

Redundancy Policy

1. Introduction

This Redundancy Policy outlines the principles and procedures that Suffolk Artlink will follow in the event of redundancies within the organisation. In addition to our legal and statutory obligations it is our commitment to managing the redundancy process fairly, transparently, and with due regard to the well-being of our employees while continuing to fulfil our mission of serving our beneficiaries.

2. Policy Statement

Suffolk Artlink recognises that circumstances may arise where redundancies are unavoidable. Redundancy is approached as a last resort, and we are committed to minimising its impact on affected employees. This policy provides a framework for managing redundancy situations fairly, consistently, and in accordance with legal requirements.

3. Identifying Redundancy Situations

Redundancy may arise from various circumstances, including but not limited to:

- Funding Changes: When external funding sources are reduced or withdrawn.
- Changes in Programmes or Services: When there is a need to restructure or reorganise our programmes or services.
- Technological Changes: When advancements in technology render specific roles or skills redundant.
- Economic Constraints: In cases of financial constraints, such as budget cuts.
- Location Changes: When the organisation relocates to or operates in a different area.

4. Consultation Process

4.1. Communication

Suffolk Artlink will communicate the need for potential redundancies as early as possible.

Affected employees will be informed of the situation in a clear and empathetic manner.

4.2. Consultation

Affected employees will have the opportunity to participate in meaningful consultation regarding the redundancy situation.

The charity will make every effort to explore alternative solutions to redundancy, such as redeployment or retraining where feasible.

5. Selection Criteria

In situations where it is not possible to avoid redundancies, Suffolk Artlink will develop clear and objective selection criteria to identify employees for redundancy. These criteria will be based on job-related factors and will not discriminate on grounds of age, gender, race, disability, religion, or other protected characteristics.

6. Notice and Compensation

Suffolk Artlink will adhere to all contractual, statutory notice periods and legal requirements in relation to redundancy.

Affected employees will receive appropriate redundancy compensation in line with legal obligations and any additional terms specified in their employment contracts.

7. Support and Counselling

Suffolk Artlink is committed to supporting affected employees during and after the redundancy process. This may include providing career guidance, job search assistance, and emotional support as required.

8. Appeals

Employees impacted by a redundancy process will have the opportunity to appeal the decision. Information about the appeals process will be shared when a redundancy consultation process is complete. An appeal will be heard by a manager who has not been involved in the consultation process. Due to the size of our team, if this is not possible, an appeal will be heard by a Trustee. In all cases appeals will be conducted impartially and fairly.

9. Monitoring and Review

This Redundancy Policy will be reviewed periodically to ensure its continued effectiveness and compliance with relevant employment laws and best practices.

10. Conclusion

Suffolk Artlink recognises the sensitive and challenging nature of redundancy situations and is committed to handling them with the utmost care and consideration for the well-being of affected employees. Our aim is to minimise the impact of redundancy on individuals while ensuring the long-term sustainability of our mission to serve our beneficiaries.

This policy and related guidance will be monitored by the Co-Directors on a regular basis for compliance and will be reviewed by the Board of Trustees triennially.

Date Adopted	Dates amended
22 nd January 2024	

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www.suffolkartlink.org.uk