and associated procedure

2.5 **Heads of Department/ Line Managers** are responsible for:

- the fair and consistent application of this policy and associated procedure
- supporting all staff who are affected by organisational change and the subsequent application of this policy and associated procedure

2.6 **Individuals** are responsible for:

- ensuring that they comply with requirements of this policy and associated procedure

- 2.7 **Trade Unions and Representative Bodies** are responsible for:
- working proactively with Management to implement and develop ways of avoiding redundancies
 - engaging with management during the application of this policy and procedure

3. Planning and Implementing

- 3.1 This policy is underpinned and implemented through a Redundancy Procedure which is provided in Appendix 1.
- 3.2 All new staff will be made aware of this Policy and its associated procedure as part of their induction.
- 3.3 Existing staff will be informed of this policy and procedure as per the accepted policy framework procedure and it will be made available on the Brigade's intranet; no formal training is anticipated.
- 3.4 The Redundancy Policy and its associated procedures will be reviewed and implemented together to ensure that developments in the Brigade's Redundancy arrangements are comprehensively communicated to staff, managers and Elected Members.

4. Resource Implications

- 4.1 There will be financial resource implications associated with this policy and procedure in relation to any redundancy payments that may need to be made. These will be assessed on a case by case basis.

5. Equality Impact Assessment

- 5.1 In accordance with the requirements of the Public Sector Equality Duties, Equality Act and other relevant legislation, the potential impact of this policy and associated procedure have been taken into consideration. As the management of redundancy has to adhere to employment legislation we are not aware of any potential adverse implications resulting from the policy itself.

6. Monitoring

- 6.1 The Risk and Performance Team will ensure the central monitoring of this policy and associated procedure and ensure that it is added to the Brigade's register of policies and strategies and reviewed in line with timelines specified.

7. Audit

- 7.1 This Policy will be audited in accordance with the procedure detailed within the Brigade's policy framework.

8. Review

- 8.1 The Assistant Chief Fire Officer Strategic Planning and Resources will undertake a review of this policy in 2027 to ensure it is taking account of any new or emerging political, economic, social, technological, legislative, environmental, competitive, citizen or reputational factors.

Procedure

1. Introduction

- 1.1 The aim of this procedure is to provide a consistent, equitable framework to be adopted by Cleveland Fire Authority to manage redundancy in a sensitive and appropriate manner so as to reduce uncertainty for its staff and ensure legislation and good practice is adhered to.
- 1.2 This procedure follows the guidance and principles as set out by ACAS and employment legislation.

2. Key Issues

2.1 Redundancy

- 2.1.1 The Brigade will need to establish if there is a genuine redundancy situation by considering the following:
- Is there an actual or intended closure of the business for which the employee was employed
 - Is there an actual or intended closure of the place of business where the employee was employed to work
 - Is there a reduced requirement for employees to carry out work of a particular kind
- 2.1.2 Section 139 of the Employment Rights Act defines dismissal by reasons of redundancy in situations where:
- the employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was so employed; or
 - the employer has ceased, or intends to cease, to carry on the business in the place where the employee was so employed; or
 - the requirements of the business for employees to carry out work of a particular kind has ceased or diminished or are expected to cease or diminish; or
 - the requirements of the business for the employees to carry out work of a particular kind, in the place where they were so employed, has ceased or diminished or are expected to cease or diminish.
- 2.1.3 The Authority will in the first instance consider steps that depending upon the circumstances may avoid the need for compulsory redundancies such as reviewing the use of agency staff, restricting recruitment, reducing overtime, identifying suitable alternative work and inviting applications for early retirement or voluntary redundancies.
- ##### 2.2 Public Announcements
- 2.2.1 No public announcement will be made by the Authority before the employees, their elected representatives and the trade unions have been informed.

2.3 Consultation

- 2.3.1 Once the Brigade has determined that there will be a redundancy situation then it will need to establish the number of potential redundancies. The number of potential redundancies will, in turn influence the consultation that the Brigade will need to carry out.
- 2.3.2 The purpose of consultation is to provide as early an opportunity as possible for the Brigade to discuss with Representative bodies and individuals the situation and explore the options for avoiding, reducing or mitigating the consequences of redundancies.
- 2.3.3 It is essential to establish how many redundancies are being proposed and the proposed time frame. If 20 or more redundancies are being proposed in a 90 day period in a single establishment, then the legal obligations regarding collective consultation under Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA) as amended will arise.

Obligations of Collective Consultation

- 2.3.4 For the purpose of this TULRCA collective redundancy is defined as a “Dismissal for a reason not related to the individual concerned”
- 2.3.5 The legislation states that an employer must:
- consult with any recognised trade unions or, if none, with other elected employee representatives
 - start consultation in good time – at least 30 or 45 days before the first dismissal takes effect depending on the number of proposed redundancies. No dismissal can take effect until consultation is complete and the minimum period of 30 or 45 days has elapsed (see below).
 - consult on ways of avoiding dismissals, reducing the numbers to be made redundant and mitigating the effect of the dismissals
 - disclose in writing to the appropriate representatives concerning the proposed dismissals
 - notify the Redundancy Payment Service (RPS) who act on behalf of the Secretary of State for Business, Innovation and Skills at least 30 or 45 days in advance of the first dismissal taking effect depending on the numbers of redundancies. This notification must be in writing with a copy provided to the employee representatives.
- 2.3.6 The consultation must be undertaken with a view to reaching agreement with the appropriate representatives.

Timescales

- 2.3.7 Consultation must start in good time to allow for meaningful consultation to take place and be in accordance with the timescales below before the first dismissal takes effect.

- 2.3.8 Section 188 of TULRCA provides **minimum** periods for consultation with the appropriate representatives. Consultation must begin in 'good time' and must **in any event** begin:
- where **100 or more** redundancies are proposed at one establishment within a period of 90 days or less, **at least 45 days** before the first of the dismissals takes effect, and
 - where between **20 and 99** redundancies are proposed at one establishment within a period of 90 days or less, **at least 30 days** before the first of the dismissals takes effect
- 2.3.9 ACAS state that when calculating how many people are involved in a potential redundancy situation, voluntary redundancies need to be included in the total and redeployments will also count towards the total number of proposed dismissals. Consideration may need to be given as to whether termination of fixed term contracts may need to be included in numbers, advice should be sought from Human Resources in such situations.
- 2.3.10 Although Section 188 does not stipulate a period for consultation where less than 20 redundancies are proposed, the obligation to consult trade unions/elected representatives and individual employees, in good time, remains an important consideration in arriving at a fair dismissal.
- 2.3.11 The law states when consultation must start but, does not specify how long it must last. The length of the consultation will vary dependent upon the individual circumstances. The Brigade must ensure that consultation is meaningful and that it has listened and responded to the views and suggestions that have been offered. It is not necessary for the parties involved to reach agreement for the consultation to be complete as long as there has been genuine consultation with a view to reaching agreement with appropriate representatives, an employer can end the consultation. This should only be done when the Brigade can demonstrate that it has listened and responded to the views or suggestions that have been raised. If the Brigade fails to comply with the requirements to consult then a complaint may be made to an Employment Tribunal.

Consultation With Representative Bodies – Collective Redundancies

- 2.3.12 Collective Consultation under TULRCA will only be necessary where 20 or more redundancies are being proposed in a 90 day period. The consultation must be with the appropriate representatives of any of the employees who may be affected directly or indirectly by the proposals or by any measures taken in connection with those dismissals.
- 2.3.13 Consultation begins by the employer delivering to each of the appropriate representatives, the information below or sending it to an address notified by them to the employer or sent by post to the union at the address of its head or main office. For the purposes of the consultation required by Section 188 of TULRCA as amended, the Authority must disclose in writing to the appropriate representatives:
- reasons for the proposed redundancies

- numbers and descriptions of employees whom it is proposed are at risk of redundancy
- number of employees of any such description employed at the establishment in question
- proposed method of selecting the employees who may be at risk of redundancy
- proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect
- proposed method of calculating redundancy payments
- number of agency workers working temporarily for and under the supervision and direction of the employer
- parts of the employer's undertaking in which those agency workers are working,
- type of work those agency workers are carrying out

2.3.14 In order to meet the requirements of employment legislation, it is essential that consultation begins in good time. Sufficient time must be given to allow the appropriate representatives to consult employees and make an initial response to the Section 188 Notice. The timescales must allow sufficient opportunity for a possible agreement to be reached with the appropriate representatives. Consultation must be in line with the timescales listed above.

Consultation With the Individual

2.3.15 Where there are fewer than 20 redundancies being proposed, collective consultation does not have to take place but consultation with individual employees who are at risk, should be timely and meaningful. It will give the individual the opportunity to understand what is happening and to allow for representations to be made which may include alternatives to redundancy.

2.3.16 The Brigade however, in cases of Collective redundancies, will also arrange individual consultation. Consultation with the individual can run consecutively or separate to the collective consultation. The Brigade will determine what is appropriate subject to each individual circumstance.

2.4 Avoiding Compulsory Redundancies

2.4.1 The Brigade will ensure that all reasonable steps are taken to avoid the necessity of redundancy and where it does become necessary then the number of redundancies are minimised and when all other avenues are exhausted then compulsory redundancy will be implemented.

2.4.2 In order to avoid compulsory redundancy, the Brigade will consider measures such as natural wastage; recruitment freeze; reduction in the use of overtime and retraining or redeployment.

2.5 Selection for Redundancy

2.5.1 Redundancy is one of the potentially fair reasons for dismissal. However, a dismissal on the grounds of redundancy may be considered by an Employment Tribunal to be unfair if the procedure for selection for redundancy has been unfairly applied to the

employee concerned or if the way in which it has been carried out has been unreasonable (e.g. without adequate warning or consultation with the appropriate representatives).

2.5.2 The Brigade will identify a selection pool which will be the group of employees who are at risk of being made redundant. It is to this pool that the appropriate selection criteria will be applied. Selection criteria for redundancy will be objective, transparent and fair and includes:

- attendance records (ensuring they are accurate and absences related to disability or pregnancy are not included)
- disciplinary record
- skills, competencies (including commitment, attitude and team working), qualifications or experience
- standard of work performance

2.6 Offers of Alternative Employment

2.6.1 The Authority will endeavour to deploy employees at risk of redundancy to secure alternative employment within the Authority. The Brigade's Redeployment Policy and Procedure will be followed in all such circumstances.

2.7 Supporting Employees

2.7.1 Under employment law, employees who are under notice of dismissal for redundancy and have been employed for at least two years qualify for the statutory entitlement to a reasonable amount of time to look for another job or arrange training.

2.7.2 However, the Authority will try to give all staff support during times of potential redundancies such as providing information and advice (in relation to completion of application forms, redundancy calculations, pension advice) or access to counselling.

2.8 Termination

2.8.1 Redundancy notices must not be issued until collective and individual consultation has been completed.

2.8.2 The Brigade will give the individual notice in accordance with their contract of employment.

2.9 Termination Benefits

2.9.1 In line with legislation, redundancy payments will only be made to those employees who have two years continuous service or more.

Statutory

2.9.2 For statutory redundancy it is length of service and age that is used in accordance with the following formula which is taken from the Employment Rights Act 1996 s162:

- half a week's pay for each full year of service where the age during the year is less than 22

- one week's pay for each full year of service where age during year is 22 or above but less than 41
- one and a half week's pay for each full year of service where the age during the year is 41+

2.9.3 A week's pay is that which the individual is entitled to under their contract of employment, although there is a maximum statutory limit, current rates can be found at www.gov.uk This is subject to a maximum of 30 weeks' pay.

Compulsory

- 2.9.4 In line with the Employment Rights Act 1996, Grey Book staff compulsory redundancies are calculated using the statutory redundancy formula including the statutory limit for weekly pay.
- 2.9.5 In line with the Local Government (Early Termination of Employment) (Discretionary Compensation) England and Wales Regulations 2006 as amended, Green Book and Control staff compulsory redundancies are calculated using the statutory formula but the statutory limit for weekly pay can be substituted for the individual's actual average weekly pay over the previous 12 weeks.

Voluntary

- 2.9.6 In line with the Employment Rights Act 1996, Grey Book staff voluntary redundancies are calculated using the statutory redundancy formula including the statutory limit for weekly pay.
- 2.9.7 In line with the Local Government (Early Termination of Employment) (Discretionary Compensation) England and Wales Regulations 2006 as amended, Green Book and Control staff voluntary redundancies payments are dependent on years' service at given ages. The formula applied is two times the number of weeks' pay given in the statutory formula:
- Years' service at age less than 22 = one week's pay for each full year of service
 - Years' service at ages 22 – 41 = 2 week's pay for each full year of service
 - Years' service at ages 41+ = 3 week's pay for each full year of service
- 2.9.8 This is up to a maximum of 66 weeks (Part years to be paid pro rata). Under these terms staff will not be entitled to notice pay and/or statutory redundancy pay.
- 2.9.9 A useful link for redundancy calculations is <https://www.gov.uk/calculate-your-redundancy-pay>

2.10 Lost Entitlement to Redundancy Payment

- 2.10.1 An employee who would normally be entitled to a redundancy payment may lose this entitlement where:
- the employee commits an act of gross misconduct and is dismissed
 - the employee leaves early before the notice has expired without the employer's agreement

2.11 Taxation of Payments

2.11.1 In general terms the following principles apply:

2.11.2 Compensation for loss of office, i.e. the statutory redundancy payment, payments made under the discretionary compensation regulations and pay in lieu of notice (where this represents damages to the employee for the inability of the employer to give the required notice and the employment ends immediately) are, in aggregate, tax free for the first £30,000.

2.11.3 Where sufficient notice is given, and say for organisational reasons, the employer does not require the employee to work during some or all of the notice period, this is regarded as a form of 'garden leave', and tax and national insurance is deductible on the pay received by the employee.

2.11.4 Termination payments, except genuine discretionary payments, which are written into the contract, may be regarded as a deferred reward for services rather than compensation for loss of office and may be taxable.

2.11.5 Due to the complex nature of tax legislation, advice on individual cases should be sought from HMRC.

2.12 Pregnancy and New Parents

2.12.1 An employee who is pregnant or taking maternity, paternity, adoption or shared parental leave has the right to return to the job in which they were employed on no less favourable terms and conditions.

2.12.2 If the employee is pregnant or taking maternity, adoption or shared parental leave is unable to return to their previous job by reason of redundancy, they are entitled to an extended 'redundancy protected period' for up to a maximum of 18 months, subject to eligibility. The protection means that if there is suitable alternative employment, they are given priority over other employees.

2.12.3 Where an employee on maternity, paternity 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, home visits should be conducted. Employees should also be informed that they are required to maintain regular contact with their line manager and/or HR.

2.12.4 Managers should take all reasonable steps to facilitate redeployment of employees who are notified of redundancy during maternity, paternity 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 or adoption leave ends, if necessary covered on a temporary basis.

2.13 Voluntary Redundancy

- 2.13.1 The Authority may ask staff to express an interest in leaving the Brigade voluntarily. The Brigade will make it clear that there is no commitment on either side and that the Brigade will need to make decisions in accordance with whether staff leaving voluntarily would be in the financial and managerial interest of the Brigade. The main aim of voluntary redundancy (including voluntary retirement and early retirement) is to minimise the need for compulsory redundancies.
- 2.13.2 Staff will be invited to express an interest to leave voluntarily. ELT will approve or not approve such applications and this decision will be shared with staff. There is no right of appeal as this is a voluntary process.
- 2.13.3 However all staff who leave under a voluntary process will still be considered to have been dismissed and therefore all relevant termination processes will need to be followed.

3. Redundancy Procedure

3.1 First Meeting

- The Brigade will meet as a group with all employees who might be made redundant
- The Brigade will explain the reasons for potential redundancies and how many jobs may be at risk
- Discussion should take place as to how the Brigade will try and avoid the need for redundancies to be made. Staff should be asked for their suggestions as to how the redundancies could be avoided.
- The Brigade may discuss voluntary redundancy and retirements
- Discussion should take place regarding the selection pool(s) and proposed selection criteria
- Notes should be made of the meeting

3.2 First Letter

- This should confirm the information given during the meeting
- Where applicable a copy of the selection criteria should be included

3.3 Collective Consultation

- This should take place as described above in section 2

3.4 Second Letter

- Those who have been provisionally selected for redundancy should be invited to a meeting with an appropriate line manager to discuss their provisional selection. The Individual can be accompanied by a trade union representative or a colleague.
- The individual should be given reasonable notice of the meeting date.
- The letter should include details relating to the reasons for the redundancy, their provisional selection and the consultation that has taken place to date.

3.5 First Individual Meeting

- Consultation should take place as to why they have been selected for redundancy, their assessment under the selection criteria and the terms of their redundancy
- Any comments made by the individual should be taken into consideration
- Discussion should take place as to any available alternative roles that may exist.
- Detailed notes should be made of the meeting and confirmed in writing to the individual

3.6 Follow Up

- After the meeting, any suggestions made to avoid the redundancies should be considered and followed up
- If anything changes as a result of discussions then this may also alter the wider group of staff selected for redundancies, this may result in further discussions with other staff

3.7 Second Individual Meeting

- Where a decision has been made to make an individual redundant, the individual should be invited to a further meeting. The Individual can be accompanied by a trade union representative or a colleague.
- Unless anything has changed, then the Brigade will confirm that the individual has been selected for redundancy.
- The individual should be informed of the details of their termination including notice, benefits and any other relevant information.
- The individual should be reminded of their right to time off to seek alternative employment.
- A detailed note of the meeting should be made

3.8 Dismissal Letter

- Following the meeting a letter should be sent confirming the decision to dismiss the individual as being redundant, confirming the termination date, explaining the calculation of the redundancy payment and any other relevant information such as the right of appeal.

3.9 Appeal

- In accordance with ACAS guidance, individuals have a right to have an opportunity to raise any concerns about the way in which the selection criteria was applied.

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

EQIAs enable us to consider all the information about a service, policy, practice or activity from an equalities perspective and then put an action plan in place to achieve the best outcome for our employees and service users. EQIAs analyse how the work that we undertake can impact different groups. This will help us to make better decisions and evidence how we have reached these decisions.

Analysis Rating: please tick one box (the analysis rating is identified after the analysis has been completed – See EQIA procedure)	RED		AMBER		GREEN	✓

SECTION 1 – INITIAL SCREENING

Directorate:	Corporate Services
Department/Section:	Human Resources
Title of EQIA – Name of Service or Policy Conducted on:	Redundancy Policy and Procedure
Date Of Assessment:	2 nd December 2024
Assessment carried out by:	Anne Skillcorn

Is this Policy/Service/Project: Existing ☒ New/Proposed ☐ Changing ☐ Other ☐

Applicable to: Our staff ☒ Our Communities ☐ Other ☐

What are the aims of the service / policy?	<p>The aim of this policy and procedure is to provide a consistent, equitable framework to be adopted by Cleveland Fire Authority to manage redundancy in a sensitive and appropriate manner so as to reduce uncertainty for its staff and ensure legislation and good practice is adhered to.</p> <p>The procedure follows the guidance and principles as set out by ACAS and employment legislation.</p>
Who is responsible for the service / policy? Who is responsible for the assessment?	Senior Head of Human Resources
Who implements the policy? Are external contractors involved?	The Head of Human Resources is responsible for the implementation of this policy
Are there any related policies or processes that will need to be changed associated to this one?	No
To what extent does the service / policy have an impact on people? Who is affected by it and how?	The procedure impacts all employees of the Brigade.
What analysis has been carried out to identify if the service / policy is meeting the needs of all of these groups of people?	This policy considers the needs of all employees and ensures that it is legally compliant.

In this section you should review the data and evidence above and consider the actual and potential impact of the policy, service, activity or practice

ESTABLISHING RELEVANCE

on employees, residents, groups and other service users. Findings should be noted in the table below. You should also consider whether the decision will, or is likely to, influence CFB's ability to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
- Advance equality of opportunity between different groups of people
- Foster good relations between people who share a protected characteristic and those who do not.

Using the information available, identity the impact of this service / policy in relation to people across the Protected Characteristics:

Protected characteristics groups from the Equality Act 2010	Negative Impact	Neutral Impact	Positive Impact	Explain your answer
Age		✓		Older employees may face challenges in finding new employment due to age discrimination. 13.8% of the Brigades employees are 55 and over. Younger employees may lack experience and face similar challenges in their job search. The Brigade will ensure that the redundancy criteria does not indirectly disadvantage any age group.
Disability		✓		Employees with disabilities may find it harder to secure new employment due to physical or attitudinal barriers. The Brigade will ensure that all communications and consultations are accessible to staff.
Gender Reassignment		✓		Employees undergoing gender reassignment may face discrimination or lack of understanding from potential new employers. The Brigade will ensure non-discrimination in the redundancy selection process.
Pregnancy and Maternity		✓		Pregnant employees or those on maternity leave may face bias in redundancy selection. Potential loss of maternity benefits and difficulty in finding new employment during pregnancy or post-maternity. From April 2024, employees who are pregnant, on maternity leave or shared parental leave are entitled to an extended redundancy protected period for up to a maximum of 18 months, subject to eligibility. If there is suitable alternative employment, they are given priority over other employees. The Brigade will ensure non-discrimination in the redundancy selection process.
Race		✓		Employees from minority ethnic backgrounds may face additional barriers in the job market. The Brigade will monitor redundancy selection to ensure no disproportionate impact on ethnic minorities
Religion and Belief		✓		Employees may face indirect discrimination if redundancy processes conflict with religious observances. The Brigade will

				therefore ensure flexibility in consultation and redundancy processes to accommodate religious practices.
Gender		✓		There could be a potential for gender bias in redundancy selection. Women may face additional challenges due to caring responsibilities. The Brigade will monitor and evaluate redundancy criteria to prevent any gender bias. The Brigade will ensure flexibility for those with caring responsibilities.
Sexual Orientation		✓		LGBTQ+ employees may face discrimination in the job market. The Brigade will ensure non-discrimination in the redundancy selection process.
Marriage and civil Partnerships		✓		The Brigade will ensure non-discrimination in the redundancy selection process.
Is a full Equality Impact Assessment required? Yes or No If not why?	<p><i>If you have identified a negative potential impact for group, then you must complete a full Equality Impact Assessment. If you have identified a neutral or positive impact on any groups then no further action is required.</i></p> <p>No, The Brigade will ensure that the redundancy process is fair and considers the needs of all protected groups.</p> <p>The redundancy policy and procedure will be regularly reviewed to ensure compliance with equality legislation.</p>			

MONITORING AND REVIEW

What procedures are in place to monitor the impacts outlined in the analysis?	All EqIAs are reviewed in line with the policy, procedure, or activity they are attached to. Quality Assurance is undertaken by HR Advisor with responsibility for EDI.
How often will this take place?	The Redundancy Policy and Procedure will be reviewed every 3 years unless trigger event or legislative change.
Date of next planned review?	December 2027

Proceed to Full EQIA

Yes ☐

No x ☐

SIGNATURE OF PERSON COMPLETING THIS SCREENING

Name:	Anne Skillcorn
Job Title:	HR Advisor (EDI)
Date:	02/12/2024

SIGNATURE OF LINE MANAGER – MINIMUM HEAD OF DEPARTMENT

Name:	
Job Title:	
Date:	

SIGNATURE OF EQUALITY AND DIVERSITY OFFICER – HR DEPARTMENT

Name:	Anne Skillcorn
Date:	02/12/2024