
Report To:	Policy and Resources Committee	Date:	20 June 2017
Report By:	Head of Organisational Development, Human Resources & Communications	Report No:	HR/15/17/AW
Contact Officer:	Allan Wilson	Contact No:	2022
Subject:	Voluntary Severance Policy Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval from the Policy and Resources Committee on an update to the Council's voluntary severance policy in relation to the application of the displacement selection criteria matrix.

2.0 SUMMARY

- 2.1 The Council's Voluntary Severance Policy was last updated and agreed by Policy and Resources Committee on 24 September 2013. Within the policy there is a 'redundancy selection criteria matrix' which is used as a means of selecting a displaced employee following for example a service restructure or budget saving exercise.
- 2.2 The existing matrix comprises 4 measures – disciplinary record, performance appraisal outcome, attendance record and length of service. In 2013 the Committee noted that there were some areas of disagreement with the trade unions around the application of the matrix and it was agreed that a review of the matrix would take place in 2 years following which a report would be submitted to the Policy and Resources Committee.
- 2.3 Recent consultation and negotiation with all trade unions has been positive and agreement has been reached on a revised matrix. Advice has been sought from our external legal advisers on the content of the revised Matrix and they have supported the changes proposed.
- 2.4 It is proposed that the Committee approve the displacement selection criteria matrix detailed in Appendix 1.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Policy and Resources Committee agree the Displacement Criteria Selection Matrix attached at Appendix 1.

Steven McNab
Head of Organisational Development,
Human Resources and Communications

4.0 BACKGROUND

- 4.1 The Council's Voluntary Severance Policy was last updated and agreed by the Policy and Resources Committee on 24 September 2013. Within the policy there is a 'redundancy selection criteria matrix' which is used as a means of selecting a displaced employee following for example a service restructure or budget saving exercise. Any requests by employees made under a Voluntary Severance Request/Trawls are considered against a value for money criteria calculation.
- 4.2 The existing matrix comprises 4 measures – disciplinary record, performance appraisal outcome, attendance record and length of service. In 2013 the Committee noted that there were some areas of disagreement with the trade unions around the application of the matrix and it was agreed that a review of the matrix would take place and a report would be submitted to the Policy and Resources Committee.
- 4.3 Recent consultation and negotiation with all trade unions has been positive and agreement has been reached on a revised matrix. Advice has been sought from our external legal advisers on the content of the revised Matrix and they have supported the changes proposed.
- 4.4 It is proposed that the Committee approve the displacement selection criteria matrix detailed in Appendix 1.

5.0 KEY CHANGES

- 5.1 The key changes to the proposed to the existing redundancy selection matrix are outlined below.
 - Title change to: Displacement Criteria Selection Matrix
 - Matrix made up of 3 measures – Disciplinary Record; Attendance Record; Length of Service
 - Levels at each measure – three levels as a consequence of change to disciplinary process (no longer apply oral warning)
 - Points awarded per level – 20, 15, 10 adopted for all measures, serves to remove negative scores
 - Weightings – remain in place as reflective of measure – discipline x 3, attendance x 2, length of service x 1
 - Disciplinary Record measure – revised to reflect no verbal warnings now, therefore, three levels
 - Attendance Record measure – revised to reflect measured in days now not percentage
 - Length of Service measure – altered bands – 0-5 years, 6-10 years, >11 years
 - Length of Service measure – note that should three measures as presented result in a draw, then length of service measure is used again and on its own and by actual years of service (1, 2, 3 and so on as opposed to bands)

6.0 PROPOSALS

- 6.1 It is proposed that the Policy and Resources Committee agree the Displacement Criteria Selection Matrix attached at Appendix 1.

7.0 IMPLICATIONS

Finance

- 7.1 N/A

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

7.2 The matrix has been considered by Legal Services and found to be fit for purpose.

Human Resources

7.3 All HR issues contained in report.

Equalities

7.4 Has an Equality Impact Assessment been carried out?

YES

NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

8.0 CONSULTATIONS

8.1 The make-up of revised matrix has been agreed by trade union colleagues, who in the interest of clarity proposed the changes.

9.0 LIST OF BACKGROUND PAPERS

9.1 Appendix 1 – Displacement Selection Criteria Matrix and Application Guidance

Application Guidance

Disciplinary

Consideration should be given to live disciplinary record only. Letters of concern cannot be considered. If a live warning is at appeal stage it will still be considered as being live. Spent/expired warnings are not relevant and; ongoing investigations should not be considered either no matter at what stage.

Absence

Certain reasons for absence should not be taken into account when considering absence in this context. Individuals may be protected by certain legislation depending on the circumstances. Key points to consider, for example, are disability discrimination, sex discrimination and age discrimination. Further consideration should be given to planned absences or long term manageable absences (i.e. operations/recovery times, periods of personal stress), pregnancy related absence (in relation to Sex Discrimination legislation), list not exhaustive. Short term, frequent absence or long term unmanageable absences which are not covered by any of the current legislations are those which should be graded at the lower end of this scale. Frequent unrelated absences should reduce points awarded. One off incidences of long term absences when someone's absence record is generally good should also be considered.

Length of Service

This is a factual piece of data. The main consideration here is that it should be the anniversary of service that is used to calculate how many full years continuous service have been completed.