AGENDA FOR

EMPLOYMENT PANEL

Contact: *Kelly Barnett*
Direct Line: 0161 253 5130
E-mail: kelly.barnett@bury.gov.uk
Web Site: www.bury.gov.uk

To: All Members of Employment Panel

Councillors : M Walsh, T Tariq, L Smith, D Green, D Hill, K Hussain, A Quinn, S Thorpe and A Arif

Dear Member/Colleague

Employment Panel

You are invited to attend a meeting of the Employment Panel which will be held as follows:-

Date:	Thursday, 25 June 2026
Place:	Microsoft Teams
Time:	7.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Employment Panel are asked whether they have an interest in any of the matters on the agenda and, if so, to formally declare that interest.

3 MINUTES OF THE PREVIOUS MEETING *(Pages 3 - 6)*

The minutes of the meeting held on 3 February 2026 are attached for approval and accuracy.

4 APPOINTMENT OF CORPORATE PARENTING CHAMPION

Each Committee is required to have a nominated Corporate Parenting Champion; they will receive training from Children's Services and will be responsible for advocating for Corporate Parenting matters in each committee. Champions will be appointed by each Committee at their first meeting of the municipal year. If the representative wishes to also attend Corporate Parenting Boards scheduled for the municipal year 2026-2027 these are:

30 June 2026
1 September 2026
1 December 2026
12 January 2027
2 March 2027

5 WORKFORCE POLICY REVIEW *(Pages 7 - 96)*

The Workforce Policy Review report and appendices are attached.

6 EMPLOYMENT PANEL TRAINING

Tim Normanton, Assistant Director of HR to deliver a training session to Employment Panel Members on the recruitment and appeals panels.

7 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

Agenda Item 3

Minutes of: **EMPLOYMENT PANEL**

Date of Meeting: 3 February 2026

Present: Councillor R Gold (in the Chair)
Councillors R Bernstein, M Walsh, T Tariq, L Smith, I Rizvi and S Arif

Also in attendance: K Waterhouse, Executive Director, (Strategy & Transformation)
Catherine King, HR Business Manager

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence: Councillor J Grimshaw and Councillor C Cummins

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EP.25 APOLOGIES FOR ABSENCE

Apologies for absence are noted above.

EP.26 DECLARATIONS OF INTEREST

Councillor Tariq declared a personal interest as Chair of North West Employers.

EP.27 MINUTES OF THE PREVIOUS MEETING

It was agreed:

that the notes of the meeting held on 24 November 2025 be approved as a correct record and signed by the Chair.

EP.28 MATTERS ARISING

Councillor Gold referred to Minute EP.21 of the Minutes of the last meeting and the question that had been raised by Councillor Vernon in relation to the disciplinary and grievance procedure and how often they were used. Councillor Gold asked for this information to be provided to the Panel at a future meeting.

EP.29 EMPLOYMENT POLICIES

The Executive Director (Strategy & Transformation) presented a report setting out proposals for a number of new, changed, reviewed and replaced policies.

It was reported that Trade Union Colleagues had been fully engaged in the work.

1. Family Leave Policy
The Family Leave Policy was created in July 2023 and combined into one document provisions relating to maternity, paternity, fostering, adoption, shared parental leave, parental bereavement and IVF. It was amended in February 2025 to include neonatal care leave provisions.

Small changes have been made to the Family Leave Policy, in response to the Employment Rights Act 2025, to ensure that the Council is compliant with legislation with effect from April 2026. These include:

- Making paternity leave a day one right
- Removing the need to take paternity leave before taking any shared parental leave
- Making parental leave a day one right

2. Working Time Regulations Policy
The Working Time Regulations Policy sets out the Council's commitment to providing safe working conditions, and details how it will take all practical measures possible to operate within the Working Time Regulations 1998 (as amended). It was last reviewed in April 2009.

Changes have been made to generally update the Policy and also to strengthen Policy wording to ensure that staff, in normal circumstances, with more than 1 internal contract are not permitted to work above the 48-hour limit. This is in line with the Council's approach to supporting staff welfare and wellbeing.

3. Job Evaluation Procedure
The NJC Job Evaluation Procedure and supporting documents were last reviewed in 2015. This procedure is used to evaluate the jobs of the vast majority of Council employees, who are on NJC 'green book' terms and conditions.

Although there are no changes to the NJC scheme itself, the HR Team and Unison are now using a new Sharepoint based system to record, monitor and report upon evaluations. The Procedure has been amended to reflect this, and also the opportunity has been taken for a general update and to pull into one document the evaluation and appeals procedures.

The Executive Director (Strategy & Transformation) thanked the HR Business Management Team and the Unions for their work on updating the relevant policies.

Members present were given the opportunity to ask questions and make comments and the following points were raised:

- Councillor Rizvi referred to the Equality Act as being listed at S.2.2 of the Family Leave Policy but the Human Rights Act was not, and asked why this was.

It was explained this was an oversight and the Human Rights Act would be included as the policy was written in accordance with the Act.

- Councillor Walsh referred to S.6.13 of the Family Leave Policy referring to still birth deaths and asked where termination would come in as it wasn't part of the policy.

It was explained that although this wasn't part of the policy any employee in this situation would be supported as sensitively as possible.

- Councillor Tariq asked whether the Council benchmarked policies with other organisations and it was explained that this did happen.

- Councillor Walsh referred to the working times regulations policy and the 48 hour limit and asked if voluntary work would be included within this.

It was explained that this would not be included as voluntary work would be undertaken in an employees' own time and not within their contracts of employment.

It was agreed:

1. That the updated Family Leave Policy, the revised Working Time Regulations Policy and the revised Job evaluation Procedure be approved.

2. That the documents be forwarded onto the Corporate Joint Consultative Committee for endorsement.

3. That subject to the endorsement of the Corporate Joint Consultative Committee, the documents be published on the Council's intranet pages and communicated to staff.

EP.30 PAY POLICY

The Executive Director (Strategy & Transformation) presented the Pay policy statement.

The statement included the local authority's policy on the level and elements of remuneration for each chief officer; the local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition); the local authority's policy on the relationship between the remuneration of its chief officers and other officers; and the local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

Those present were given the opportunity to ask questions and make comments and the following points were raised:

Councillor Bernstein referred to the gender pay gap for 2025 representing the lowest recorded by the Council since reporting began and a decrease for the second year and stated that this was very positive to see.

It was agreed:

1. That the Employment Panel commend the proposed Pay Policy Statement for 2026-27 for approval by full Council.

2. That the Employment Panel agree the Council's proposed pay structure for 2026-27 as set out within the statement and inclusive of revised non-consolidated pay supplements to retain compliance with the Real Living Wage rate of pay.

EP.31 EXCLUSION OF PRESS AND PUBLIC

It was agreed:

1. To exclude the press and public.

EP.32 CHIEF OFFICER RECRUITMENT

The Executive Director Strategy & Transformation presented a report setting out details relating to the recruitment of two posts within the Council.

It was agreed:

1. To note 100% of the AD DDAT role is Bury Council funded from April 2026

2. That the Employment Panel proposes that Council approve that a Market Supplement of £5k (total maximum remuneration of £101,251) be applied to the post of Assistant Director - People and Inclusion

3. That the proposed redesign of the People Service to present a more attractive management structure to the market be approved

4. To undertake a recruitment process for both posts

EP.33 URGENT BUSINESS

There was no urgent business.

COUNCILLOR R GOLD
Chair

(Note: The meeting started at 7.00 pm and ended at 8.00 pm)

Agenda Item 5

Bury Council

Classification **Item No.**

Open

Meeting:	Employment Panel
Meeting date:	25th June 2026
Title of report:	Workforce Policy Review
Report by:	Cllr. Sean Thorpe, Deputy Leader and Cabinet Member for Finance and Corporate Services
Decision Type:	
Ward(s) to which report relates	All

Executive Summary:

A key component of the Council's People Services improvement and modernisation programme is the review of core HR systems, processes and policies to ensure they are fit for purpose, reflective of modern HR practice and align with the organisational culture described by the LET'S values.

This report sets out proposals for a number of new, changed, reviewed and replaced policies. Trade Union colleagues have been fully engaged in this work.

Recommendation(s)

That the Employment Panel agrees revisions to the following documents:

1. Consultation Toolkit
2. TU Consultation Framework
3. Family Leave Policy
4. Fixed Term Contracts Policy
5. Flexible Working Policy
6. Local Conditions of Service section 1 – appointments, transfers and leavers
7. Local Conditions of Service section 4 – hours and leave
8. Market Supplement Policy
9. Recruitment Policy
10. Redeployment Procedure
11. Redundancy Procedure, including bumped redundancy
12. Secondments Policy

13. Sponsorship Policy

The documents will then go for endorsement to the Council's Corporate Joint Consultative Committee on 21st July 2026 and subject to approval will then be published on the Council's intranet pages and communicated to staff.

KEY CONSIDERATIONS

1. Consultation Procedure

Background
The Consultation Procedure ensures that any proposed changes to structures or contractual terms and conditions are undertaken lawfully, and with meaningful and appropriate involvement from trades unions and employees. It was last reviewed in July 2019.

Policy Headlines
There have been significant alterations to the toolkit in order to comply with changes brought by the Employment Rights Act 2025 and also to enable change to be managed more effectively within the organisation, whilst still affording trade unions and employees appropriate opportunities and timescales to be meaningfully consulted and involved.

The revised Procedure can be found in Appendix 1, but the changes can be summarised as follows:

- Clarification over the type of procedure to follow (if any), with the introduction of a streamlined procedure:

Types of change	Consultation procedure to be followed
Straightforward changes where there are no amendments to grades or contractual terms and conditions – for example: ▪ Review of a job description ▪ Change of line management ▪ Changes to an individual's duties or other changes that do not change the establishment ▪ Work base relocation ▪ Changes that can be made as operational decisions taken under Delegated Powers which are within an approved budget and do not raise any policy/employment issues (e.g. increases in hours that have no other effect/implications, creating a new position within budget outside of a restructure or reconfiguring a vacancy where there are no wider implications)	**No formal procedure** needed. However, it is recommended that informal consultation is undertaken with relevant staff and trade unions to obtain agreement to the proposed change and a variation to contract issued where relevant.

Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting up to 19 people	**Streamlined procedure**
Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting 20 or more people **OR** Complex changes affecting less than 20 people (decision to be taken in consultation with the trade unions)	**Full procedure**

- Changes are proposed to consultation timescales in line with TULRCA and in an effort to speed up straightforward changes, but with the flexibility to accommodate longer periods of consultation where it is appropriate to do so. Previously all consultations involving 100+ employees have been for 90 days.

Number of affected staff	**Minimum consultation period**
Streamlined procedure	
0-19	Consultations are encouraged to progress as quickly as possible, with 2 weeks being a reasonable period. This would be extended as appropriate to cater for holidays, service requirements etc.
Full procedure	
0-19 (complex changes)	At least 30 calendar days
20-99	At least 30 calendar days
100 +	At least 45 calendar days. In consultation with trade unions this can be extended when required to up to 90 days.

- Removal of the termination and re-engagement content in light of the 2025 Employment Rights Act changes.

2. Trade Union Consultation Framework

Background

The Trade Union Consultation Framework sets out the different ways in which the Council consults with the trades unions and employees in order that they may provide

input into the development of policies or initiatives that affect the workforce. It was last reviewed in August 2015.

Policy Headlines
The changes made to the Framework are primarily job and meeting title updates, with the exception of:

- Part 3: New and revised policies are no longer taken to the Local Government Consultation Meeting (s188) but are discussed directly with the Branch Secretary of Unison.
- Part 3: Although policies are formally approved at Corporate JCC, the need for formal sign off being obtained electronically from the Chair has been removed.
- Part 3: Health and Safety JCC meets 5 times per year rather than once.

3. Family Leave Policy

Background
The Family Leave Policy sets out the support available for employees who are new parents or who are expecting a child either by birth, adoption, surrogacy and/or foster care. It also explains the arrangements for family related pay and leave, and for compliance with health and safety requirements. It was last updated in February 2026.

Policy Headlines
The following minor changes have been made to the Policy:

- Part 4: Pension Implications. The paragraph relating to unpaid leave has been removed as it is no longer relevant. Since 1 April 2026, changes to the LGPS Regulations mean Assumed Pensionable Pay (APP) applies to the entire period of child related leave.
- Part 4: Pension Implications. The following provision has been added:
  "*If you are a member of the 50/50 scheme, you will be moved into the main scheme at the start of the pay period after you enter a period of no pay*."
  This is a standard procedure to ensure that a member's pension benefits continue to build up as they would have in the main scheme.
- Part 8: Maternity Support Leave now has to be taken within 52 weeks rather than 3 months. This more generous provision is in line with Paternity Leave and has been amended for reasons of consistency and to simplify processing.

4. Fixed Term Contracts Policy

The Fixed Term Contracts Policy has been reviewed to ensure it remains fit for purpose and reflects current organisational needs and employment practices, recognising that the previous version was last updated in 2013. As part of this review, the content has been refreshed and streamlined to improve clarity, consistency, and ease of use for managers and employees. The wording has been updated to make the policy more accessible and user-friendly, while also ensuring alignment with related policies, including

Recruitment and Redeployment, to support a consistent and cohesive approach across the Council.

5. Flexible Working Policy

Background
The Flexible Working Policy provides choices to help employees achieve a healthier work/life balance and enables them to combine their work responsibilities with other commitments or personal aspirations. Services benefit too with more flexibility, extended opening/cover arrangements and supported employees with increased morale and motivation who are more productive. It was last updated in February 2024.

Policy Headlines
The following minor changes have been made to the policy:

- General process related updates throughout.
- Section 5.10 has been updated to reflect amendments to the LGPS Regulations with effect from 1 April 2026. It now reads:
  "*LGPS 2014 Regulations state that pension contributions are compulsory for any authorised period of unpaid absence of less than 15 consecutive days. If the period of authorised unpaid leave is more than 14 days no pension contributions will be made. Therefore, if flexible working options result in unpaid periods of absence greater than 14 days pension benefits will be reduced. Active members of the Scheme can recoup lost benefits by paying Qualifying Additional Pension Arrangements (QAPAs)*"
  Previously, no pension contributions were paid for unpaid absence.
- Part 7.6.3 updated to clarify that career breaks should not be used to cover long term sickness absence.

6. Local Conditions of Service: Section 1 – Appointments, Transfers and Leavers

Background
Local Conditions of Service: Section 1 relates to appointments, transfers and leavers. It was last reviewed in April 2017.

Policy Headlines
The policy has generally been tidied up and clear references made to other policies/guidance – all changes are tracked (see Appendix 2).

It has been reviewed to improve clarity, consistency, and ease of use. The revisions ensure that the content is presented in a more logical order, uses clearer and more concise language, and is easier for both managers and employees to understand and apply in practice. The updated wording also aligns more closely with the style and approach used across other Council policies, helping to ensure a consistent and coherent framework of employment guidance.

7. Local Conditions of Service: Section 4 – Hours and Leave

Background

Local Conditions of Service section 4: Hours and Leave was last reviewed in 2024. It details the different provisions for working hours and leave that employees are entitled to.

However, it does not currently reference term time only working, and there is little detail on this elsewhere beyond it being referenced as a voluntary option in the Flexible Working Policy. Voluntary term time working relates to employees who work during school term times and take unpaid leave during periods of school holidays, whilst remaining on a permanent contract of employment. This is different though to employees who have term-time only (TTO) posts (e.g. school based, when the employee's service is not required in the school holidays). Consequently, there was a small gap in our policy provision.

In Bury, we did however standardise payments for TTO staff in 2023 on the basis that employees are paid for the 38 weeks they work on the basis of the number of hours they actually work (pro rata reduced for less than 37 per week) and receive a full (not pro rata reduced) entitlement to holidays. Unfortunately, and somewhat unfairly, this means that an employee working 37 hours per week all year around therefore receives an identical paid annual leave allowance to an employee working 37 hours per week Term Time Only.

Bury's approach to TTO and the potential application of the pro rata principle to TTO holiday pay was reviewed following the Supreme Court decision in the Brazel v Harpur Trust case (2022) which found that holiday payment for a TTO worker should not have been pro rata reduced to the time she worked, but should be calculated by looking at the average pay received for weeks worked. This was against the then ACAS advice that the minimum holiday due (based on statutory minimum) was 12.07% of hours worked in a pay period.

The LGA provided advice and a model calculation at the time providing a compliant way to pay TTO employees in accordance with the judgement. The approach allowed for the pro rate reduction of holiday pay for TTO staff, provided a minimum of 5.6 weeks holiday was paid. Advice issued at the time was the model was advisory and should not supersede local arrangements where these are more favourable. On the basis of this, as Bury pay arrangements were compliant with Brazel and more favourable than the LGA model, no changes were made to our approach to TTO holiday pay.

Working Time regulations were subsequently amended by the government from 1st January 2024, with application from leave years commencing from 1st April 2024.

These regulations essentially undo the implications of the Brazel case and allow for the pro rata of holiday entitlement for TTO and other irregular hours employees on the basis of minimal accrual of 12.07%. LGA advice that this calculation is advisory and should not supersede local arrangements where these are more favourable, remains in force.

There is a general feeling of unease, shared by trade unions, that employees working comparatively few weeks in the year are receiving what appear to be overly generous holiday pay entitlements.

An approach of seeking to consult on the application of the pro rata principle to the holiday pay of employees working for less than the full year would appear a logical resolution to the issue. However, this would result in:

- Contradiction of the LGA guidelines of replacing more favourable arrangements that exist locally.
- A need to amend the policy / working practice for all staff (including those in Council maintained schools), which would inevitably result in pay reductions for all staff impacted. School leadership and trade unions would likely to be significantly opposed.
- Taking action prior to the development of a national school support staff negotiating body in the medium term which may require a review and revision of term time working pay and holiday arrangements for in scope staff.

A pragmatic solution is proposed – that we, as a Council, consider TTO to be a minimum of 38 weeks worked, for which we do not apply the pro rata of holiday pay in line with current arrangements. For employees working less than 38 weeks, the principle of pro rata could be applied, or the Council, as a matter of policy, does not engage workers on contracts of less than 38 weeks per year duration. The risks/implications of this could be:

- The 38 weeks could be seen as arbitrary, and it would be difficult to defend the differential treatment of holiday pay to employees working below his number of weeks from an equal pay perspective.
- Application of the pro rata principle of contracts below 38 weeks would create a “cliff edge” in payments, with staff nominally working 37 weeks per year being significantly financially disadvantaged for not having reached the threshold.
- Preventing the issue of contracts for under 38 weeks per year may have unforeseen service implications and would need to be carefully assessed. For example, alternative contract configurations for Adult Tutors would need to be developed and deployed; these may be subject to challenge depending on how they are designed and their impact.

Policy Headlines

Besides a few minor tweaks to policy titles, the key change to Section 4 of Local Conditions of Service is to add in the following paragraph regarding term time only working, which is not clearly defined elsewhere in Council policy:

> *"**Term Time Only Working***
> *Term-time working relates to contracts requiring employees to work during Bury school term time.*
> *Employees work during school term times and utilise paid/unpaid leave during school holidays, whilst remaining on a permanent contact of employment*
> *To be considered a Term Time Only contract, employees will be required to work for a minimum of 38 weeks per year.*
> *Salary is paid in equal instalments throughout the year and payment for annual leave is included in the salary calculation.*
> *Employees working on a Term Time Only contract will receive a full year's annual leave entitlement, pro rata to weekly hours worked.*
> *Annual leave must be taken during school holidays. The assumption is that annual leave will be taken in the first periods of school closure from 1st April until leave entitlement is exhausted.*
> *Annual leave requests will not be granted during term-time, therefore, there is no need to approve and record leave.*
> *Employees working less than 38 weeks of the year are not considered term time workers, but part year workers, and annual leave entitlement will be calculated on a pro rata basis to hours worked, and the number of working weeks."*

8. Market Supplement Policy

This policy has been reviewed and updated to improve clarity, consistency, and ease of use, recognising that the previous policy had not been reviewed for some time. The revised version streamlines the structure, uses clearer and more concise language, and presents the content in a more logical format aligned to the employee lifecycle and other Council policies. The approval section has been updated to align with the revised resourcing approval process, removing the requirement for a separate application form. The employee agreement has also been removed, as employees will instead receive formal written confirmation of any market supplement.

The updated wording also aligns more closely with the style and approach used across other Council policies, helping to ensure a consistent and coherent framework of employment guidance.

9. Recruitment Policy

The Recruitment and Selection Policy was last reviewed in January 2025; however, this update provides an opportunity to strengthen and clarify the Council's approach to advertising vacancies. The policy now confirms that all vacancies will be advertised via Greater Jobs as the primary platform, while also being circulated simultaneously to

employees on the redeployment register. Greater emphasis has been placed on prioritising internal opportunities, with recruiting managers required to assess redeployees who express an interest before considering other applicants. The update also strengthens guidance during periods of significant organisational change, allowing roles to be restricted to internal applicants where appropriate at HR's discretion. In addition, these revisions align more closely with updates to the Redeployment and Fixed Term Contract policies, ensuring a consistent, joined-up approach and providing greater clarity for managers on how and when to broaden recruitment externally.

The revised policy with tracked changes (see parts 5.3 and 7) is available as Appendix 3.

10. Redeployment Policy

The Redeployment Policy (Appendix 4) has been reviewed to ensure it remains fit for purpose and reflects current organisational needs and employment practices. As part of this review, the content has been refreshed and streamlined to improve clarity, consistency, and ease of use for managers and employees. The wording has been updated to make the policy more accessible and user-friendly, while also ensuring alignment with related policies, to support a consistent and cohesive approach across the Council.

The revised policy introduces more defined processes, such as the use of a redeployment tracker, regular review meetings, and weekly vacancy notifications to employees, strengthening accountability and engagement in the process. Additionally, the policy better aligns with current recruitment practices by clearly linking redeployment to the wider recruitment process, including advertising roles on Greater Jobs and prioritising redeployees before other candidates. The policy also reflects a more practical and flexible approach to assessing suitability (e.g. allowing for training potential), whereas the current version places greater emphasis on formal selection and compliance steps.

The eligibility threshold for redeployment has been reduced from 12 months to 6 months' continuous service to reflect changes in employment legislation, including the introduction of the updated dismissal rules due to come into effect in January 2027.

Reference to bumped redundancy has been removed from the redeployment policy and instead included within the Redundancy policy.

For the minor changes regarding recruitment – see tracked changes in section 7.

11. Redundancy Policy

This policy has been reviewed to ensure it remains clear, current, and aligned with organisational practice and legislative requirements. As part of this update, the bumped

redundancy process—previously set out separately—has been incorporated into the policy to provide greater consistency and a more streamlined approach.

A copy of the policy is appended to this report (Appendix 5) and there are tracked changes throughout.

12. Secondments Policy

The Secondment Policy has been reviewed to ensure it remains fit for purpose and reflects current organisational needs and employment practices. The policy is more concise and user-friendly, with a clearer structure that separates key sections such as responsibilities, approval, terms and conditions, and return arrangements. It simplifies the guidance by focusing on the core principles of secondments—development, service needs, and governance—making it easier for managers and employees to understand their roles and responsibilities. The policy has been reviewed to ensure alignment with related policies, to support a consistent and cohesive approach across the Council.

The key changes are in section 3, in order to update the responsibilities section, which now reads:

3.1 Managers are responsible for:

- *Advertising secondment opportunities, subject to appropriate approvals.*
- *Considering and approving/ declining secondment requests, balancing development opportunities with service needs*
- *Ensuring appropriate arrangements are in place for backfilling roles and service continuity, where appropriate.*
- *Supporting the employee's return to their substantive role*
- *Ensuring timely reviews and communication*

3.2 Employees are responsible for:

- *Seeking approval prior to applying for secondment opportunities*
- *Engaging with the secondment process and meeting expectations of the host service/ organisation*
- *Maintaining communication with their substantive manager*

3.3 HR is responsible for:

- *Advising on legal compliance and best practice*
- *Supporting managers and employees throughout the process*

13. Sponsorship Policy

The Sponsorship Policy was introduced in January 2025 following the recruitment of a number of international social workers, establishing a clear framework for when the Council would support visa sponsorship. However, in light of ongoing uncertainty and changes to immigration legislation, the Council has reviewed its position and will no longer issue new Certificates of Sponsorship at this time. The Council will, however, continue to support existing employees who are currently sponsored by considering

extensions where appropriate, ensuring continuity of employment and ongoing compliance with its sponsorship obligations.

The following wording has been inserted at 4.2:
"Due to ongoing uncertainty and changes in immigration legislation and Home Office requirements, the Council will no longer offer new Certificates of Sponsorship for prospective employees. The Council will, however, continue to support existing employees who are currently employed under a Certificate of Sponsorship by considering extensions where appropriate and in line with current legal and organisational requirements. This approach ensures continued compliance with sponsorship obligations while maintaining support for the Council's existing sponsored workforce. Notwithstanding this position, the principles and criteria set out below will continue to apply where sponsorship is required for existing employees or in the event of any future policy review."

The table of costs for employers has also been updated.

Community impact/links with Community Strategy

A modern and effective employee policy framework is essential to ensuring the effective operation of the organisation and, in turn the delivery of our commitment to the Community Strategy.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

(a) *eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*

(b) *advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*

(c) *foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.

No negative impact identified.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Trade Union objection to policy changes	Prior discussions have taken place with Unison

Consultation:

All of the above proposed changes have been shared with the Trade Unions, and where appropriate there have been consultations with HR colleagues, managers, the EDI Manager and the Legal Team.

Legal Implications:

There are no immediate legal implications

Financial Implications:

There are no immediate financial implications

Report Author and Contact Details:

Catherine King
HR Business Manager
c.king@bury.gov.uk

Tim Normanton
Assistant Director of Human Resources
t.normanton@bury.gov.uk

Background papers:

Appendix 1: Consultation Procedure

Appendix 2: Fixed Term Contracts Policy

Appendix 3: Recruitment Policy

Appendix 4: Redeployment Policy

Appendix 5: Redundancy Procedure

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Bury Council

Consultation Procedure

July 2026

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1. Purpose

1.1 This procedure ensures that any proposed changes to structures or contractual terms and conditions is undertaken lawfully and in accordance with:

- Employment Rights Act 1996 (ERA 1996)
- Employment Rights Act 2025
- Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA 1992)
- Collective consultation obligations under s.188 TULRCA (if dismissals are proposed)
- Equality Act 2010
- ACAS guidance on consultation and changing employment contracts

1.2 This document should be read in conjunction with the Trade Union Consultation Framework.

2. Scope

2.1 This procedure applies to all employees of the Council whose contractual terms and conditions may be affected. It excludes contractors, agency workers and consultants.

3. Principles

3.1 The Council will:

- Engage in meaningful consultation, as soon as possible, with the trade unions, to deal effectively with important issues which affect the interests of employees and the efficient running of services to the public. Consultation periods are generally beyond the minimum required by ACAS guidance on contract changes and consultation processes.
- Follow statutory information sharing obligations with recognised trade unions (TULRCA 1992; ACAS Code of Practice on Disclosure).
- Carry out an Equality Impact Assessment wherever appropriate, to comply with the Equality Act 2010.

3.2 Additionally, there will be some major changes which need consideration in principle by the Council before effective consultation can begin with the unions, for example options around major changes to services that are required to go out for public consultation. It is recognised that this information might be sensitive, however, information should be shared confidentially with the Unison Branch Secretary in their capacity as Union Convenor, before such consideration occurs. This early 'heads up' will ensure that, when the information is released to the public, the trade unions are aware of it and so are better placed to support employees. It will also ensure that there is a sound basis for future consultation with employees once options are finalised.

4. Selecting the correct procedure to follow

4.1 Changes take many different forms and so it is important to select the correct consultation procedure to follow, to remain legally compliant and act proportionately.

4.2 The following table indicates which consultation procedure to follow depending upon the type of change being made, but if there is any uncertainty, speak to the People Advisory Team:

Types of change	Consultation procedure to be followed
Straightforward changes where there are no amendments to grades or contractual terms and conditions – for example: ▪ Review of a job description ▪ Change of line management ▪ Changes to an individual's duties or other changes that do not change the establishment ▪ Work base relocation ▪ Changes that can be made as operational decisions taken under Delegated Powers which are within an approved budget and do not raise any policy/employment issues (e.g. increases in hours that have no other effect/implications, creating a new position within budget outside of a restructure or reconfiguring a vacancy where there are no wider implications)	**No formal procedure** needed. However, it is recommended that informal consultation is undertaken with relevant staff and trade unions to obtain agreement to the proposed change and a variation to contract issued where relevant.
Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting up to 19 people	**Streamlined procedure**
Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting 20 or more people **OR** Complex changes affecting less than 20 people (decision to be taken in consultation with the trade unions)	**Full procedure**

5. Consultation procedure

5.1 **Identifying the need for change**

At the outset, managers should identify a clear rationale for making a change and consider the options available. At this stage, before a formal proposal is developed, it is required that a confidential 'heads up' is provided to the Unison Branch Secretary in their role as Union Convenor. However, managers must not issue consultation packs direct to the trade unions – these will be channelled via the People and Inclusion service, in line with Consultation protocols.

An Equality Impact Assessment should also be started, if required, and developed alongside the proposal – to inform the approach, not at the end.

5.2 **Developing the proposal**

Management will be responsible for developing the detail of the proposal. A template is attached at Appendix 1 and includes:

- Rationale for the proposed change(s) and perceived benefits
- Current structure
- Proposed structure
- Cost of structure before and after the proposals take effect
- Consultation timetable
- A list of all jobs in the section affected by a restructure and the impact on each one, including employees by name and how they are impacted by the proposed changes. Names will be included for the S188 meeting only, and they must be removed prior to the proposals being circulated to staff.
- Current and proposed job descriptions/person specifications for all new or revised posts (the proposed job descriptions must have been job evaluated and moderated to ensure that costings are accurate within the proposal)
- Proposed approach to appointments/assessmentsImplementation timescale and plan for the proposals

If there are any agency workers within the affected service, information must also include details of the type of work they are engaged in and how long it is expected to last, where appropriate.

5.3 **Senior management sign-off**

In all cases senior manager sign-off is required in accordance with the Council's Scheme of Delegation.
Prior to seeking senior manager sign off, the proposal should be discussed with the People and Finance business partners.

A template for sign off is attached as Appendix 2.

The fully signed document should be shared with the People Partner, who will support sharing with trade unions in advance of formal consultation.

5.5 **Formal consultation**

ACAS defines consultation as when employers '*talk and listen to affected employees or workers and any trade union or other relevant employee representatives*' and state that during consultation employers should:

- *help them understand the reasons for the proposed changes*
- *ask for their feedback on the proposed changes*
- *answer any questions*
- *respond to any concerns*
- *listen to any reasons people may have to object to the proposed changes*
- *consider any other proposals they may put forward*
- *consider if they should make any revisions to the proposed changes to address any points raised*

Management will then be responsible for commencing formal consultation with the trade unions and employees through the formal consultation meetings (previously known as S188). Where proposals affect 20 or more employees there will be a letter of notification sent to the trade unions providing all of the information in the template letter at Appendix 3. Also provided with the letter will be a full copy of all of the consultation documentation as outlined in 5.2 above.

Where the proposals affect less than 20 employees there is no statutory requirement to consult. Therefore, it is not necessary to issue the formal notification of restructure letter (Appendix 3) to the trade unions but the consultation pack should be provided and tabled formally through the usual channels.

Consultation periods

The length of the formal consultation will be determined by the number of employees affected. The minimum periods are:

Number of affected staff	**Minimum consultation period**
Streamlined procedure	
0-19	Consultations are encouraged to progress as quickly as possible, with 2 weeks being a reasonable period. This would be extended as appropriate to cater for holidays, service requirements etc.
Full procedure	
0-19 (complex changes)	At least 30 calendar days
20-99	At least 30 calendar days
100 +	At least 45 calendar days. In consultation with trade unions this can be extended when required to up to 90 days.

Notification to the Redundancy Payment Service

An employer who proposes to dismiss twenty or more employees as redundant within a period of ninety days or less has a statutory duty to notify the Redundancy Payment Service. Notification timescales are the same as the consultation timescales specified above. Where the proposal affects 20 or more employees and there is a possibility that this number of employees might be dismissed the Assistant Director of People, Inclusion and Culture should be informed, and will arrange for a HR1 to be submitted online.

Consulting with employees

The consultation process will allow for consideration of alternatives and revision of proposals in an effort to mitigate negative impact – in particular, redundancies. At the start of the consultation employees should be provided with a copy of the consultation proposals in order that they can understand what the proposals are and how they would impact them. In most cases the employee consultation pack will be the consultation proposal produced at 5.2. It is recommended that prior to, or at the same time as, receiving their consultation pack employees meet with management and the proposals are presented to them in order to clarify any points.

In cases where the consultation is proposing a reduction in staffing numbers, employees should be placed on the corporate redeployment list at priority 2, but under no obligation to consider vacancies.

During the consultation period, meetings should be arranged for affected employees to discuss the proposals. The potential impact of the proposals will help to determine the number and type of meetings required. These may include:

- Team meetings
- Peer group meetings
- Meetings with senior management
- Meetings with the trade unions
- One to one meetings

Consultations following the **Full Procedure** are likely to require more meetings than those following the **Streamlined Procedure**, where a minimum of 2 meetings would be needed, including the initial consultation launch, a feedback meeting and an offer of one to one's.

If an employee is absent for an extended period of time, e.g. on maternity leave, a career break, or off sick, managers should ensure that they still receive the same information as other colleagues, have the opportunity for a one-to-one and to provide feedback. For these staff, consideration could be given to:

- Extending the time-frame/notice period to enable a meeting to take place
- Meet at the employee's home or a neutral location
- Have a telephone or Teams call
- Allow the employee to submit written questions and provide a written response

During consultation, employees should be given reasonable access to meetings with their trade union if required and should be able to be

accompanied to any meetings concerning the proposals if requested. These meetings should not be regarded as part of the formal consultation process and time, during working hours, and facilities will be granted to enable trade unions to discuss management's proposals with the members affected. Any disagreement about such requests will be referred to the Assistant Director – People, Inclusion & Culture, and Branch Secretary.

To support the consultation process and capture feedback, managers should ensure that appropriate records are kept of discussions relating to the proposals. This may include notes/recordings or minutes of meetings and/or the use of a feedback mechanism that enables employees to raise comments or questions. Where a feedback form is used, a template is available at Appendix 4.

5.6 **Finalising the proposal**

During the consultation period all feedback on the proposals should be collated and considered. It is recommended that this be summarised and each point be responded to. This summary of feedback and responses should then be shared with employees and trade unions. A template is attached at Appendix 5. It is best practice to be able to demonstrate that management have considered the feedback provided and have amended the proposal as a result or can justify why this feedback is not being acted on. Any fundamental revision of the original proposals may require a further period of consultation.

Where the consultation on proposals includes changes to job descriptions, discussions will take place with People Advisory and the relevant UNISON Branch Member(s). Consideration will be given to whether any proposed changes constitute a *significant* change to the duties of the role. If changes are minor it will not be necessary to re-evaluate the grade of the post. However, any significant changes may result in the need for a re-evaluation.

5.7 **Confirming the proposal**

At the end of the consultation once a final outcome has been defined this should be notified to the trade union. It should be highlighted where any changes to the proposal have been made and the reason and impact of these. It should also be notified what progress has been made against the core consultation objectives i.e. avoiding dismissal, reducing the number of dismissals and mitigating the effect of dismissal.

Employees should also be notified of the final outcome and the next steps in the process (Appendix 6). Again, it is important to include employees who are absent for an extended period in this stage of the process.

An Operational Decision form should only be completed to formalise the changes if the original proposal has changed significantly since the approval at 5.3.

5.8 **Selection of employees**

Where the proposal involves a need to slot staff into a different number or selection of jobs, a selection process should be undertaken to determine which employee is slotted into each post.

The duties and responsibilities actually required of each employee within the existing establishment as described in their job description and person specification and the proportionate amount of time spent on key duties will be compared with those proposed for each of the positions in the revised establishment and, in the first instance, the slotting in principle of 60% will apply. Management are expected to map this out and apply the 60% rule, with employees being given the opportunity to challenge this using the form at Appendix 7.

Where it can be demonstrated that a post under the proposals constitutes at least 60% of the principal duties and responsibilities of an employee's current job description (expressed in terms of their working week) and there is only one person who meets the 60%, they may be slotted into that post. Trade unions will be consulted regarding any proposals for slotting in.

Where more than one employee can demonstrate a claim against the same post under the 60% principle, then an appropriate assessment will be used to determine who is slotted into the post – the proposed assessment approach should be set out in the consultation document.

In situations where there is a proposed reduction of staff of a particular type and all the affected employees would have a potential claim on the reduced number of jobs (e.g. a reduction of 10 staff down to 5), the slotting in process may not be appropriate. In this scenario the Council's redundancy selection process may be used in order to allocate the available posts. It is recognised that the Trade Unions do not support the use of the redundancy selection criteria but the Council reserves the right to use it as a means of redundancy selection.

Where an employee is displaced by a proposal and cannot be slotted in under the 60% principle or via the redundancy selection process, and notice of termination of employment or redundancy has been served, the employee will move to priority 1 under the Redeployment Procedure. During this time, it would be appropriate to ring fence vacant posts for consideration by affected employees.

5.9 **Implementing the proposal**

Normally, implementation dates would be on the 1st of the following month after the month in which final sign off. However, this date should be agreed in advance with the People Operations Team – to ensure sufficient time to action structure and payroll changes with written notifications to impacted employees.

5.10 **Implementing dismissals**

Where an employee is displaced by a proposal it will be necessary to implement proceedings for their dismissal on the grounds of redundancy utilising the Council's Procedure for Selection of Staff for Redundancy.

Employees will have a right of appeal against their selection for redundancy as detailed in Appendix 8, by submitting the appropriate appeal form as detailed in Appendix 9.

A full audit trail should be in place (e.g. file notes, meeting notes, minutes of meetings, e-mails etc.) The audit trail should detail the rationale for any redundancies and how/why the redundancy was agreed and by whom.

Appendix 1: Consultation Proposal Document

Department	
Service	
Proposal	
Date	

1.0 Background

1.1 XXXX

2.0 Proposed changes, rationale and benefits

2.1 XXXX

3.0 Structure charts

3.1 Current structure (incl. Temporary/agency staffing information)
XXXX

3.2 Proposed structure
XXXX

4.0 Costs

4.1 XXXX

Template.xlsx

5.0 Impact and proposed approach to appointment/redundancy selection

5.1 XXXX

6.0 Revised job descriptions

6.1 XXXX

7.0 Implementation timescales and plan

7.1 XXXX

This pack is part of the formal consultation with staff. **Post holder names must be removed before circulating to staff**

This consultation is in accordance with the Council's Employee Consultation Procedure. The length of the consultation is *specify number* days. Therefore, the consultation period will be:

Specify start and end date

Appendix 2: Approvals

Department:		
Proposal:		
Name and designation of officer submitting proposal		
Date of submission		
Outline of proposal:		
Cost of proposal:		
Employee impact:		
Use of Agency Workers		
Equality analysis (Will this proposal change policy, procedure or working practice or negatively impact on a group of people? If yes, complete EqIA, summarise issues identified and recommendations – forward EqIA to People Advisory)		
Decision taken by:	**Signature**	**Date**
Director or Chief/Senior Officer		
Finance Partner		
People Partner		
Members consulted – Where appropriate, in line with scheme of Delegation (Operational Decisions)		
Executive Member/Chair Where appropriate, in line with scheme of Delegation (Operational Decisions)		

Progress checklist	Planned date	Complete
Step 1 – Developing the proposal (including informal information sharing with the Trade Unions		
Step 2 – Senior Management sign off		
Step 3 – Briefing Trade Unions- Section 188		
Step 4 – Formal Consultation instigated		
Step 5 – Formal Consultation period complete		
Step 6 – Finalising the proposal		
Step 7 – Confirmation of proposal including delegated power ?? Agreed unless any changes no further approval is required		
Step 8 – Selection of employees		
Step 9 – Implementation of proposal		
Step 10 – Variation to contracts		
Step 11 – Implementation of any dismissals		

Appendix 3: Notification of Formal Consultation

In all cases affecting 20 or more employees where a s188 notice is issued, the relevant People Partner must ensure a copy of the notice is sent to the Branch Secretary and the Regional Official

BY *Specify delivery method*

PRIVATE & CONFIDENTIAL

Insert Name
Branch Secretary and Regional Official
UNISON
17 Knowsley Street
Bury
BL

Dear *Insert Name*

Formal Consultation in accordance with s.188 of the Trade Union and Labour Relations (Consolidation) Act 1992 on proposals to dismiss employees in order to *summarise nature of proposal e.g. implement changes to rota; implement restructure*

In accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 I must advise you that Bury Council proposes to enter a period of consultation prior to the implementation of *summarise nature of proposal.* The consultation is to be undertaken with a view to reaching agreement and identifying ways of avoiding the dismissals, reducing the numbers to be dismissed, and mitigating the consequences of the dismissals.

In accordance with Section 188 the Council is also required to identify the matters on which it proposes to consult, these are laid out below:

1.0 The reasons for the proposals
Outline what it is proposed will change and why

2.0 The numbers and descriptions of employees whom it is proposed to dismiss
Specify the numbers of employees by type who are included within the proposal

3.0 The total number of employees of any such description employed by the employer
Specify the total number of employees of this type employed in the Council

4.0 The total number of agency workers engaged in the service area, the type of work they are contracted to undertake and duration expected.

5.0 The proposed method of selecting the employees who may be dismissed

Specify how the dismissals would occur. E.g. it is hoped that employees could be accommodated within these proposals but in the event that they are not it is proposed to write to them terminating their employment and offering to re-engage them on the revised contract, OR it is proposed to use a selection process to allocate the available posts

However, the Council will work with the Trade Unions in order to jointly identify ways of avoiding the dismissals, reducing the numbers to be dismissed, and mitigating the consequences of the dismissals.

6.0 The proposed method of carrying out the dismissals, with due regard to any agreed procedure, including the period over which the dismissals are to take effect.

Subject to the outcome of further consultation the proposed method for carrying out the dismissals is

Yours sincerely
Insert name of Senior Manager responsible for the proposal

Appendix 4: Employee Consultation Feedback Form

CONSULTATION FEEDBACK FORM

XXXX

Please use this form to indicate any comments which you would like to be considered or require a response to as part of the consultation process.

During the consultation you should consider:

- whether you agree with the proposal
- whether you agree with how we suggest that the proposal is implemented
- any other issues you wish to raise in relation to the proposals

Name:_____

Signature:_____

Date:_____

Please return this form to :

Appendix 5: Summary of Feedback and Responses Form

Issue raised	Response	Action agreed

Appendix 6: Outcome to Consultation letter template

Address 1
Address 2
Address 3
Address 4

Date

Dear

Dear Team,

Thank you to everyone who took the time to engage with the consultation process regarding the proposed changes to the staffing structure within the [DEPARTMENT] **Service**. We appreciate the openness, professionalism, and thoughtful feedback shared throughout the consultation period.

Following careful consideration of all responses received, we are writing to confirm the outcome of the consultation. The decision has been made to proceed with the proposal to [ADD – e.g. introduce / expand / amend] the team structure.

[delete if not appropriate] We recognise that this decision will have a significant impact on colleagues currently employed in XX roles. As a result, affected staff will be formally displaced. In line with our Redeployment Policy, displaced staff will be supported to seek suitable alternative XX roles within the organisation.

This may include:

- Redeployment to an alternative role
- A change in job title and/or team allocation
- Consideration for other suitable roles where appropriate

Where redeployment is not achievable, redundancy may be a potential outcome. Should this apply, individuals will be fully supported and consulted with in line with organisational policy.

Key Themes Raised During Consultation

We would like to acknowledge the key themes raised during the consultation, which included:

- [List consideration 1]
- [List consideration 2]
- [List consideration 3]

All feedback and concerns raised were carefully considered as part of the decision-making process.

Next Steps

We will shortly begin recruitment to the [FTE number] new [JOB TITLE] positions. Reflecting feedback received during consultation, and to support a smooth transition, confirmation of individual transition dates will follow the appointment of the new [JOB TITLES].

Once all [XX] vacancies have been filled, we will write to affected staff to confirm their transition date from their current Social Work role into their newly allocated retrospective teams. All other terms and conditions of employment will remain unchanged unless otherwise confirmed in writing.

If you have any questions or would like to discuss your individual circumstances, please speak with your **line manager, relevant senior manager, or** People Advisor , who will be happy to provide further support and guidance.

Thank you again for your engagement and continued commitment to supporting Bury residents during this period of change.

Kind regards,
[Name]
[Job title]

Appendix 7: Form for Consideration of 60% Slotting In

Please demonstrate why you think the post of …….. included in the restructuring proposals constitutes at least 60% of the principal duties and responsibilities (including qualifications) of your current job:

Current role

Job title:

Qualifications required:

Principal duties and responsibilities	Duration and frequency
1.	
2.	
3.	
4.	
5.	
6.	

Proposed new role

Job title:

Qualifications required:

Principal duties and responsibilities
1.
2.
3.
4.
5.
6.

Name of Employee:
Signed:
Date:

Please return this form to …….. by no later than ……

Appendix 8: Redundancy Appeal Procedure

The Assistant Director of People, Inclusion and Culture will co-ordinate and arrange the Redundancy Appeal Panel in consultation with all parties, including the appellant. A Redundancy Appeals Panel will only be convened in a redundancy situation.

The **Redundancy Appeal Panel** will consist of three officers, namely the Director Legal and Democratic Services (or their representative), who should act as Chair, the Assistant Director of People and Inclusion (or their representative) and a Chief Officer who is was involved in the selection of the appellant. There will also be a note-taker present.

The officer presenting on behalf of management may be accompanied by the People Advisor who supported them during the redundancy selection process. The Trade Union representative may also be accompanied by a support officer.

Role of Support Officers:-

At an appeal against selection for redundancy the Support Officers' role is to support the manager/trade union representative by:-

- Taking notes
- Finding/identifying evidence in the bundle
- Clarifying notes from the original hearing
- Pointing out issues to the original Chair that might result in the original Chair requesting an adjournment

At the Appeal Hearing the People Advisor and Trade Union Support Officers' role is NOT to:-

- Take an active part in the Hearing
- Offer their opinion to the appeals panel

Timescales

The applicant and respondent will be given at least 12 working days' notice of the date of the appeal.

All documentation will be submitted 6 days prior to the date of the appeal together and papers will be distributed to Panel members, applicant and respondent 5 working days prior to the appeal.

Unless there are extenuating circumstances, appeals will be arranged and heard within 30 working days of the receipt of the written request.

Where it is not possible to arrange the appeal within 30 days, the applicant will be kept informed of any delays.

How to lodge an appeal

The employee must lodge their appeal in writing within 10 working days of receiving the written notification of their selection for redundancy. If the appeal is received outside of the 10 working day time limit, it will be declared out of time and will not be heard.

An appeal must be addressed to the Assistant Director of People, Inclusion and Culture who will acknowledge receipt of the appeal in writing within 2 working days.

Appeal Hearing

1. The Chair of the Redundancy Appeals Panel will introduce the Hearing and explain the procedure:
   - The Applicant (employee) will state the nature of the case.
   - The Respondent (management) will be given the opportunity to ask questions.
   - The Chair and other Panel members will have the opportunity to ask questions.
   - The Respondent (management) will state the nature of the case.
   - The Applicant (employee) will be given the opportunity to ask questions.
   - The Chair and other Panel members will have the opportunity to ask questions.
   - The applicant and respondent may summarise the main points of their case if they so wish. No new evidence or information may be included.
   - The Redundancy Appeals Panel will adjourn to consider the case.

2. At the appeal hearing the employee may be accompanied by his or her Trade Union representative or work colleague.

3. The outcome of the appeal will be conveyed in writing within 5 working days of the hearing.

4. The Redundancy Selection Appeals Panel, having considered submissions from both parties, can determine whether the decision to make the redundancy was fair, whether the procedure was used correctly and/or whether any new evidence submitted would have made a difference to the decision to make the redundancy.

5. The decision of the Redundancy Appeals Panel is final.

Appendix 9a: Redundancy Selection Criteria Challenge Form

Name:

Department:

Job Title:

I wish to challenge the redundancy selection criteria scores on the following grounds [tick appropriate box/es]: -

(A) The sickness absence calculation is incorrect	
(B) The disciplinary score is incorrect	
(C) The capability score is incorrect	
(D) The interview process was not carried out in accordance with procedure	
(E) The overall calculation is incorrect	

DETAILS OF CHALLENGE

Signed **Date**

Appendix 9b: Notification of Redundancy Appeal

Please complete in as much detail as possible

Employee Name:		**Department:**	
Pay Ref:		**Job Title:**	

Grounds for Appeal – Please choose ONE or MORE of the following:

	I think that the decision to make me redundant is unfair (*you must state why in the box below*)
	New evidence has come to light not previously considered (*please state evidence below - note: you must also submit details in full, 10 days prior to the Appeal Hearing*)
	The procedure was not used correctly (*please state why below*)

Please provide full detail of the reason(s) you have ticked above including, if necessary, reference to policies or procedures

Please note, lack of information will result in the form being returned to you.

Additional Information:

Witnesses (if any): **Name(s):**	**Do you wish them to be called to attend the Hearing?** **Y/N**

The outcome you are seeking:

Signed:		**Date:**	

This form is to be sent to the AD of People and Inclusion within 10 working days of receiving the written notification of your selection for redundancy.

Document Version Control

Document Version Control	
Issue Number	Date
0.01	<<Insert>>

This is a live document effective from the issue date. It supersedes any previous versions of this document, which are now withdrawn.

Bury Council

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Section One: Appointments, Transfers & Leavers

Notification of Vacancies

Where an established position falls vacant, recruitment shall be conducted in line with the Recruitment Policy.

Temporary Appointments/Fixed Term Contracts

If, at the vacancy stage, it is considered that a temporary post may become permanent at some point in the future, the post should be advertised and could include the following statement:

"In the event of the post being filled on a permanent basis, the successful applicant will, subject to satisfactory performance in the post, be offered the post on a permanent basis, unless the post is required for redeployment purposes."

For a temporary post to be filled permanently, it must be an agreed established position on the Departmental structure, approved through the relevant process.

All fixed-term contract vacancies must be advertised in accordance with the Council's Fixed Term Contracts Policy.

Paid annual leave shall be granted, on a pro rata basis to the length of the contract, subject to the leave entitlement being taken during the contract period.

Relatives of Members of the Council or Employees

'Relationship' for the purpose of this paragraph is defined in Appendix H. Rules around relatives and officer/member relationships are described in the Council Constitution and associated documents including the Employee's Code of Conduct and Protocol for Officer/Member Relations.

Canvassing

Conditions relating to canvassing are set out in the Council Constitution and associated documents.

Equality and Diversity

The Council is committed to offering equality of opportunity during the appointment process and throughout the employee lifecycle and we aim to ensure that the workplace is free from discrimination, victimisation or harassment of any kind.

Everyone has the right to be treated with dignity and respect in the workplace. The Council will not tolerate discrimination, victimisation, harassment or less favourable treatment of any applicant or employee on the grounds of their gender, gender identity, race, religion or belief, disability, age, sexual orientation, marital or civil partnership, pregnancy and maternity or caring responsibilities.

Offers of Appointment

Offers of appointment will be made subject to the satisfactory completion of all necessary pre-employment checks, as outlined in the Recruitment Policy.

Qualifications

Candidate qualifications will be assessed by the interview panel at the following stages of the selection process:

(a) Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.

(b) Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

Medical Fitness for Appointment

The initial offer of appointment will be conditional upon the individual satisfying the Council's medical requirements. Candidates will not be required to complete a pre-employment medical questionnaire until they have been interviewed and a conditional offer of appointment has been made.

All medical information provided will be handled confidentially and processed in a manner that ensures the privacy of the individual's health information is protected.

Probation

Probation will be managed in line with the Council's Probation guidance. The standard probationary period for all new employees of Bury Council will normally be three months. **Displacement of Staff**

Where a restructure results in staff displacement, this will be managed in accordance with the Consultation Procedure.

Termination of Employment

Employees wishing to resign from the Council must provide written notice to their manager. All notices should be formally acknowledged, and the confirmed date of termination will be provided in writing.

Employees should specify their intended leaving date, which will normally correspond with the end of their contractual notice period. Requests to leave earlier must be submitted to the Head of Service/Director for approval, and any agreed variation will be confirmed accordingly.

The minimum notice periods to be given by either the Council or the employee are as follows:

- **Grades 1–9:** 1 month
- **Grades 10–11:** 6 weeks
- **Grades 12–SM2:** 2 months
- Where no reason for resignation is provided, or where it is unclear, the department will make reasonable efforts to establish the reason for leaving. Employees should also be encouraged to share their feedback through the Council's exit interview process.

Last Day of Service

In the calculation of the last day of service, payment shall be made for Saturday, Sunday and for public holidays in all cases except upon retirement.

Bury Council

Recruitment & Selection Policy

July 2026

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1. Introduction

1.1 The Recruitment and Selection Policy outlines Bury Council's policy and approach to the recruitment and selection of all employees to the Council. This includes external and internal appointments, transfers, fixed term contracts, external expertise, and senior recruitment.

1.2 This policy should be read in conjunction with the Recruitment and Selection Guidance.

1.3 All recruitment should be carried out in accordance with the Council's approval process.

2. Aims

2.1 The Council's aim is to ensure that all appointments are made in a fair and consistent manner. No bias should be shown at any part of the procedure and full regard will be given to all legal requirements throughout the recruitment process, including employment law, equalities legislation and GDPR. The recruitment and selection process aims to promote equal opportunities and a positive image of the Council.

2.2 A skilled, diverse, efficient, and effective workforce is crucial to the Council's success in delivering excellent quality services. Therefore, the Council aims to attract, appoint, and retain the best candidates for jobs, and build a high-quality workforce that will achieve the objectives of the Council.

2.3 Efficient and effective recruitment should minimise the use and cost of engaging temporary Agency workers and consultancy spend

2.4 All services are required to follow the policy and recruitment procedure to achieve consistency of practice across the Council.

2.5 Although a candidate may be rejected for an appointment, it is important that they retain a favourable impression of the Council. It is essential that a high-quality recruitment experience provides a high standard of customer care and treats all applicants with dignity and respect.

3. Scope

3.1 This policy is for Bury Council employees. It is recommended for adoption by School Governing Bodies, subject to suitable amendment.

4. Responsibilities

4.1 **Recruiting managers** are responsible for the oversight of each recruitment campaign and ensuring all recruitment is carried out in accordance with the recruitment and selection policy and guidance.

4.2 **The Human Resources (HR) Service** will provide support and professional advice at all stages of the process. HR are also responsible for the administration of pre-employment checks and contractual documentation, arranging suitable guidance for recruiters and selectors, monitoring the implementation of the policy and procedure across the Council.

4.3 **Chief Officers and Heads of Service** are responsible for ensuring that the policy and procedure is fully implemented in their departments and that those involved in recruitment have received the required guidance/training. Chief Officers and Heads of Service are also responsible for taking appropriate action regarding complaints made in connection with recruitment and selection, in line with the Council's Complaints procedure.

4.4 All parties involved in any aspect of the recruitment and selection of employees have a duty to act fairly and appropriately.

5. Types of Recruitment

5.1 Supported Employment

5.1.1 Bury Council aims to provide support and employment opportunities to assist people to find and sustain work that they can, and more importantly, want to do.

The Council has a specific *Supported Employment Offer* which identifies a range of opportunities and initiatives to support individuals to access work experience and paid employment with the Council. The *Supported Employment Offer* is open to all members of the community but recognises the following groups which require particular consideration and support.

- Young people
- People with disabilities
- Children in care/care leavers
- Veterans
- Communities Experiencing Racial Inequality

5.1.2 The Council's approach is based on identifying creative and meaningful options which will assist people to improve their employability and support them to independently sustain employment. Wherever possible, The Council will take a

personalised approach, understanding that every member of our community has their own unique skills, talents, needs and aspirations. The Council intends to empower people to achieve their ambitions and reach their potential.

5.1.3 The Council's *Supported Employment Offer* includes:

- Apprenticeships
- Work experience placements.
- Supported work experience placements.
- Supported internships.

5.1.4 More information is available from the HR Service.

5.2 Permanent Appointments

A permanent appointment refers to the continued employment of an individual, with no defined or expected end-date. The continuation of this contract of employment is subject to the passing of a probationary period and ongoing satisfactory performance. When recruiting on this basis, the process outlined in section 7 should be followed.

5.3 Fixed Term Contracts

5.3.1 Fixed-terms contracts should only be used where there is a clear, objective justification, such as:

- Covering a temporary absence (e.g. maternity or long-term sickness)
- Undertaking a specific project or piece of work
- Time-limited funding or business need
- Short-term operational requirements

5.3.2 When recruiting on this basis, the process outlined in section 7 should be followed.

5.3.3 Adverts and contractual documentation must outline the reason for the temporary appointment and also the expected end date.

5.3.4 Please refer to the Fixed Term Contract Policy for further information or contact the HR Service.

5.4 External Expertise including Agency, Consultants & IR35 Workers

5.4.1 Where it has been agreed that there is a need for a temporary resource, which cannot be filled internally, this appointment should not ordinarily exceed 12 months.

5.4.2 If the requirement for this resource exceeds 12 months, there will normally be an expectation that approval is sought to fill the position on a permanent or fixed term basis.

5.4.3 Please refer to the Guidance for Appointing External Expertise or contact HR for further information.

5.5 Senior Recruitment

Senior recruitment refers to Chief Officers and Deputy Chief Officers. Recruitment at this level is overseen by the Employment Panel and the rules around the process are set out in the Council's Constitution.

Further information is available from the HR Service.

6. Employment Legislation

6.1 Politically Restricted Posts

6.1.1 The council must maintain and report on the number of posts which are 'politically restricted'.

6.1.2 Employees in politically restricted posts are prevented in having any active political role either in or outside of work.

6.1.3 Politically restricted posts fall into two categories: 'specified posts' and 'sensitive posts'. Employees in "Specified Posts" are politically restricted without rights of appeal for exemption to the local authority's standards committee. Employees in "Sensitive Posts" can appeal to the local standards committee to be exempted from the list, on the grounds that Bury Council has wrongly applied the criteria.

6.1.4 Please refer to the Politically Restricted Posts Guidance, including a full list of posts to which this criterion applies. For further support please visit Politically restricted posts - Bury Council Intranet or contact the HR Service.

6.2 General Data Protection Regulation

6.2.1 The Council will only seek to obtain information which is relevant to the recruitment and selection exercise.

6.2.2 Individuals will be informed, when submitting an application that the information collected is for recruitment, equality and diversity monitoring purposes and to meet other statutory requirements such as the right to work. Equality data will be retained for monitoring purposes only.

6.2.3 Applicants will be informed that their information may be shared internally for the purposes of the recruitment exercise. This includes members of HR and the recruitment selection panel. The data may be shared with external third parties

if a specialist or expert is participating in the recruitment selection process, such parties who will be expected to comply with the Council's GDPR policies.

6.2.4 The security of an applicant's data is taken seriously. The data of appointed candidates will be held on their personal file for the duration of the employment with the Council and in line with the Council's data retention period. Recruitment papers for unsuccessful candidates will be retained for six months after the conclusion of the recruitment process.

6.2.5 Further information can be found in the Council's HR Privacy Notice.

6.3 Equality Act

6.3.1 The Council will ensure that people from all sections of the community have genuine equal opportunities to gain employment with the Council in all its service areas and, if employed, to progress within the Council. Job applicants will be required to complete an Equalities Monitoring Form to enable HR to keep equalities monitoring data and make reasonable adjustments for applicants. Recruiting managers will not see these forms.

6.3.2 The Council seeks to employ on merit, a workforce which reflects the diverse community at large because the individual contribution of people irrespective of their age, disability, sex, gender reassignment, marriage or civil partnership, race, religion or belief, carers, sexual orientation, pregnancy and maternity, military veterans, socio-economically vulnerable and our looked after children and care leavers.

6.3.3 This policy aims to provide a framework within which managers can objectively set and assess the skills, abilities, knowledge, experience, or other valid job-related criteria for each post. This objective approach helps to eliminate bias and enables selectors to appoint the most suitable candidate for a post.

6.3.4 Positive Action will be taken where it is appropriate to build a workforce representative of the community.

6.4 Rehabilitation of Offenders Act 1974

6.4.1 It is unlawful for a candidate's previous criminal conviction(s) (once spent) to be considered for recruitment/promotion purposes other than in respect of appointments to specific posts outlined in the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 1986).

6.4.2 In respect of such posts, convictions which would otherwise be spent under the terms of the Rehabilitation of Offenders Act 1974 may be considered in deciding whether to engage an applicant. Information must be kept in strict confidence and due consideration should be given to the reason, date, repetitiveness of any conviction in relation to the post for which they have applied.

6.4.3 For further information please refer to the supporting Rehabilitation of Offenders Act guidance http://intranet/index.aspx?articleid=12599 or contact HR.

6.5 **Keeping children safe in education**

When recruiting employees who will work with children under the age of eighteen based in Schools and Colleges, this must be carried out in accordance with the statutory guidance 'Keeping Children Safe in Education'. Please refer to the latest guidance on the Government website Keeping children safe in education - GOV.UK (www.gov.uk)

7. The Process of Recruitment and Selection

7.1 Whenever an established position falls vacant, the Chief Executive shall make all necessary arrangements for the filling of the position in accordance with procedures determined by the Council from time to time.

7.2 Before recruiting for a new employee, any employees who are seeking redeployment or who require suitable alternative employment as part of a management of change process should be considered. Managers should always consider whether replacing the role is the best option or whether they could consider maximising the skills and experience of the existing workforce.

7.3 The process for recruiting and selecting employees (permanent/fixed term) comprises of the following stages.

- Analyse the vacancy and update the job description and person specification if required
- Obtain authorisation for Job Evaluation (if substantial changes are required)
- Consider if a secondment or Fixed term contract is a suitable option
- Obtain the relevant approval to recruit
- Advertise the post
- Prepare the assessment process.
- Select the assessment panel.
- Shortlist suitable candidates to be assessed.
- Send out assessment invites.
- Conduct interviews/assessments.
- Make decision and provide evidence to support it.
- Manager makes verbal offer to the successful candidate.
- Send out offer pack.
- Send out reject letters.
- Respond to any requests for feedback.
- Seek references and other pre-employment checks
- Agree start date.
- Contracts issued

7.4 **Advertising the post**

7.4.1 All vacancies will be advertised via Greater Jobs. At the same time, roles will be circulated to employees on the redeployment register. Where redeployees express an interest in the role, recruiting managers must give priority consideration to these individuals and assess them before progressing any other candidates.

7.4.2 During periods of significant organisational change, it may be appropriate to restrict advertisements to internal candidates only, particularly where a number of employees are at risk of redundancy at the relevant grade. This approach will be applied following consultation with Chief Officers and Trade Unions.

7.4.3 Adverts can also be advertised on external websites if appropriate.

7.5 **Selection process:**

7.5.1 Any and all appointments will be subject to a formal assessment process which may include a competency-based interview or working interview for example.

7.5.2 Managers will receive guidance on how to shortlist, plan assessments (including interviews), frame questions, conduct interviews and evaluate candidate performance and all selection processes should be undertaken in a manner consistent with this process.

7.5.3 It is essential that, insofar as is possible, a diverse group of individuals are involved as part of the selection process and / or interview panel.

7.5.4 The Council will guarantee an interview for the following who meet all essential criteria:

- Disabled people
- Care experienced children and care leavers
- Armed forces personnel including reservist and veterans
- Carers of adults or disabled children
- Where specified in any local or GM initiatives

8. Offers of Appointment

Offers of Appointment must be made subject to the individual's entitlement to work in the UK, medical clearance and, where appropriate, a DBS check.

If an employee of the Council is promoted or transfers to another position, they shall be notified of their appointment and the effective date, which shall not normally be later than 28 days after the date of interview, unless the normal notice period is required. Employees moving into a new position at a higher grade will commence their role at the lowest SCP for the Grade. Employees may still be subject to some pre-employment checks, depending on the requirements of the role.

9. Pre-employment checks

The Council will comply with legislation when completing checks on candidates prior to employment.

9.1 Right to Work:

All applicants will be asked to provide the necessary documents to provide evidence of their right to work in the UK.

The Council welcomes applications from candidates who live outside of the UK and do not have the right to work in the UK without an appropriate Visa. Should the candidate be successful and offered a conditional offer of employment, it is the candidate's responsibility to obtain the correct visa to be able to work in the UK. It may be possible for the Council to issue a Certificate of Sponsorship to support their application for a visa. However, this is by no means guaranteed and will be subject to meeting both the Home Office requirements and the Council's principles determining when to offer sponsorship as set out under the Sponsorship policy.

The process of appointment for overseas candidates may require additional pre-employment checks depending on the visa and the country they are from so may take longer to onboard.

For more information relating to recruiting candidates from overseas, please refer to the Sponsorship policy.

9.2 References

References should be sought to validate at least three years of previous employment and/or education. Ideally references would cover two employers (where possible), one of which would be their present or last employer. Following a reference being obtained, it is the responsibility of the manager to contact the referees and validate their accuracy.

9.3 Disclosure and Barring Service (DBS) checks:

9.3.1 DBS checks will be carried out for employees who are offered roles which will involve working in close proximity to children and vulnerable adults. The roles which are checked will be in accordance with the current government guidance.

9.3.2 There are varying types of DBS checks which can be required, dependent upon the role the employee is in. The types of check are as follows:

- Basic check, which shows unspent convictions and conditional cautions
- Enhanced check, which shows the same as a basic check plus any information held by local police that's considered relevant to the role
- Enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both

9.3.3 More information can be accessed via the Government's DBS eligibility tool at https://www.gov.uk/find-out-dbs-check. If you require further advice, please contact HR.

9.3.4 New starters should not normally be given an agreed start date without the appropriate DBS clearance in place. Only in exceptional circumstances where an urgent start date is essential, following a risk assessment and in agreement with the Lead Signatory for DBS, may new starters commence in their post on restricted duties. In these circumstances no regulated activity should be undertaken without supervision.

9.3.5 When the DBS is issued a copy will be sent to the candidate and not to the employer. If the certificate contains details of a conviction, the Council will receive notification. Upon receipt of this limited information the candidate should be asked to provide details of the content of their DBS to the recruiting manager. In the event that a DBS contains details of a conviction that has implications on the employee's ability to perform their role, the recruiting manager should make contact with the HR Business Partner to discuss the contents. Following a risk assessment and in agreement with the lead Signatory for DBS, the offer of appointment may be withdrawn.

9.3.6 DBS Update Service

Some candidates may be signed up to the DBS update service, which allows applicants to keep their DBS certificates up to date and for employers to check a DBS certificate. The Council must obtain consent from the individual before carrying out a check.

A subscription to the update service lasts for a year, so if an employee is registered then the Council will complete a check on an annual basis.

9.3.7 DBS renewal

Following appointment, employees whose role requires a DBS check, will be expected to undertake a DBS renewal every three years as part of their terms of employment.

As with new DBS applications, renewals may flag that a conviction has been made during the employment. There is an expectation that employees will inform their employer should they be convicted of any offense. If the conviction is shown on a DBS renewal and this has not been previously disclosed to the employer, the manager should make contact with HR to discuss the implications of this conviction upon the ongoing employment of the individual.

9.4 Professional Membership Checks

Some posts require subscription to a particular professional membership as part of the requirement of the job. This should be outlined in the job description and candidates will be asked to provide evidence of this during their pre-employment checks.

9.5 Medical Checks

9.5.1 The initial offer of appointment shall be subject to the Council's medical requirements having been met. Medical requirements may differ depending on the role itself and, where appropriate, a pre-employment medical assessment may be required. Checks before confirming the offer of employment are only permissible if there is a legal requirement, e.g. eye tests for commercial drivers. Prior consent is required, and checks must not discriminate i.e. all applicants must be checked for these safety-critical medical requirements.

9.5.2 Completed medical enquiry forms shall be processed in such a way that the confidentiality of any information regarding the medical fitness of an individual employee is safeguarded.

9.5.3 The Council shall reimburse any employee, who is required as a condition of employment to have any vaccination or a chest x-ray, any costs incurred.

9.6 Qualifications:

The qualifications of a candidate for appointment to a position with the Council shall be assessed by the interview panel at the following stages:

- Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.
- Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

What qualification levels mean: England, Wales and Northern Ireland - GOV.UK

10. Expenses

10.1 Expenses of Candidates for Appointment

Candidates may be able to claim expenses for interviews in line with the cheapest method of travel outlined in the Council's financial provisions within Local Conditions of Service.

10.2 Relocation – Excess Travel Expenses

If an employee is relocated, they can claim excess travel expenses for their journey from and to their new place of work in accordance with Local Conditions of Service.

10.3 Relocation Package for New Employees

The Council will pay removal expenses (refer to Local Conditions of Service and financial table for details) to employees joining the Council if the new employee moves from outside a radius of ten miles to within a 10mile radius of their new workplace.

11. Probation

11.1 The probationary period for all new entrants to Bury Council shall be twelve weeks. At the end of that period, the employee shall be notified that they are to be transferred to permanent employment.

11.2 If, however, at the end of twelve weeks, the work of the employee on probation is considered unsatisfactory by the manager (in conjunction with HR), the probationary period can be extended up to twenty weeks and a decision will then be made as to whether employment is made permanent or terminated.

11.3 Further information can be found on Probation and Conditions of Service

12. Leavers and References

12.1 If an employee wishes to terminate their employment with the Council, they shall submit their notice in writing to their Manager including the effective date of the termination of employment. Their notice will be acknowledged, and the effective date of termination will be confirmed in writing. Details relating to length of notice required is included in your contract of employment.

12.2 Following an employee securing employment elsewhere, their prospective new employer may request a reference. This will be completed by HR following consent from the individual and will be an entirely factual reference.

12.3 The Council will provide a standard reference which includes confirmation of employment, job title and the dates of employment. Information will be provided in-line with HR Retention periods.

12.4 For employees in regulated roles working within social care or education, we will also disclose any live safeguarding or disciplinary sanctions including the reasoning.

Bury
Council

Redeployment Policy

July 2026

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1. Purpose

1.1 The purpose of this policy is to provide a fair and consistent framework for supporting employees who are at risk of losing their role, to seek alternative employment within the organisation, where reasonable. Redeployment aims to retain skills, experience, and organisational knowledge wherever possible.

2. Scope

2.1 This policy applies to all employees who meet the eligibility criteria set out below and who are seeking redeployment within the organisation.

2.2 This policy should be read in conjunction with other organisational policies, including but not limited to the Consultation procedure, Capability Policy, Managing Attendance Policy, Secondment Policy and Fixed-Term Contracts Policy.

3. Responsibilities

3.1 **Employees** are expected to:

- Actively engage in the redeployment process
- Consider suitable alternative roles
- Attend meetings and respond to communications

3.2 **Managers/HR** are responsible for:

- Ensuring redeployment discussions take place at the appropriate time
- Maintaining appropriate records
- Providing guidance and support throughout the process

4. Eligibility for Redeployment

4.1 Employees may be eligible for redeployment where their role is at risk or no longer suitable due to one of the following circumstances:

- Capability
- Ill health or long-term sickness
- Notice of termination (including the end of a fixed-term contract)
- Redundancy

To be eligible for redeployment, employees must have a **minimum of six months'** continuous service with the organisation.

5. Priority Status

5.1 For the purposes of redeployment, employees will be assigned a priority status:

- **Priority 1** – Employees who are under formal notice of their employment ending
- **Priority 2** – Employees who are not under notice of their employment ending but are eligible for redeployment under this policy

6. Redeployment Process

6.1 Redeployment will be discussed with employees at the appropriate formal meeting, such as the start of a consultation/an absence review or capability meeting, at which point employees will be advised of the process, their priority status, and their responsibilities during the redeployment period.

6.2 Eligible employees will be added to the redeployment register to record priority status, monitor progress, and ensure fair and consistent treatment.

6.3 Employees on the register will receive a weekly email, listing current vacancies and are expected to review opportunities, express interest in suitable roles, and engage with the recruitment process, with support from HR and/or their line manager where appropriate.

6.4 Progress will be reviewed at monthly meetings with HR and/or the line manager, or more frequently if required, where any applications made will be discussed, any barriers to redeployment will be identified and the next steps will be agreed.

6.5 If redeployment is unsuccessful, the employment will come to an end in line with the appropriate policy.

7. Recruitment Process

7.1 All vacancies will be advertised via Greater Jobs. At the same time, roles will be circulated to employees on the redeployment register. Where redeployees express an interest in the role, recruiting managers must give priority consideration to these individuals and assess their suitability before progressing any other candidates. In some circumstances, it may be appropriate for a role to be advertised to redeployees only.

7.2 Where a role does not require any formal qualifications and/or professional experience, managers should consider appointing redeployees who can demonstrate they can meet the essential criteria following a reasonable period of training and development.

7.3 Assessments for redeployees could include a working interview or an informal conversation/ interview. Notes should be made to enable feedback to be provided, as required.

7.4 The assessment process for redeployees may not necessarily replicate a normal recruitment process. More flexibility should be considered, taking account of the nature of the work experience and skills of the redeployees being considered for the vacancy. A reduced benchmark may be suitable.

7.5 Managers should inform the HR representative of the outcome.

7.6 Salary protection is only applicable where redeployment has occurred as a result of organisational change and not in situations of capability, sickness or end of fixed-term contracts.

8. Suitable Alternative Employment

8.1 In redundancy situations, where a potentially suitable alternative role is identified, this will be discussed with the employee. Consideration will be given to:

- Skills, experience, and qualifications
- Pay, hours, and location
- Any reasonable adjustments required

8.2 Where it is deemed not suitable, employees should outline in writing why to their manager.

8.3 Where a suitable alternative role is unreasonably refused, the Council reserves the right to withhold redundancy payments

8.4 Where applicable, trial periods will be offered in line with statutory and organisational requirements.

9. Trial Periods

9.1 If an employee is redeployed into a new role, there is a 4-week trial period. For those absent from work under the Family leave policy, trial periods will commence the day they return to work.

9.2 Trial periods will run concurrently with notice periods, should the trial be unsuccessful the employee will return to the redeployment list for the remainder of their notice period, if applicable. Alternatively, the employment will come to an end at the end of an unsuccessful trial period.

9.3 Whilst an employee is undertaken a trial period, the weekly vacancy emails will continue.

9.4 The purpose of a trial period is to enable both employee and manager to assess suitability for the role. Managers should hold regular meetings with the employee and document this. Managers are responsible for arranging any training needs.

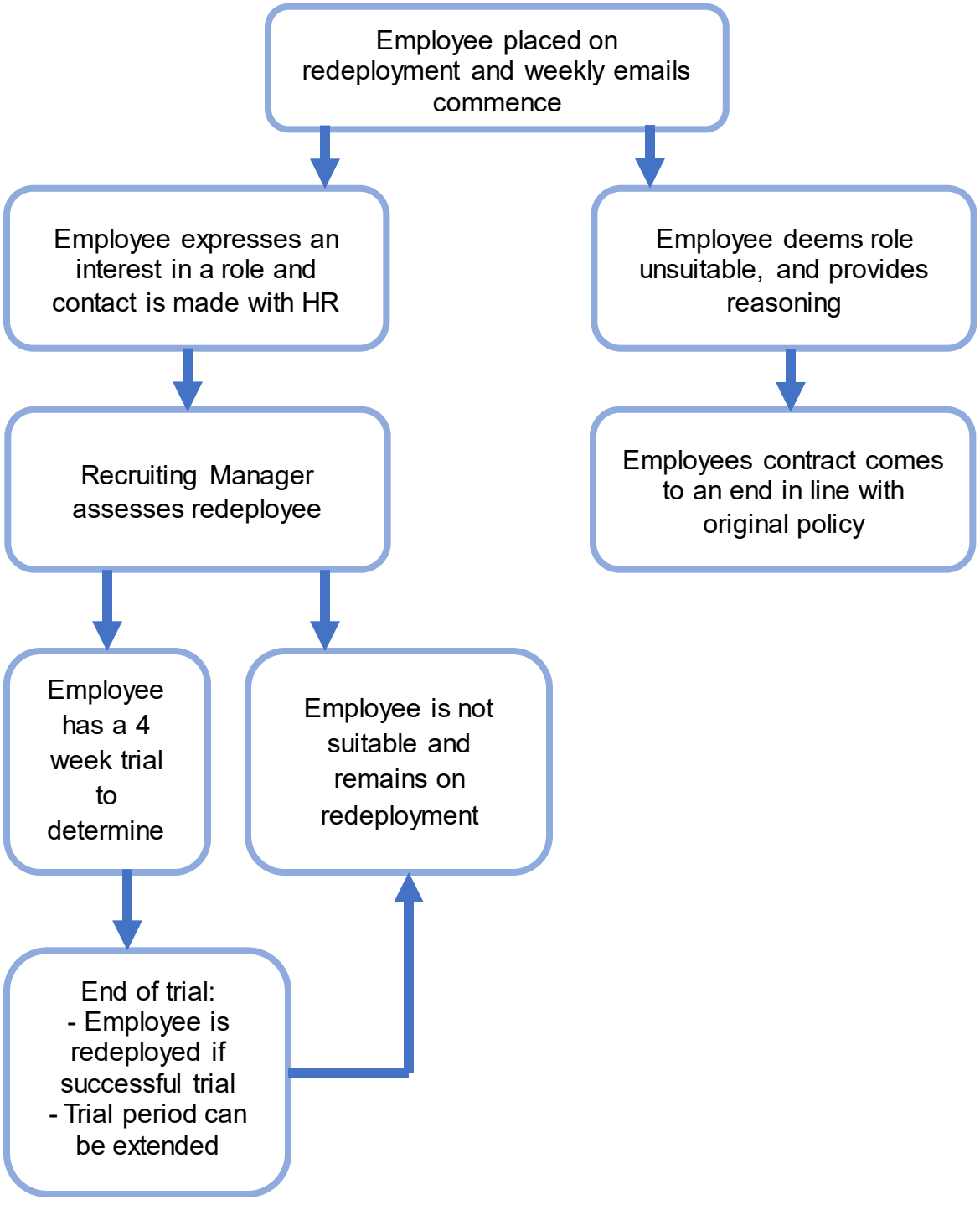
9.5 A review meeting should be arranged at the end of the trial period with the manager, employee, HR and Trade Union if appropriate, to discuss progress.

9.6 In exceptional circumstances, trial periods may be extended. This should be agreed with all parties, including HR & Trade Union.

10. Policy Review

10.1 This policy will be reviewed periodically to ensure compliance with employment legislation and organisational requirements.

Appendix 1: Flowchart



Bury
Council

Bury Council

Redundancy Procedure

July 2026

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1. Introduction

1.1 Bury Council is committed to being a fair and equitable employer, upholding the principle of maintaining the highest possible level of job security for its employees. However, it is recognised that there may be certain circumstances – such as periods of significant financial constraint when staffing reductions may be unavoidable.

1.2 In the event of a potential redundancy situation being identified, the Council will seek to minimise the need for compulsory redundancies by limiting external recruitment, exploring redeployment opportunities , considering requests for voluntary redundancy or bumped redundancy and implementing other reasonable measures where practicable. However, should compulsory redundancy become necessary the Council will strive to ensure a consistent and fair method of selection is applied.

1.3 This procedure compliments, and should be read in conjunction with, the Employee Consultation Toolkit.

1.4 Although this procedure has been subject to consultation with the trade unions where it was jointly agreed, it should be noted that they have not agreed the Redundancy Selection Criteria.

2. Objectives

2.1 The objectives of the Procedure for Selection of Staff for Redundancy are to:

- Ensure the Council complies with its legislative requirements in relation to redundancy situations;
- Set out a clear framework for the management of compulsory redundancy situations including the application of a Redundancy Selection Criteria;
- Ensure that where compulsory redundancy is necessary the employee leaves the Council feeling that they have been treated in a fair and equitable manner.

3. Process

3.1 Redundancy is the final option and before progressing the employee should be offered voluntary severance or voluntary retirement (dependent on their eligibility).

3.2 Where these options are proposed as alternatives to compulsory redundancy, the employing department must complete an Op Dec outlining a business case for approval by Executive Director and a Senior Officer within Human Resources, with the outcome reported to the chair of the Employment Panel.

3

3.4

3.5 Where a restructure will reduce staffing levels, there may be several stages undertaken before redundancy is determined. For example, applying the 60% slotting in principle, expressions of interest and/ or ringfencing.

If redundancy becomes unavoidable due to a lack of opportunities,such as where there are more employees than roles available or remaining roles have been determined unsuitable,the selection criteria may be applied to determine redundancies.

In some cases, it may be clear from the outset that all affected employees will be made redundant.

The Council's Redundancy Selection Criteria is detailed in Appendix 1.

3.6 The timing of a decision to make someone redundant should not link to the expiry of a fixed term contract if it does not meet the definition as described in the Fixed Term Contract Policy.

3.3 Redundancy selection criteria should only be applied in a confirmed redundancy situation and must assess all employees within the selection pool. Advice should be sought if there is any uncertainty. Guidance is provided at Appendix 2.

3.4 Assessment results will be shared with affected employees, and meetings arranged with the Head of Service to allow challenges to the accuracy of the information. Employees should use the form . This is their only opportunity to challenge scores, which will inform redundancy decisions. Once considered and responded to, no further challenges will be accepted at this stage.

3.5 At the meeting, it should be noted if the employee wishes to challenge the information or not. . Any challenges (e.g. relating to absence or incorrect data) will be reviewed by the Head of Service and HR, with evidence sought as required. Outcomes will be confirmed in writing, including reasons where no changes are made.

Employees may be accompanied at the meeting by a trade union representative or work colleague.

3.6 If any challenges to information result in a change to the scoring this will be amended as appropriate and the updated information will be used to create the hierarchy.

3.7 Following all meetings and challenges, affected employees will be issued with formal notice of redundancy, including: -

- the appropriate notice of termination of employment;

- details of the redundancy payment to which they are entitled and how this has been calculated, and
- the criteria used for selection and their scores as discussed at the meeting.

3.8 Employees will be informed of redundancy decisions in person by their line manager (with HR support) and may be accompanied by a Trade Union representative or work colleague. They will receive copies of relevant procedures and appeal information., aAny appeals should be submitted in writing within 10 working days. See appendix 5 for appeal details.

3.9 Employees under notice will be given priority 1 status under the redeployment policy. Any suitable redeployment opportunities found, must be offered before employment ends and start within four weeks of the end of their employment. Redeployment efforts cease at the end of the notice period.

Accepting suitable alternative employment preserves continuity of service but removes entitlement to redundancy pay.

Unreasonable refusal of suitable alternative employment may result in loss of redundancy pay, as determined under the Redeployment policy.

4. Bumped Redundancy

4.1 The Council may consider the use of “bumped redundancy” in appropriate circumstances to help minimise compulsory redundancies. This involves an employee whose role is not at risk voluntarily leaving (e.g. through voluntary severance or retirement), allowing a displaced employee at risk of redundancy to be redeployed into their post. This approach will only be applied where there is a genuine redundancy situation and where it supports organisational needs while retaining employees who wish to remain in employment.

4.2 All potential bumped redundancy cases will be assessed individually, considering suitability, service requirements, and financial implications. Opportunities will be coordinated through HR, with expressions of interest invited from at-risk employees and assessed against role requirements. Bumped redundancies will only proceed where a clear business case exists and does not result in additional cost to the Council.

5. Protection for employees who are pregnant or on maternity leave, adoption or shared parental leave

5.1 In line with the Maternity Leave, Adoption Leave, Shared Parental Leave (Amendment) Regulations 202 and Neonatal Care Leave and Miscellaneous Amendments Regulations 2025, the beginning of pregnancy to 18 months

after childbirth is a “protected period” during which a woman is entitled to special consideration if this is necessary to make good any disadvantage she might otherwise experience.

5.2 The same protection also applies to employees who are on adoption leave or shared parental leave.

5.3 During this protected period: -

- Selecting an employee for redundancy because of pregnancy, maternity leave, adoption leave, shared parental leave, neonatal care leave or a related reason is automatically unfair dismissal as well as being unlawful discrimination

- Failure to consult an employee on maternity leave, adoption leave or shared parental leave, or six continuous weeks of neonatal care leave, about possible redundancy is likely to be unlawful discrimination.

- An employee made redundant while on maternity leave, adoption leave or shared parental leave, or six continuous weeks of neonatal care leave, must be offered any suitable alternative vacancy if you have one. They do not need to apply for it. The alternative job must be suitable and appropriate for the employee in the circumstances, this means it must be no worse than their previous job with regard to location, terms, conditions and status and they have the capacity to do the work. “Suitable” work should be work the employee can reasonably be expected to do, taking into account their level of seniority and skills; and on terms and conditions that are not substantially less favourable.

5.4 If there is only one job and more than one person on maternity leave, adoption leave and/or shared parental leave and/or six continuous weeks of neonatal care leave, you will have to consider for whom it is most suitable.

5.5 In these situations you must seek specific advice from the HR team.

6. Redundancy payments

6.1 To qualify for a redundancy payment an employee must have at least 2 years’ continuous employment.

6.2 For the purposes of calculating redundancy payments continuous service includes organisations listed in the Redundancy Payments (Local Government) Modification Order 1983,

6.3 Qualifying employees will receive a redundancy payment calculated in line with the statutory matrix in place at the time; currently: -

Age	Entitlement
21 years or below	Half a week’s pay
22 – 40 years	One week’s pay

41 and above	One and a half week's pay

The maximum entitlement being 20 years at one and a half weeks' pay = 30 weeks' pay.

When using the above amounts to calculate an employee's entitlement to redundancy pay you should note that where an employee's service crosses two age categories, the figures in each band should be added together.

The number of weeks' redundancy pay to which employees may be entitled can be calculated Calculate your statutory redundancy pay - GOV.UK

6.4 s limit on the calculation of a weeks' pay. Redundancy payments will be calculated on the basis of the employee's actual weeks' pay.

Calculation of a weeks' pay:

- For employees who work normal working hours and their pay doesn't change a week's pay is their basic weekly wage or salary i.e. annual salary / 365 X 7. Overtime earnings are not included unless overtime was part of their normal working hours.
- For employees whose normal working hours vary from week to week because of shift work, and their earnings vary as a result, a similar calculation is done but the average hourly earnings are multiplied by the average weekly hours over the same 12 weeks.
- For employees who have no fixed working hours, their week's pay will be your average weekly earnings in the 12 weeks before the calculation date.

An employee who has two years continuous service with local government or a Redundancy Modification Order body is entitled to a redundancy payment based on the statutory matrix and in accordance with the definition of a week's pay. The maximum length of service counted for statutory redundancy pay is 20 years.

Attached at Appendix 6 is the Statutory Redundancy Pay Table.

7. Taxation on redundancy payments

7.1 Statutory redundancy payments are expressly exempt from income tax. Occupational redundancy payments up to £30,000 are non-taxable, but any amount paid over the £30,000 limit would be subject to tax.

8. Time off to seek new employment

8.1 An employee with at least 2 years continuous service at the dismissal date has a statutory entitlement to reasonable time off with pay during their notice

period to look for new employment or to make arrangements to undertake training for future employment. This includes time off to attend job interviews, visit employment agencies or a job centre in connection with new employment.

8.2 An employee wishing to make use of this right should discuss the request with their manager. A request will not unreasonably be refused. An employee taking such time off will not be required to make up the time taken by working additional hours or using their annual leave entitlement.

Appendix 1: Redundancy selection criteria

This is only to be used in a redundancy situation.

- Sickness Absence Record (2 year period)
- Live Disciplinary Warnings
- Capability Status
- Recruitment Interview

Disciplinary, capability and sickness absence/industrial injury records should be considered by looking back over 2 years from the start date of the formal Consultation period.

(A) SICKNESS ABSENCE (based on the Bradford Index Methodology):

1. Calculate Sickness Absence Score for less than a 2 year period:

   Score = % of Working Time Lost x Number of Periods of Absence x Number of Periods of Absence / number of full months worked) x 24 x 2

2. Calculate Sickness Absence Score over a consecutive 2 year period:

   Score = % of Working Time Lost x Number of Periods of Absence x Number of Periods of Absence x 2

NOTE:
There are no exceptions to the inclusion of sickness absence periods other than those relating to a confirmed disability as defined in the Equalities Act, to maternity or pregnancy-related absence, or to an industrial injury (unless the result of clear negligence on the part of the employee).

Further guidance on the calculation of this score is included as Appendix 2.

(B) DISCIPLINARY

1. Examine disciplinary record for live warnings.
2. Calculate score from banding below:

SANCTION	SCORE
No Warning	0
First Warning	200
Written Warning	500
Final Written Warning	2000

(C) CAPABILITY

1. Examine capability record for live warnings.
2. Calculate score from banding below:

CAPABILITY STATUS	SCORE
No issue	0
Stage 1/2	200
Stage 3	500
Stage 4	2000

(D) RECRUITMENT/WORKING INTERVIEW and/or SKILLS ASSESSMENT OF KEY JOB RELATED SKILLS (*whichever most appropriate to job*)

RECRUITMENT INTERVIEW/WORKING INTERVIEW

1. Ensure person specification/job description accurately reflects the duties of the post(s).
2. Identify 5 key questions/areas relating to the skills, knowledge and abilities of the post.
3. Interview/working interview with relevant staff in accordance with the Authority's Recruitment and Selection Code of Practice.
4. Score each question on the normal scale (0-4) - (clear, objective marking schemes and benchmark answers should be written to ensure consistency)
5. Multiply final score by 200

SKILLS ASSESSMENT OF KEY JOB RELATED SKILLS

1. Ensure person specification/job description accurately reflects the duties of the post(s).
2. Identify 5 key skill areas of the post.
3. Carry out practical assessment of chosen skill areas.
4. Use scoring mechanism as above including objective marking scheme/benchmark answers.

(E) OVERALL CALCULATION

A – Sickness Absence
B – Disciplinary
C – Capability
D – Recruitment Interview or Practical Assessment
E – Final Score
E = D - (A+B+C)

The post(s) should be offered to the **highest** scorer(s).

EXAMPLES

1. A member of staff had with over 2 years' service has 2 periods of absence each of 5 days over the 2 year period. They have no capability issues but have a live written disciplinary warning on file. During the interview, they scored 3000.

   Sickness score = 30.68. Capability score is 0 and the disciplinary score is 500.
   3000 - (30.68+500+0) = 2469

2. A different member of staff has 12 months' service during which they have had 6 periods of 3 days absence. They had been going through the capability procedure at Stage 2 but had no disciplinary record. They scored 2600 at the interview.

   Sickness score = 994. Capability score is 500 and disciplinary is 0.

   2600 - (994+0+500) = 1106

3. A third member of staff with over 2 years' service has an overall 10 periods of 3 days and consequently is at Stage 3 capability. They have no disciplinary record and they also scored 2600 at interview.

   Sickness score = 2301. Capability score is 2000 and disciplinary is 0.

   2600 - (2301 +0+2000) = - 1701

Appendix 2: Guidance on the calculation of the sickness absence score (based on the Bradford Index Methodology)

Calculation of Sickness Absence

1. Sickness absence is calculated by reference to sickness and industrial injury records held on the Trent HR system. There are no exceptions to the inclusion of sickness absence periods other than those relating to a confirmed disability as defined in the Equalities Act, to maternity or pregnancy-related absence, or to an industrial injury (unless the result of clear negligence on the part of the employee).

2. Sickness absence and industrial injury records are considered looking back over 2 years from the start date of the formal Consultation period.

3. Sickness score is calculated in the following way:

   a. Calculate employees annual hours - Basic Hours X Weeks Worked = Annual Hours (note: 52.143 are the number of weeks worked for employees working all year)

   b. Calculate % working time lost - Hours lost due to sickness / Annual Hours X 100 = % Working Time Lost

   c. Multiply % Working Time Lost by the number of periods of absence twice - % Working Time Lost X periods of absence X periods of absence

   d. Multiple this by 2 to give the final score for sickness absence

4. For employees with less than 2 years' service the calculation is increased pro rata based on completed months of service; i.e. (% Working Time Lost x Number of Periods of Absence x Number of Periods of Absence / number of full months worked x 24 x 2

   NOTE: Employees are able to challenge the information if they feel absences should be excluded, for example because they are pregnancy, maternity, disability or industrial injury related – see process.

   Examination of evidence may include reference to: -
   - Self Certification Sickness/Injury Form [this cannot be changed retrospectively];
   - PC8;
   - HS1;
   - Reports from Occupational Health

Appendix 3: Redundancy appeal procedure

HR will co-ordinate and arrange the Redundancy Appeal Panel in consultation with all parties, including the appellant. A Redundancy Appeals Panel will only be convened in a redundancy situation.

The **Redundancy Appeal Panel** will consist of three officers, namely the a Chief Officer from Legal and Democratic Services (or their representative), who should act as Chair, a Senior Officer from HR, (or their representative) and a Chief Officer who is not involved in the selection of the appellant. There may be a note-taker present.

The officer presenting on behalf of management may be accompanied by the HR representative who advised them during the redundancy selection process. The Trade Union representative may also be accompanied by a support officer.

Timescales

The applicant and respondent will be given at least 514 calendar days' notice of the date of the appeal.

All documentation must be submitted 10 calendar days prior to the date of the appeal. Papers will be distributed to Panel members, applicant and respondent 7 calendar days prior to the appeal.

Unless there are extenuating circumstances, appeals will be arranged and heard within 30 working days of the receipt of the written requestWhere it is not possible to arrange the appeal within 30 days, the applicant will be kept informed of any delays.

How to lodge an appeal

The employee must lodge their appeal in writing within 10 working days of receiving the written notification of their selection for redundancy. If the appeal is received outside of the 10 working day time limit, it will be declared out of time, and will not be heard.

An appeal must be addressed to the Assistant Director of People, Inclusion & Culture, who will acknowledge receipt of the appeal in writing within 2 working days.

Appeal Hearing

1. The Chair of the Redundancy Appeals Panel will introduce the Hearing and explain the procedure.
    - The Applicant (employee) will state the nature of the case.
    - The Respondent (management) will be given the opportunity to ask questions.
    - The Chair and other Panel members will have the opportunity to ask questions.

- The Respondent (management) will state the nature of the case.
- The Applicant (employee) will be given the opportunity to ask questions.
- The Chair and other Panel members will have the opportunity to ask questions.
- The applicant and respondent may summarise the main points of their case if they so wish. No new evidence or information may be included.
- The Redundancy Appeals Panel will adjourn to consider the case.

2. At the appeal hearing the employee may be accompanied by his or her Trade Union representative or work colleague.

3. The outcome of the appeal will be conveyed in writing within 5 working days of the hearing.

4. The Redundancy Selection Appeals Panel, having considered submissions from both parties, can determine whether the decision to make the redundancy was fair, whether the procedure was used correctly and/or whether any new evidence submitted would have made a difference to the decision to make the redundancy.

5. The decision of the Redundancy Appeals Panel is final.

Appendix 4: Statutory redundancy pay table

STATUTORY REDUNDANCY PAY TABLE																			
	Service (in years)																		
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age																			
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	--
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Bury
Council

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Changes to Workforce Policies
Lead Officer (SRO or Assistant Director/Director)	Tim Normanton
Department/Team	People & Inclusion
Proposed Implementation Date	June 2026
Author of the EqIA	Catherine King
Date of the EqIA	June 2026

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The following policies have been reviewed:

1. Consultation Toolkit
2. TU Consultation Framework
3. Family Leave Policy
4. Fixed Term Contracts Policy
5. Flexible Working Policy
6. Local Conditions of Service section 1 – appointments, transfers and leavers
7. Local Conditions of Service section 4 – hours and leave
8. Market Supplement Policy
9. Recruitment Policy
10. Redeployment Procedure
11. Redundancy Procedure, including bumped redundancy

12. Secondments Policy
13. Sponsorship Policy

The vast majority of changes are procedural or to cater for changes in legislation/pensions regulations, and do not have equality implications.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?
Employees: **Yes** Community/Residents: **No – internal policy** Third parties such as suppliers, providers and voluntary organisations: **No – Internal policy** If the answer to all three questions is 'no' there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation
Documentary Evidence: Our Employment Equality Report illustrates the demographics of the Council's workforce.
Data:
Stakeholder information/consultation: UNISON, Legal Services, Democratic Services

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? **No**
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? **No**
- Could the proposal affect the usage or experience of a service because of a protected characteristic? **No**
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? **No**
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? **No**
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? **No**
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? **No**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				Neutral
Disability				Neutral
Gender Reassignment				Neutral
Marriage and Civil Partnership				Neutral
Pregnancy and Maternity				Neutral
Race	The documents are in English		The documents could be provided in other languages, if required.	Neutral
Religion and Belief				Neutral
Sex				Neutral
Sexual Orientation				Neutral
Carers				Neutral
Looked After Children and Care Leavers				Neutral
Socio-economically vulnerable				Neutral
Veterans				Neutral

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16

3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	All Council HR policies and procedures support the principles of inclusion, fairness, staff welfare and wellbeing across all characteristics.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	22/1/26	
Responsible Asst. Director/Director	Tim Normanton		
EDI	Lee Cawley	17/06/26	QA Complete: All documents have been impact assessed with accessibility, use and outcome considerations made. Policies which are new or include significant changes have been individually impact assessed on separate assessments.

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details