Consultation & Redundancy Process for Part-Time Hourly Paid Academic Staff

Management Guidelines/Tool Kit

Created:
Author:
Originating Directorate:
Approved by:
Date of approval:
Effective date:
Due for review:
Contents

Timeline

Flowchart of key elements of the Process

1. The Definition of Redundancy and Entitlements

2. Identification of Required Part-time Hours for the Academic Year.

3. Selection Criteria and Pools

4. Informing the Dean/Director of Requirements for Formal Consultation with the Trade Union.

5. Consultation with the Trade Union.

6. Individual Consultation with those selected for redundancy or a reduction of hours.

7. Redeployment.

8. Confirmation of Redundancies and Informing all of Changes

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### Timeline for Part-Time Hourly Paid Academic Staff Process 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb/April 2011</td>
<td>Up-dated CV’s obtained from Part-Time Lecturers</td>
<td>Heads of Department (CV’s provide factual data to help you in selecting suitable staff in the event of reduction in Part-Time Lecturer’s hours)</td>
</tr>
<tr>
<td>Beginning of April</td>
<td>Lists of current Part-time lecturers and updated management guidelines to be sent to Faculties from HR. Faculties/Directorates to utilise this in the planning process.</td>
<td>HR</td>
</tr>
<tr>
<td>2-3pm 15 April 3-4pm 18 April 10-11am 19 April</td>
<td>Briefing sessions regarding the process available for Heads of Department to attend.</td>
<td>HR</td>
</tr>
<tr>
<td>By end of April 2011</td>
<td>Provisional requirements for Part-Time Lecturers identified</td>
<td>Deans to respond to HR</td>
</tr>
<tr>
<td>End of April 2011</td>
<td>Department of Business, Innovation and Skills notified of redundancies (HR1 and 188 notices sent)</td>
<td>Director of HR/ or their representative</td>
</tr>
<tr>
<td>Beginning of May 2011</td>
<td>Consultation with Trade Unions regarding proposed hours for the next academic year highlighting cessation of work or reduction in hours.</td>
<td>Deans/Directors</td>
</tr>
<tr>
<td>Following Union Consultation and before 25 May</td>
<td>Individual Consultation meetings with Part-Time Lecturers identified as selected for redundancy, or reducing by more than 25% of hours.</td>
<td>Heads of Department/Line Managers</td>
</tr>
<tr>
<td>By 23 May 2011</td>
<td>Outcome of union consultation conveyed to Deans/HoD’s</td>
<td>From UCU</td>
</tr>
<tr>
<td>By 25 May 2011</td>
<td>List of individuals affected finalised and relevant documents to be given to HR in order to generate paperwork.</td>
<td>Deans</td>
</tr>
<tr>
<td>By 31 May 2011</td>
<td>Redundancy notices/letters issued to the employees affected, detailing reasons for decision/selection.</td>
<td>HR</td>
</tr>
<tr>
<td>May – August 2011</td>
<td>Support given to the affected individuals in seeking out suitable redeployment opportunities</td>
<td>HR and Head of Dept./Line Manager</td>
</tr>
<tr>
<td>31 May – 31 August 2011</td>
<td>HR must be notified of any changes to an individual’s circumstances in order to prevent an incorrect payment being made. If following the process a further redundancy becomes apparent the HR adviser for the area must be contacted. Trade Unions also notified of changes, with further meetings as required.</td>
<td>Heads of Department</td>
</tr>
<tr>
<td>25 August</td>
<td>Redundancy Payments processed for those affected</td>
<td>HR/Payroll</td>
</tr>
<tr>
<td>31 August</td>
<td>Official end date for those being made redundant.</td>
<td>-</td>
</tr>
</tbody>
</table>
Redundancy Process for Part-Time Hourly Paid Academic Staff

1. Collection of updated CVs from all Part-Time Hourly Paid Lecturers.

2. Identification of part-time hours required for the following academic year highlighting any redundancies/reduction in hours of more than 25%.

3. Provisional requirements confirmed to the Dean/Director of area and Human Resources.

4. Formal consultation meeting and period with the Trade Union.

5. Formal consultation meetings with individuals affected.

6. Redeployment explored for Individuals selected for redundancy.

7. Notify Human Resources and Trade Unions of any changes.

8. 31 August – Contract end date. Any redundancy payments made in August payroll.
1. Definition of Redundancy and Redundancy Entitlements

Redundancy is defined as a dismissal attributable wholly or mainly to:

- the fact that an employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was employed, or has ceased, or intends to cease, to carry on that business in the place where the employee was so employed.

or

- the fact that the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place they were so employed, have ceased or diminished, or are expected to cease or diminish.

Entitlement

To qualify for a redundancy payment an employee must have worked continuously for De Montfort University (or an associated employer) for at least two years regardless of their hours of work.

Payments

For each completed year of service, up to a maximum of 20, employees are entitled to:

- 0.5 weeks pay for each full year of service where age during year is less than 22
- 1.0 week’s pay for each full year of service where age during year is 22 or above but less than 41
- 1.5 weeks’ pay for each full year of service where age during year is 41 and above

Calculation of “A Week’s Pay”

Please see the Policy and Procedure to be used in the Event of Anticipated Redundancy in the Case of Part-Time Hourly Paid Academics for weekly pay calculations.

Tax Position

Redundancy payments are not taxable nor subject to national insurance contributions (provided that all of the payments together, do not exceed £30,000).
2. Identification of Required Part-time Hours for the Academic Year

At the beginning of April all Heads of Department should start to consider the likely needs in terms of Hourly Paid Part-time Academic Hours for the following year. This process should commence with the identification of what teaching and how many hours are likely to be required prior to aligning these to existing members of hourly paid staff.

Following this, existing Hourly Paid Academics should be aligned to these based on their skills and expertise. A spreadsheet outlining the name and details for each Hourly Part-time academic used in the current Academic year will be supplied from Human Resources around this time. Up to date curriculum vitae collated from this category of staff should also enable this process along side any discussions and outcomes from the ADR process.

Where it is identified that fewer hours are required in the forthcoming academic year than in the current year then the criteria in the following section should be followed with regards to identifying any potential redundancies and/or substantive reduction in hours (25% or more).

3. Selection Criteria

Initially a pool of all part-time hourly paid lecturers should be considered who are working in the specific subject area/disciplines where there is a declared need to reduce hours. Selections should be based on assessing the individual’s skills and qualifications against those required for the work going forward. Based on this analysis the individuals considered best placed to cover the work available are allocated hours leaving a remaining pool.

Where some of that pool have the professional qualifications and experience across a wider range covering areas where alternative work is available or remaining within the department they should be withdrawn from the pool and offered work in the alternative area through a matching exercise. Any individuals remaining will be selected for redundancy.

If advice regarding the above is required this should be sought from the Faculty/Directorate Human Resources adviser.

4. Informing the Dean/Director of Requirements for Formal Consultation with the Trade Union

Following the planning process and the identification of part-time hourly needs, information regarding the requirements for each part-time hourly paid academic should be sent to the relevant Dean/Director by completing the spreadsheet circulated by Human Resources. This needs to be completed in advance of the Consultation meeting with Trade Unions in order for the information to be circulated before the meeting. Information should include the following:

- The proposed number of hours for each member of staff going forward (it is appreciated that this may be provisional and subject to change)
• An indication of whether or not this constitutes a redundancy situation/ or a substantial reduction in hours (for example of more than 25%)
• Any comments/reasons behind the decision outlining any redundancy pools/selection criteria used.

Deans and Directors are required to confirm the number of potential redundancies to their Human Resources adviser by the end of April who following this will inform the Director of Human Resources (or their representative) in order that the Secretary of State may be notified of any redundancy notifications via the HR1 form (where applicable). Human Resources advisers will also identify any redundancy payments due going forward.

5. Consultation with the Trade Union

At the beginning of May the Dean/Director of the area and their Human Resources adviser will meet with representatives from the Trade Union to outline the proposed part-time hourly paid academic hours required for the new academic year. During the meeting the University will identify any method of selection and the criteria applied for considering applicants for redundancy; will disclose any action that has been taken to mitigate reductions and will outline the reasons behind any redundancies.

6. Individual Consultation with those selected for redundancy or a substantial reduction of hours (e.g. 25% or more)

The responsibility for consultation with the individual would be that of the appropriate Head of Department and/or where appropriate with the Dean of Faculty. Please speak with your Human Resources adviser if you wish to delegate this responsibility to another member of the department. If you need any assistance from HR to guide you through the process, please contact the HR adviser responsible for your area.

• A letter should be sent to the individuals affected inviting them to attend a meeting (See Appendix 2/3). The Head of Department should make every effort to arrange to see the individual ‘face to face’, and such consultation should be meaningful. These meetings need to take place prior to the 25th May 2011 in order for relevant notification to be sent.

• Meetings should include the reasons for the reduction in hours/redundancy, together with explanations of how any selection criteria applies, the details of any redundancy payments if appropriate in their case and discussions regarding redeployment. Individuals may be accompanied by a trade union representative or work colleague (but meetings will not be unreasonably delayed if the employee’s chosen companion is not available). Heads of Department are asked to complete the Individual Consultation Meeting checklist, to sign and date this and return to the Dean/ Director of the Faculty by the 25th May 2011.

• If the individual is unable to attend a face to face consultation meeting or this is not possible within the time frame required, either for reasons of geography
or other substantive reasons, then the individual should be spoken to on the telephone. Prior to taking this decision this should be agreed with the individual as being a suitable alternative to the face to face meeting on offer. You should ensure that all of the points outlined in the checklist for this meeting are still covered in the conversation.

- Only where the above is not possible and this can be demonstrated should a Department/Section/Faculty choose to write to the individual as the means of consultation inviting a written response.

- Following this consultation a letter will be sent to the individual from Human Resources confirming their situation, and if they are to be dismissed by reasons of redundancy, confirming any eligible redundancy entitlements.

The following considerations should be given when conducting these meetings:

- That you have prepared for the meeting, have a blank checklist available and are clear about what you are presenting.

- That the individual is aware that they can attend with representation, that this is a formal meeting and that they have had a letter inviting them to the meeting in advance.

- That sufficient time has been allocated for the discussion and that you are in a room where you will not be disturbed.

- Notes of any issues raised need to be taken, and if you are unable to respond then these should be followed up after the meeting.

If, as a result of subsequent changes, you need to consider an individual’s hours in terms of a further reduction, please contact your HR adviser, as this will fall outside of the standard timeline and we will need to consult further with recognised Trade Unions.

**7. Redeployment**

Where it has been identified that there are no hours for an Hourly Paid Part-Time Academic going forward the employee will be provisionally selected for redundancy.

The Head of Department/Line Manager in conjunction with Human Resources, will do all they can to try to redeploy the individual elsewhere in the University. At the individual consultation meeting individuals will be given a redeployment skills form to complete in order to aid the redeployment process (Appendix 4). This will be kept on file in Human Resources and circulated should any suitable posts become available.

Individuals will be placed on the University “At Risk” register and will be given preferential treatment in relation to being considered for interview in advance of other applicants (apart from others on the redeployment list) for any suitable vacancies that arise.
Redeployment aims to match employees “At Risk” of redundancy to vacancies that reflect the needs of the recruiting Faculty. In deciding what constitutes “suitable alternative employment,” consideration will be given to the essential experience and qualification requirements of the job, and whether the employee who is under notice of redundancy, matches these. Consideration is also given to pay and hours.

Redeployment is a two way process and De Montfort University will do all that it can to assist employees in the process. However, it is equally essential that employees participate in opportunities, as and when they occur to ensure that redundancy entitlements are not placed at risk.

Employees who are successfully appointed through redeployment are subject to a four week trial period in their new role. The purpose of the trial period is to give the employee a chance to decide whether the new post is suitable without necessarily losing their right to a redundancy payment. If the work trial is not successful it also enables the University to assess the employee’s suitability for the alternative work which has been offered.

If this trial period is successful then the individual foregoes any redundancy payment and they retain their continuity of employment and employment rights accrued up to and including the date of redeployment.

Employees who unreasonably refuse an offer of suitable alternative employment may lose their entitlement to redundancy pay.

Further information can be found in the University’s Redeployment Policy.

8. Confirmation of Redundancies and Informing all of Changes

Following the consultation period the Head of Department/Line Manager should confirm any redundancy/ substantial reduction in hours to Human Resources by completing a redundancy form that has been signed by the Dean/Director, the area’s Management Accountant and the Human Resources adviser (Appendix 5). This needs to be completed by the 25 May.

Human Resources will then write to all individuals selected for redundancy by the 31 May giving 3 months notice of the proposed end date. If during the notice period an individual is not redeployed elsewhere in the University then their contract of employment will cease on the 31 August. Any redundancy payment due will be paid in the August payroll.

It is of vital importance that Heads of Department/Line Managers inform Human Resources of any changes that may occur in regards to the part-time hourly paid academic needs of the department as this may impact on an individual’s circumstances. Where additional hours are found and given to an employee who has been placed at risk of redundancy this needs to be communicated to Human Resources by completing Appendix 6. It is equally important that trade union representatives are also informed of any changes.
If following consultation on the hourly part-time Academic process it is identified that further reduction in hours are required for either those individuals previously consulted with or other hourly paid academics, it is also vital that you discuss this with your Human Resources adviser in regards to how to proceed.
Appendix 1

Sample Letter Requesting Curriculum Vitae from Hourly Paid Part Time Academic Staff

Name
Address
Date

Dear (Name)

Re: Request for Updated Curriculum Vitae

I write in relation to your hourly paid part time lecturer contract(s) with the Faculty/Department of (insert).

It is University Policy that updated curriculum vitae’s are collated for all hourly part time lecturing staff on an annual basis. This in order to help plan for the following academic year and to ensure that we are aware of each individual’s up to date skill sets and experiences should any reduction in part time hours be necessary moving forward.

I therefore ask if you could send me a copy of your most current Curriculum vitae either electronically or in hard copy by the (date). If you are unable to meet this deadline or wish to discuss this further please contact me prior to this date.

Yours sincerely

(Name)
Head of Department/Line Manager
Appendix 2

Sample Letter Inviting Hourly Paid Part-Time Academic to Individual Redundancy Consultation Meeting

Name
Address
Date

Dear X

Re: Individual Redundancy Consultation Meeting with regards to Hourly Paid Part-Time Academic Contract.

I write to invite you to a consultation meeting to discuss the fact that it is anticipated that the University will no longer require your hourly part-time lecturer hours in the new academic year. As such it is proposed that your Hourly Paid Part-Time Academic contract in (department) is at risk of redundancy.

You may be accompanied to the meeting by a Trade Union representative or work colleague. I attach a copy of the Policy and Procedure to be used in the event of anticipated redundancy in the case Part Time Hourly Paid Academics for your information.

The process and any entitlements will be explained to you in the meeting and you will have the chance to raise any issues or to ask questions should you wish.

I would be grateful if you could confirm your attendance at the meeting by either writing, telephoning me on (number) or e-mailing me at (e-mail address).

Yours sincerely

Head of Department/Line Manager
Appendix 3

Sample Letter Inviting Hourly Paid Part-Time Academic to Individual Consultation Meeting to discuss reduction in hours

Name
Address
Date

Dear X

Re: Individual Consultation Meeting with regards to Hourly Paid Part-Time Academic Contract – Proposed Reduction in Hours

I write to invite you to a consultation meeting to discuss the fact that the University anticipates a reduction in your hourly part time lecturing hours next year of more than 25% in the new academic year. As such you have the choice of whether to accept this reduction and continue with your continuous service with the organisation or to take a redundancy payment and a subsequent break in service.

You may be accompanied to the meeting by a Trade Union representative or work colleague. I attach a copy of the Policy and Procedure to be used in the event of anticipated redundancy in the case Part Time Hourly Paid Academics for your information.

The process and any entitlements will be explained to you in the meeting and you will have the chance to raise any issues or to ask questions should you wish.

I would be grateful if you could confirm your attendance at the meeting by either writing, telephoning me on (number) or e-mailing me at (e-mail address).

Yours sincerely

Head of Department/Line Manager
Appendix 4

Redeployment Application Form for Hourly Paid Part-Time Academic Staff

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home address:</td>
<td></td>
</tr>
<tr>
<td>Phone no/ contact details:</td>
<td>Signed:</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current post</th>
<th>Date commenced in role:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Date commenced with DMU:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty and Department:</th>
<th>Grade:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
<th>Days worked: M/T/W/TH/FR/SAT/SUN*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hours per week/ contract:</th>
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</table>

<table>
<thead>
<tr>
<th>Job summary:</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Previous Posts</th>
<th>Courses/Training Received in Last Year</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title/Dept (last 2 appointments only - not including current job)</strong></td>
<td>Dates</td>
<td>From</td>
</tr>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
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<td></td>
<td>From</td>
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<td>To</td>
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<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>
Summary of Skills

Key Achievements

Please indicate the hours/days on which you would be prepared to work and the type of work you would consider below as this will assist in seeking suitable alternative work for you:

Any other Additional Information
**REFEREES:**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION:</td>
<td>POSITION:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>ADDRESS:</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>TEL NO:</td>
</tr>
</tbody>
</table>
Guidelines for Completing the Redeployment Application Form

These guidelines are designed to assist you in completing the redeployment application form. Although the form is similar to the standard application form, some extra sections have been added to allow you to demonstrate your current or previous skills, strengths, etc. You do not have to write in every section - only complete those relevant to you.

A Addresses

Please provide your home and work address and telephone numbers to enable us to contact you quickly (as timescales for redeployment are often much tighter).

B Job Summary

Please detail the main duties and responsibilities of your current post.

C Previous Posts

This will be needed should you consider applying for a post outside of your own Faculty.

D Training Courses/Qualifications

You need only list the qualifications you have gained or courses you have attended. Please state here you took the qualification and the date(s) you obtained each qualification. Please be prepared to supply the recruiting Manager with a copy of your certificates if requested.

E Summary of Skills

Please include the skills used in your current post, as well as those developed in previous posts. In addition, list any skills that you have acquired which are not directly job related, i.e. these may include voluntary work, etc.

You may also wish to use this section to detail your strengths, e.g. report writing.

Please provide any other relevant skills you may have from involvement in other organisations, e.g. School Governor, Scout Leader, etc.

F Key Achievements

These may be at work or in your personal life.

G Supplementary Sheet

Please use this sheet to provide further information in support of your application for specific posts:
<table>
<thead>
<tr>
<th><strong>Supplementary Sheet</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Post Applied for:</strong></td>
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<tr>
<td></td>
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<tr>
<td><strong>Faculty/Department Etc.</strong></td>
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</tbody>
</table>

This sheet is designed to allow you to provide further information in support of your application for the above post. Please detail the skills and attributes that you can bring to the post.
Appendix 5

Checklist for Individual Redundancy Consultation Meeting for Part Time Hourly Paid Academics

NAME OF HEAD OF DEPARTMENT/LINE MANAGER:

EMPLOYEE NAME:

ACCOMPANIED BY (If applicable):

DATE:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Questions/Issues Raised and Responses Given</th>
</tr>
</thead>
</table>

**Introduction:**

- Explain that the purpose of the meeting is to inform and discuss with the individual that their employment as an hourly paid part-time academic may not be renewed beyond the 31 August or that their hours may be substantially reduced. Explain that we are currently in consultation with the union in regards to the proposed redundancy/reduction and that this meeting constitutes consultation with them on an individual basis. They have the opportunity to raise any issues or questions with you in relation to the proposals and have until the 31 May to raise any concerns.
- Explain that you are completing the checklist form to ensure that all elements are covered.
- Clarify that they have received a copy of the relevant policy and that they are aware that they could attend the
meeting accompanied by a trade union representative or work colleague.

**Explain the Reasons:**

- Outline the reason for the reduction needed in teaching hours and explain how and on what basis they have been selected.

**Notice Period:**

- Clarify that they are entitled to 3 months notice of the cessation of their contract and that the proposed end date of their contract will be 31 August
- If the individual is still required going forward but it is proposed that their hours reduce by more than 25% then explain that they have the choice to either accept the changes and have continuous service, or to accept a redundancy payment and as a consequence break their continuous service.

**Clarify Redundancy Payment if applicable:**

- Confirm any redundancy payment that they are eligible for should the redundancy go ahead (this can be supplied by the relevant Human Resources adviser).
- Confirm that this is calculated based on their age, continuous service and average weekly pay as outlined in the policy and procedure for the process.
- Explain that any redundancy payment will be paid at the end of August in the payroll run for that month.
**Redeployment**

(Only applicable in Redundancy situations not for reduction in hours)

- Discuss the fact that the University wishes to do all that it can to prevent redundancies and will therefore seek and support any redeployment opportunity that becomes available between now and the 31st August.
- Explain that once identified as being provisionally selected for redundancy the individual’s name will be placed on the redeployment at risk register and that they will be made aware of any suitable alternative posts that become available during this time allowing them a preferential interview prior to any suitable post being opened out competitively.
- Give the individual a copy of the redeployment form and guideline. Ask them to complete this and to return a copy to yourself (you should then send this to HR).
- Explain that if they are offered a redeployment opportunity that this would involve a four week trial period in order to ascertain if the post is suitable for all parties. If successful then they forego any redundancy payment but have continuous service with DMU.

**Right to Appeal**

- Following consultation if the proposed redundancy/reduction in hours is still considered necessary the individual will be issued notice in writing (by 31 May). If they remain unhappy with the decision they have the right to appeal against this decision to the Director of Human Resources.
**Questions**

- Ask if they are clear about the process and whether they have any questions. State that they can speak further with Human Resources or yourself should they require any further information or support.
- (If applicable) state that the requirement for part-time lecturing hours may change prior to the beginning of the academic year as actual student numbers etc become confirmed. State that if this may have an impact and that if anything were to change further in regards to their position that you will be in contact.

**Thank them for attending the meeting.**

Signed:

A copy of the completed and signed checklist is to be given to the Dean/Director by 25 May 2011.
## Appendix 6

### APPROVAL FOR ADDITIONAL PAYMENTS RE:

- Ill Health
- Redundancy
  - Compulsory
  - Voluntary
- Other

### STAGE ONE

<table>
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<tr>
<th>Name:</th>
<th>……………………………</th>
<th>Emp No:</th>
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<tbody>
<tr>
<td>Job Title:</td>
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<td>FTE:</td>
<td>………………….</td>
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<tr>
<td>Faculty / Directorate:</td>
<td>……………………………</td>
<td>Salary on leaving:</td>
<td>£………………. pa</td>
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<tr>
<td>Date of Birth:</td>
<td>……………………………</td>
<td>** Age on leaving:</td>
<td>………………….</td>
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<tr>
<td>Length of Continuous Service:</td>
<td>……………………………</td>
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Briefly state the reasons why the proposed additional payments are justifiable in the interests of the Cost Centre and the University, and the criteria on which they are based.

| Proposed date of termination: | | Period of Notice: | |
|-------------------------------|------------------|
| Will notice period be worked: | YES/NO |

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<tbody>
<tr>
<td>Is it intended to pay money in lieu of notice?</td>
<td>YES/NO</td>
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<tr>
<td>If YES, state cost £</td>
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<tr>
<td>Will a replacement be necessary?</td>
<td>YES/NO</td>
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</tbody>
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<tbody>
<tr>
<td>If YES a) Please state the estimated salary of the replacement</td>
<td>£………………. FTE………..</td>
</tr>
<tr>
<td>b) Estimated start date of replacement</td>
<td>……………………………</td>
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<tbody>
<tr>
<td>Is a Compromise Agreement required</td>
<td>YES/NO</td>
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</tbody>
</table>

Support/comments of Human Resources Adviser to the termination of employment on the grounds specified in this application.
STAGE TWO

(A) PROPOSED COSTS OF TERMINATION (do not include contractual notice, if to be worked)

<table>
<thead>
<tr>
<th>£</th>
<th>Redundancy Pay:</th>
<th>No. of weeks entitlement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>………………….</td>
<td>………………...</td>
</tr>
<tr>
<td></td>
<td>Other (specify e.g. PILON)</td>
<td>………………….</td>
</tr>
</tbody>
</table>

TOTAL ………………….  
Account code 80BREV2170

(B) COST to the University regarding pension arrangements, if applicable.

TOTAL £……………………………..  
Account code 80BREV2172

TOTAL COST TO THE UNIVERSITY:
TOTAL (A) + TOTAL (B) = TOTAL COSTS £ ……………………. 

1st) Human Resources Adviser

Signature: ………………………………………………..        Date: ……………………………...
Name (Print)………………………………………………

2nd) Head of Faculty / Directorate

Signature: ………………………………………………..     Date: …………………………….
Name (Print)………………………………………………

3rd) Management Accountant:
What direct cost saving will be made?
  a) In the current Year £………………………………….
  b) Annualised £………………………………….
  c) Pay back period to the University £………………………………….

Post No:
Account Code:

Signature: ………………………………………………..        Date: …………………………….
Name (Print)………………………………………………

4th) Deputy Director of Human Resources: Initials …………  Date: …………………………

5th) Director of Human Resources

Signature: ……………………………………………….. Date: …………………………

6th) Director of Finance

Signature: ……………………………………………….. Date: …………………………

7th) I approve the termination of the appointment in line with the terms specified above:

Signature: ……………………………………………….. Date: …………………………
(Vice-Chancellor and Chief Executive)

8th) Reported to the Board of Governors (if appropriate) □ (please tick if yes)

Cc: Angela Feely, Human Resources     Finance - Jonathan Speck, Management Accountant
Appendix 7

MEMORANDUM

From (Head of Department):

Name of Faculty:

To (Human Resources adviser):

Date:

Re: Changes in Relation to the allocation of hours for Part-Time Hourly Paid Academic Staff following consultation.

Following the annual consultation with the Trade Unions and the individual(s) directly affected in regards to the proposed allocation of part time hourly paid hours for the new academic year I confirm that the number of hours for the following individual has changed:

<table>
<thead>
<tr>
<th>Name of Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Original Hours Proposed in Consultation:</td>
</tr>
<tr>
<td>New Amended Hours:</td>
</tr>
<tr>
<td>Reason for the change:</td>
</tr>
</tbody>
</table>

This has resulted in the following (tick as appropriate)

- A retraction in redundancy notice
- No substantive change in circumstances
- The proposed change in hours no longer constitutes a reduction of more than 25% of the original contract.

Signed:

CC: UCU Representatives

Any changes that result in placing an individual at risk of redundancy/ at risk of a reduction in hours of 25% plus, where this has not been highlighted in consultation, should not be flagged to HR by this form. Please speak with your Human Resources adviser separately.