

***LONDON SOUTH BANK UNIVERSITY**
REDEPLOYMENT AND REDUNDANCY
PROCEDURE – ACADEMIC STAFF

Human Resources Department
*London South Bank University
May 1996

* Names and titles updated
March 2006 and June 2011

Temporary variations to this procedure have been agreed for specific change proposal exercises taking place in 2010/11. Where these variations apply, relevant amended procedures will be included with the change proposal documentation provided to staff affected.

June 2011

REDEPLOYMENT AND REDUNDANCY PROCEDURE (UCU*)

Avoidance of Redundancy

- 1 The aim of this procedure is to avoid redundancy through the early identification of problems. If redundancies cannot be avoided, the procedure shall ensure that staff are treated in a fair and consistent manner.
- 2 Information on proposed changes in the organisation or pattern of courses which might lead to redeployment or a reduction in the number of teaching staff employed in the University, shall be provided to UCU* at the earliest opportunity.
- 3 If redundancies are suggested, the University will inform UCU* at the earliest opportunity. UCU* will be provided with written details of the proposed redundancies and a consultative meeting will be held between a Vice Chancellor and UCU* representatives.
- 4 These consultations shall have the following purposes:
 - (a) To clarify the need for, and the nature of, proposed changes or developments and the potential effect on staffing;
 - (b) To consider methods for avoiding redundancy;
 - (c) To define responsibilities and agree procedures for endeavouring to resolve problems;
 - (d) To establish the proposed method of selection.

Redundancy Procedure

- 5 Where the need for staffing reductions cannot be avoided, the following procedures shall be adopted:
 - (a) The University and UCU* shall consult to establish the timescale for reductions in staffing and the number of staff involved, with the intention of resolving the problem by natural wastage, controlled recruitment, redeployment and retraining, voluntary severance and voluntary redundancy. Further information on these latter two arrangements are contained in Annex A.
 - (b) Staff affected will be supplied with job vacancy lists from other higher education institutions in the London area, where these are available;
 - (c) Wherever possible, staff vacancies will be filled from among those staff whose posts are to be made redundant. Retraining will be provided if necessary.

- 6 Where it is agreed that use be made of V/S or V/R, the following procedures shall apply:
 - (a) Applications will be sought from lecturers willing to be considered under these schemes which are set out in Annex A;
 - (b) Because there may be a mismatch between those willing to retire and the educational needs of the University, there shall be formal negotiations between UCU* and the University management, to safeguard the teaching establishment in order that remaining staff in post and quality course provision are not jeopardised;
 - (c) Retraining and redeployment will be further considered at this stage.
- 7 A member of staff whose redundancy is proposed and who wishes to be considered for redeployment, will receive from the Human Resources Department the details of all vacancies at their existing grade and above.
- 8 If the member of staff wishes to be considered for such vacancies, she or he shall inform the Human Resources Department and will be interviewed for the post. An application form will need to be completed before the interview.
- 9 Interviews will be held under the interview arrangements detailed in the University's recruitment, selection and appointment procedure. The individual has the right to request UCU* representation. The decision as to whether to offer a post to a candidate who wishes to be redeployed shall be made in respect of the selection criteria for the post.
- 10 If an interview panel decides not to recommend for appointment a member of staff who wishes to be redeployed, the chair of the interview panel shall provide written reasons for that decision to the Head of Human Resources.
- 11 The University will only endeavour to redeploy staff into jobs at their substantive grades. Where a member of staff is redeployed on this basis, she or he shall receive the terms, conditions and salary applicable to the post into which she or he has been redeployed. Staff will retain their incremental date where they are not already on the maximum of the payscale for the grade.
- 12 Where staff of their own volition wish to apply for posts which are graded lower than their substantive grade and/or salary level, and are appointed to such posts, they will receive the salary and conditions of service applicable to the lower graded posts.
- 13 In the event of disagreement on the need for and the method of selection for redundancy, the numbers of staff involved or the failure to operate the procedures to avoid compulsory redundancy, UCU* reserves the right to refer such matters to the Dispute Procedures.

Notice of Compulsory Redundancy

- 14 Where in the last resort staff are made compulsorily redundant, formal notification will be given as early as possible.
- 15 An individual lecturer is entitled to appeal against her or his selection for redundancy to the Appeal Tribunal established under the terms of the Grievance Procedure. In such cases the complainant has the right to be represented by a UCU* officer or official.
16. The notice period shall be the period of notice to which the member of staff is contractually entitled, or the statutory minimum notice period, whichever is the greater.
- 17 The redeployment procedure shall continue to operate up to the effective date of dismissal due to redundancy.

Redundancy Pay and Associated Payments

- 18 A member of staff who is dismissed due to redundancy shall receive as a minimum, redundancy payment calculated in accordance with the statutory provisions.
- 19 In accordance with the provisions of the Teachers' Pension Scheme*, she or he may be entitled to the immediate payment of pension benefits.
- 20 She or he shall be entitled to payment in lieu of any outstanding annual leave entitlement, which shall be calculated pro rata to the effective date of dismissal due to redundancy.

March 1996

SECTION 13 – ANNEX A

VOLUNTARY REDUNDANCY/VOLUNTARY SEVERANCE

Voluntary Redundancy

Where possible, in the event of the need to **reduce** the academic establishment, applications will be sought from staff who are 55 years and over who are in the pension scheme.

Where such a scheme is put in place, the University will offer to enhance the pension payments which would be available to staff.

Voluntary Severance

Where possible, in the event of the need to **restructure** the academic establishment, which may not necessarily incur the loss of posts, applications will be sought from staff who are 55 years and over who are in the pension scheme.

Where such a scheme is put in place, the University will offer to enhance the pension payments which would be available to staff.

Pension Enhancements

The above two schemes can only be considered if the University's financial position could support such arrangements.

REDEPLOYMENT AND REDUNDANCY PROCEDURE BETWEEN
***LONDON SOUTH BANK UNIVERSITY**
AND
UNIVERSITY AND COLLEGE UNION (UCU)*

1. Termination and Variation

This Agreement shall continue until terminated by six months prior notice given, in writing by either party to the other.

Any variation shall be agreed through negotiation by both parties to the Agreement.