

LANCASTER UNIVERSITY

Revised Terms of Reference and Operation of the Redundancy Committee

1. Terms of Reference

1.1 The Redundancy Committee exists to oversee on behalf of Council the adoption of proper procedures and that these operate fairly for all staff covered by the University's Redundancy Policy, and to review and endorse the outcome of cases. In doing this, it shall:

1.1.1 receive such information as is necessary. This will normally include the number of potentially redundant posts, the reasons for redundancy proposals, consultation processes, measures taken to mitigate or avoid redundancy, redundancy pools and where appropriate selection criteria and equality impact assessments;

1.1.2 on behalf of the Council, review and endorse decisions made by University Leadership for the dismissal of members of staff by reason of redundancy in order to achieve any necessary staff reductions.

NOTE: Redundancy has the meaning specified in the Employment Rights Act 1996 or as amended by subsequent legislation:

- 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. Membership

2.1 The Redundancy Committee consists of a Chairperson (an independent member of Council), one further independent member of Council, a co-opted member, one Academic member of staff and one Professional member of staff, normally an Associate or Deputy Director of Finance and the Director of People and Organisational Effectiveness.

2.2 The selection of members will be made in accordance with the Nominations Committee appointment processes.

- 2.3 The Chair of the Committee may agree other persons to be in attendance at a meeting for the effective functioning of the Committee.
- 2.4 Members of the Committee must receive appropriate training to enable them to discharge their duties effectively.
- 2.5 The Committee will be advised and supported by a member of the People and Organisational Effectiveness Division.
- 2.6 The term of members of the Committee will be at least one term of three years in order to build experience and ensure consistency of approach but not normally more than two terms of three years. This will be subject by mutual agreement and relevant approvals procedures (see 2.2), as set out in the Standing Orders. If required the chairperson may serve a longer period to help ensure continuity.

3. Meetings

- 3.1 Meetings shall be scheduled to take place on a monthly basis.
- 3.2 The quorum for meetings will be three, including at least one independent Council member.
- 3.3 The Chair of the Committee reserves the right to authorise that cases be considered by correspondence (for example where a small number of cases exists or cases fall outside of normal timetables).

4. Authority

- 4.1 The Redundancy Committee is authorised by the Council to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

5. Support for the Committee

- 5.1 The University's People and Organisational Effectiveness Division shall be responsible for the provision of all papers and correspondence arising from the work of the Redundancy Committee. The Committee will be serviced by a member of Strategic Planning and Governance.