



Members of Parliament Best Practice Guide Office Restructure

House of Commons
Members' HR Service
Members' Services Team



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Introduction

This document forms part of a collection of best practice guides created by the Members' HR Advice Service which sits within the Members' Services Team. The guides are designed to support Members in their roles as employers and give practical, step by step advice on employment practices. You are invited to follow this guidance, in conjunction with ACAS's guidance and the Independent Parliamentary Standards Authority (IPSA) standards and rules.

We understand that there is a lot of information to go through, and whilst we encourage all Members and staff to first refer to this document, further support on any aspect of this document can be obtained from the Members' HR Advice Service on 0207 219 2080 or **membershr@parliament.uk**.

Collaborating with IPSA

IPSA and the Members' HR Advice Service work collaboratively to improve the support and advice provided to MPs and their staff. This guide has been produced as part of that collaboration as there can be significant budgetary implications from restructuring an office and it is important that these are factored in from the outset.

Whilst every attempt has been made to ensure its accuracy, this document is for guidance purposes only in order to provide Members with general information and an understanding of HR best practice. This document should not be construed as legal advice or used as a replacement for advice from the Advisory, Conciliation and Arbitration Service (ACAS).

Summary

This best practice guide about restructuring your office provides information for when you are considering reorganising your staffing resources to respond to changing priorities and improve efficiency in your administration. This could involve changing your employees' roles and responsibilities and making the most of their skillset to ensure your office is resilient and working effectively.

This guide covers your responsibilities as an employer as well as practical advice about how to manage the restructure process effectively and fairly to help ensure staff are properly consulted and supported.

It is your responsibility as an employer embarking on a restructure to ensure a reasonable process is followed and we would recommend that the relevant guidance as set out by the Advisory, Conciliation and Arbitration Service (ACAS) is adhered to. There are also obligations placed on all employers by the Equality Act (2010) to ensure fair treatment of staff. Therefore it is important to enter into fair and open consultation about any proposed restructure.

On occasion, where there is diminished requirement for employees to do work of a particular kind and there are no viable alternatives, the restructure may result in a role being made redundant. Redundancies should be avoided wherever possible and alternative posts explored, however where there is no other option the employer must ensure a reasonable consultation process is followed and that employees are in receipt of their statutory and contractual entitlements.

This guide will highlight best practice and give an overview of the consultation process and employer responsibilities. It is recommended that you get in touch with the Members' HR Advice Service before you embark on this process.

Reasons for restructuring

The priorities in an MP's office may be constantly changing and could be influenced by many external factors which may be hard to predict. This can affect how successfully your office is running and may lead you to review how the office is structured to ensure it is meeting your needs as an MP and those of your constituents.

This may result in various changes such as re-allocation of tasks between staff members to resolve unbalanced workloads, or changes in priorities for different staff members. The IPSA job descriptions allow for a certain degree of flexibility to allow for these short term or long term changes in individuals' objectives.

Where these changes result in small changes to the job role, the MP can discuss this informally with the staff member to set out what the changes are and why. However, if it is identified that a larger change is required, e.g. a significant change to a job role, changing job description, changing working hours or making roles redundant, it is essential that a formal restructure consultation process is followed.

The restructure process, as set out in this document, is a best practice approach to consultation with staff for you to consider and one we would recommend you follow before making any changes to staff contracts, particularly before making employees' jobs redundant.

The purpose of the restructure process is to make changes to the staffing structure to fulfil business needs. This process considers the job roles and responsibilities rather than the people in those roles. Therefore individual performance and conduct should not be taken into consideration. If concerns are related to an individual's performance in a particular role, this should not be managed through a restructure process. Please contact Members' HR Advice Service for further support.

Keynote!

The Equality Act (2010) states that employers must not discriminate against a job applicant or employee because of a protected characteristic. The legislation identifies nine protected characteristics as follows:

- ❖ Age
- ❖ Disability
- ❖ Gender Reassignment
- ❖ Race
- ❖ Religion or Belief
- ❖ Sex
- ❖ Sexual Orientation
- ❖ Marriage or Civil Partnership
- ❖ Pregnancy or Maternity

You can read more about the Equality Act (2010) and employer's obligations in appendix 1.

Budget implications

Before you begin the restructuring process you should contact the IPSA Payroll team to get the up-to-date position on your staffing budget. The financial impact of your restructure will need to be drawn from your existing staffing budget and so it is important that any restructuring decisions you take are affordable. There is no separate funding available for restructuring. We recommend that you keep the payroll team updated on the progress of the restructure so they can identify any budgetary concerns as you go along. You can contact the payroll team at IPSA by emailing payroll@theipsa.org.uk.

Keynote!

Members are reminded that any costs associated with the restructure will be published by IPSA in the normal way and so value for money should be a key consideration.

Managing the impact on staff

When embarking on a restructure, it is important to consider the impact this may have on your team. Change can be very stressful and therefore the way you communicate the proposed changes with staff can go a long way to affect how those changes are received.

Clearly setting out the proposed changes and sharing this with staff sensitively will help to reduce staff concerns. Giving staff the opportunity to ask questions and give feedback is important for staff affected by significant changes to their employment and helps to ensure staff are receptive and buy in to the changes you are making. Giving staff a voice is useful as they may be able give new perspectives and ideas, but also because it makes staff feel valued and this helps to ensure a successful transition.

Keynote!

All MPs and Members' staff have access to the [employee assistance programme](#) run by Health Assured (appendix 2). This is a free and confidential wellbeing service available 24 hours per day, 7 days per week. They offer help and advice on a range of topics as well as counselling services.

Their contact number is 0800 030 5182 and you can find useful resources on their online portal:

<https://healthassuredeap.co.uk/>

Username: House Password: Parliament

Business case

The first stage in the restructure process is to write a business case setting out the reasons for the restructure. For clarity, it is useful to explain what the current structure is by setting out the current roles, whether they are full time or part time, the salary band, whether they are constituency or Westminster based, and to set out the proposed new structure. You should then provide some commentary about the business reasons for the restructure. As the restructure process is about the roles and the work being carried out in your office rather than the people in those roles, it is important to refer to the job titles rather than people's names.

The business case will be shared with everyone in the team, therefore it is important not to write anything personal or use confidential information such as actual salaries and refer instead to IPSA's salary bands and general information. You should be clear in the business case that this is a proposal and that you will undertake a period of consultation with staff before making a final decision. Some example business cases are available through the Members' HR Advice Service.

One proposed outcome may be that a significant change is made to one or more of the roles. For example, the content of the role changes by more than 50%; the working hours change; salary changes; or the primary location of the role changes.

In these cases, you will be proposing a [variation of contract](#) and you should enter into consultation with those staff members who will potentially be affected in order to get their agreement.

Another possible outcome of the proposed restructure could be that as a result of a diminished requirement for work of a particular kind, a role(s) may potentially be made [redundant](#).

In this case, you should always consult with staff and you should take all steps to avoid redundancies before dismissing staff. Failure to consult with staff in a redundancy situation may result in any dismissals being considered unfair.

Contact the Members' HR Advice Service before embarking on the restructure process to discuss the potential outcomes.

Suitable Alternative roles

In the event that a role is potentially being made redundant, you will need to consider whether there is a suitable alternative role available for those employees at risk of redundancy. A suitable alternative role would be at a similar grade, similar pay and benefits, similar job content, similar location and would require similar skills to the role potentially being made redundant. There would usually be less than 50% difference in the job content for it to be considered a suitable alternative role.

If there is a suitable alternative role, this must be offered to the employee whose role is being made redundant. If the newly created role could be a suitable alternative for more than one employee whose job is at risk, you should undertake a selection process to identify the best candidate for the role. More information about this is in the “Selection for new roles” section and appendix 1. Employees with redundancy rights are entitled to a 4-week trial period in the new role if the terms on which the alternative employment is offered differ. It’s important to be clear when the previous role ends and the trial period starts to avoid confusion. It’s therefore best to set out the dates for the trial period and any review dates in writing.

If either you or the employee believe that the new role is not working out during the trial period, the employee can still leave and they may be entitled to relevant redundancy entitlements. Please seek advice from the Members’ HR Advice Service before talking to the employee.

If the employee doesn’t agree that the role is a suitable alternative, they can turn down the offer of the new job by setting out a valid reason why they don’t consider the role to be suitable alternative employment. The employee can also write to you during the trial period to set out the reasons why they don’t believe the new role is a suitable alternative. Some examples of why they may not consider the new role suitable are: the new role is on a lower salary, the new role would cause disruption to their home life, or the role requires different skills.

If the employee presents valid and reasonable explanations why the role is not a suitable alternative, you can proceed with the redundancy and the employee will be entitled to relevant redundancy entitlements.

If the employee’s reasons for turning down the suitable alternative role are not reasonable, they may lose their right to redundancy pay. If you consider this to be the case, please contact the Members’ HR Advice Service to discuss this in advance as it is an unusual outcome.

Redundancy rights

In addition to the situation where your office closes altogether (e.g. if you were to stand down at an election), a staff member’s employment can be closed as a result of their job being made redundant if there is a diminished requirement for employees to do work of that particular kind and no alternative work has been identified.

Staff have redundancy rights if they are an employee and if they have worked for you continuously for 2 years or more.

If your restructure is likely to result in redundancies, it's important to be aware of what your staff will be entitled to before beginning the consultation process.

Employees with 2 years' service or more are entitled to a redundancy payment. Statutory redundancy payment is calculated based on age, salary and years of service.

Staff with IPSA contracts are entitled to double the statutory redundancy pay. If your staff member is on a pre-IPSA contract, you will need to check the contract for the staff member's redundancy entitlements. Generally, the pre-IPSA contracts give an entitlement to statutory redundancy pay only.

These redundancy entitlements will all be paid out of your staffing budget.

All staff are entitled to a [notice period](#) which is either worked or you may decide to pay the employee in lieu of their notice.

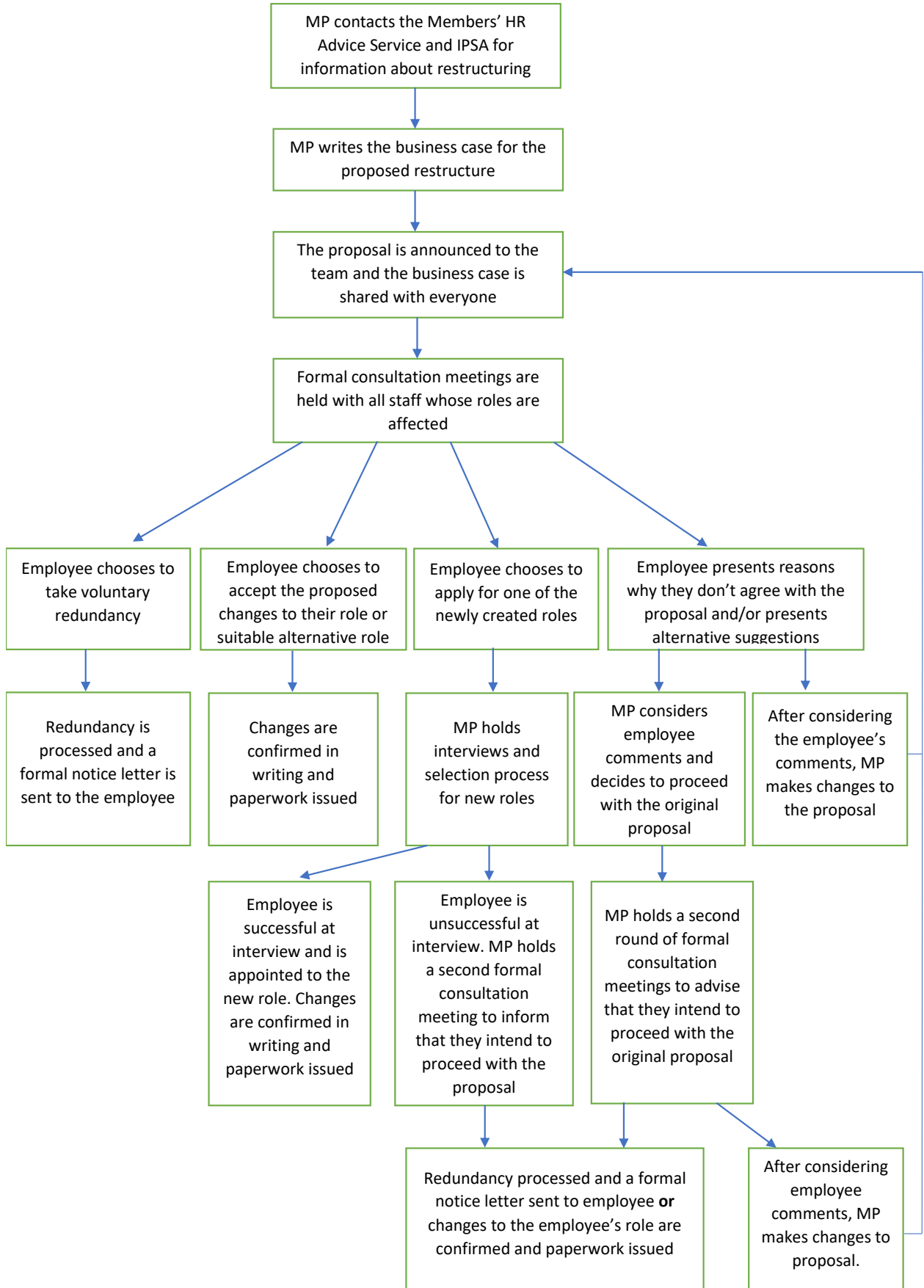
- ❖ The contractual notice period is set out in the employment contract.
- ❖ Statutory notice accrues as 1 week's notice for each full year of service to a maximum of 12 weeks.
- ❖ The employer is required to give either contractual or statutory notice, whichever is greater.

All staff will also be entitled to be paid for any annual leave they have accrued but not yet taken up to the date their employment ends. The annual leave entitlement will be set out in the employment contract.

Redundancy Calculation

If you are planning on undertaking a restructuring that could result in potential redundancy of one or more posts, then you will need to speak to the Members' HR Advice Service who will obtain a redundancy spreadsheet from IPSA. This spreadsheet will provide you with details of the estimated cost of making staff members redundant and this information is a crucial part of the restructuring process. Assessing the cost implications of your restructure plan needs to be done early in the process to avoid unnecessary concern to your staff if you ultimately find that your proposals are financially impossible.

Restructure Process



Announcement

When you have written your business case for the proposed changes and are ready to start the consultation process, you should announce the restructure to the whole team. It is your decision how you announce the proposal. You may decide to announce this to each staff member individually during one-to-one meetings or you may decide to inform those affected during one-to-one meetings first and inform the rest of the team during a team meeting. If you decide to tell staff individually, anyone whose role is affected should be told first and the meetings should be held as close together as possible.

Once you have announced that you are proposing a restructure, you should send the business case to everyone in the team. It is advisable to avoid discussion of the proposal during team meetings and to instead ensure feedback is given in individual consultation meetings.

Please be sensitive to the impact an announcement of this nature can have on any team members, whether their job is potentially affected or not, and remind all staff of the contact details for the employee assistance programme for support.

Keynote!

If you have an employee who is absent from work for a long time, e.g. due to maternity leave or a long term sickness absence, you must contact them and consult with them about the restructure as with other staff members. Contact the Members' HR Advice Service for guidance on how to manage this.

First Stage Consultation

Anyone whose role is affected by the proposed restructure, (i.e. their role has been identified as at risk of redundancy or a significant change to their role is being proposed), should be invited to a formal consultation meeting. Anyone else in the team can request a formal meeting if they would like one.

Keynote!

Contact the Members' HR Advice Service for template letters and advice about holding the consultation meeting.

As the consultation meeting is formal, the employee should be invited in writing with a minimum of 48 hours' notice, although best practice is to give 1 week's notice. The employee should be given the right to be accompanied by a trade union or [MAPSA](#) representative or work colleague if they would like. If the employee's job is at risk of redundancy, it is important that this is made clear in the invite letter. Ideally, you would have a notetaker present to allow you to concentrate on the meeting. Alternatively, you

can take the notes yourself. The notes should be the gist of the conversation, a copy circulated afterwards, and the employee asked to sign and return a copy to you or confirm their agreement with the notes in an email. Amendments can be suggested to you and if there is any issue with the amendments being proposed, please contact the Members' HR Advice Service.

The purpose of the meeting is for the employee to respond to the business case by asking questions, giving feedback or suggesting alternatives. If the employee's role is at risk of redundancy as a result of the proposed restructure, you should discuss any suitable alternative roles available. If the employee would like to opt for voluntary redundancy, or if they would like to apply for one of the new roles being created, they may indicate this during the meeting. You should not make any decisions during the meeting, instead time should be taken to consider everything discussed before moving on to the next stage.

There are several potential outcomes after the first stage of consultation is complete, these are as follows:

- ❖ Following feedback from staff, you decide to amend the business case and proposed new structure. If you decide to do this, you will need to share the new business case with everyone and start the first stage of consultation again.
- ❖ The employee(s) has agreed to accept the proposed changes to the role or to accept the available suitable alternative role. In this case a variation to contract letter can be issued and the relevant paperwork sent to IPSA.
- ❖ The employee(s) whose role is at risk of redundancy has said they would like to take voluntary redundancy. If you are happy to accept this, you may issue formal notice of redundancy. Contact the Members' HR Advice Service for advice as well as template letters.
- ❖ The employee(s) has given feedback and suggested alternatives but you would like to proceed with the original proposal. The employee also did not indicate that they were interested in applying for any of the new roles being created. In this instance you would then proceed to the second stage of consultation.
- ❖ The employee(s) has indicated they would like to be considered for one of the newly created roles. You would then proceed to the selection stage of the process.

Selection for new roles

If there are diminished requirements in the business for a particular kind of work which is resulting in a role(s) being made redundant and you are creating new roles within your office, those at risk of redundancy should be given the opportunity to apply for them. Please see the section above about suitable alternatives if the new role being created is similar to the one which is being made redundant.

If the role is significantly different to the role being made redundant, or if there is more than one person eligible for a suitable alternative role, you will need to go through a selection process to establish who the best candidate for the role is. This should be open to internal recruitment only. If you are not able to fill the role through internal recruitment, you can then recruit externally once the restructure process is complete.

It is important to keep notes and scores for the candidates and to keep these in the employee's file. Should there be any dispute about your decision, these notes may be relied upon to explain your reasoning. The [best practice guide to recruitment and selection](#) provides useful information and tools for conducting a fair selection process.

If the employee is successful, they can be appointed to the new role in writing and the variation to contract letter sent to IPSA for processing.

If the employee is not successful, you will need to proceed to the second stage of consultation.

Keynote!

It is against discrimination law to select employees for redundancy based on:

- ❖ a protected characteristic as set out in the Equality Act (2010) (Appendix 1)
- ❖ family-related leave e.g. maternity, adoption, paternity or parental leave
- ❖ part-time or fixed-term status
- ❖ trade union membership
- ❖ pay and working hours
- ❖ whistleblowing concerns they've raised

Contact the Members' HR Advice Service for further information.

Second Stage Consultation

If the employee(s) affected by the restructure does not accept the change; does not opt for voluntary redundancy during the first stage of consultation; or is unsuccessful in applying for the newly created role, they should then be invited to a second consultation meeting.

Keynote!

Contact the Members' HR Advice Service for template letters and advice about holding the consultation meeting.

This meeting is formal, therefore the employee should be invited to the meeting in writing with a minimum of 48 hours' notice, although best practice is to give 1 weeks' notice. The employee should be given the right to be accompanied by a trade union or [MAPSA](#) representative or a work colleague if they would like. If the employee is at risk of

redundancy, it is important that this is made clear in the invite letter. Ideally, you would have a notetaker present to allow you to concentrate on the meeting. Alternatively you can take the notes yourself.

The purpose of the meeting is to explain that you intend to proceed with the proposed restructure and to give the employee the opportunity to ask any final questions or offer any additional feedback to that provided in the first consultation meeting. You should not make any decisions during the meeting, time should be taken to consider everything discussed before making a final decision.

There are several potential outcomes after the second stage of consultation is complete, these are as follows:

- ❖ Following feedback from staff, you decide to amend the business case and propose a new structure. If you decide to do this, you will need to share the new business case with everyone and start the first stage of consultation again.
- ❖ The employee(s) has agreed to accept the proposed changes to the role or to accept the available suitable alternative role. In this case a variation to contract letter can be issued and the relevant paperwork sent to IPSA.
- ❖ The employee(s) has given feedback and suggested alternatives but you would like to proceed with the original proposal. Therefore, the proposed changes to the employee's role are confirmed **or** the staff member's employment is closed as a result of the job being declared compulsorily redundant. Contact the Members' HR Advice Service for further advice.

Giving notice

If the outcome of consultation is that you are closing a staff member's employment as a result of their job being made redundant, this must be communicated in writing, clearly setting out when the employment will end and what the employee can expect to receive.

The notice period will start from the day after the redundancy notice letter is received. If you intend to pay in lieu of notice, the last day of employment is the day the notice letter is received. If you are not able to give a copy of the letter to the employee in person, it is advisable to send two copies in the post via first class and recorded delivery as well as emailing a copy to ensure they receive the letter. Best practice would be to tell the employee the outcome face to face, or via video link before sending the letter.

Keynote!

The employee is entitled to their notice period; any accrued, untaken annual leave; and, for those with more than 2 years' service, a redundancy payment.

Appeal

If the staff member's employment is closed as a result of their job being made redundant, they must be given the right to appeal the decision. They should be given 1 week to appeal the decision and this should be stated in their redundancy notice letter.

If the employee does appeal, they will be invited to a formal appeal hearing where they will have the opportunity to set out the reasons for their appeal. The Members' HR Advice Service can provide further information about the appeal process.

The right to appeal should not delay the processing of the redundancy and the termination of the staff member's employment. If, following the appeal hearing, you decide to uphold the appeal, the employee may be re-instated.

Ending the employment

You will need to notify IPSA that the staff member has left your employment by completing a leaver form. IPSA also require a copy of the redundancy notice letter signed by you and the employee to be able to process any redundancy payment. All paperwork associated with the restructure should be retained for six years in a secure, confidential way.

Keynote!

IPSA require a copy of the redundancy notice letter, signed by both parties, before the redundancy payment can be released.

You should also notify the Pass Office and Parliamentary Digital Service so their access to the parliamentary estate and the parliamentary network can be removed as soon as possible after they leave your employment. You should also remove the individual from any social media channels or WhatsApp groups you may use.

You should make arrangements for the employee to return any property belonging to you or your office on their last day or as soon as possible following the end of their employment. This could include their parliamentary pass, office keys, laptop, printer, confidential papers etc. If you are having trouble getting property back from staff, contact the Members' HR Advice Service for advice.

If the employee is working their notice, it is recommended that you allow them a reasonable amount of time off to look for another job or attend training, although this should be requested in advance.

Any reference requests should be directed to IPSA who can provide a standard reference for future employers.

When communicating that an employee has left the team with other stakeholders or team members, it's important to remember to keep any specifics confidential. A simple "X is no longer employed by me" will be sufficient.

Team wellbeing

Going through a restructure can be very stressful for all team members, even those whose roles are not directly affected. It can take time for people to adapt to the changes you have made and settle down after the upheaval, particularly if their role was affected and if team members have left your employment.

After the restructure is complete, it's important to have regular communication with staff through one-to-one meetings for some time after the restructure while everyone is settling into the new way of working. This can help address any teething issues early and avoid them turning into bigger problems. Holding regular team meetings can also help everyone to understand the remit of different roles and to work collaboratively. If you have recruited new people into the office, this can also help new team members to build relationships. You may also consider undertaking some team building exercises or team training.

The [Employee Assistance Programme](#) run by Health Assured is available to all staff (appendix 2). They offer free, confidential advice and support on a range of topics as well as offering counselling services. They are available 24 hours per day, 365 days per year. Employees who leave your employment can continue to access the telephone service for three months following the end of their employment.

Keynote!

As well as being a useful resource to support staff wellbeing, the Employee Assistance Programme (EAP) also offers advice to managers to help them support employees with difficult situations.

You can find useful resources on their online portal:

<https://healthassuredap.co.uk/>

Username: House Password: Parliament

Useful Contacts

- ❖ **Members' HR Advice Service**
 - 020 7219 2080
 - membershr@parliament.uk
- ❖ **IPSA**
 - payroll@theipsa.org.uk
- ❖ **Parliamentary Digital Services**
 - 020 7219 2001
- ❖ **Pass Office**
 - 020 7219 5920
 - securityvetting@parliament.uk



Appendices

Appendix 1: The Equality Act

[The Equality Act \(2010\)](#) states that an employer must not discriminate against their employees through the terms of employment; in the way they are given access to opportunities, training, promotion or other benefits; through dismissal or by subjection to any other detriment. Discrimination, in turn, is less favourable treatment based on one or more of an employee's protected characteristics.

There are [nine protected characteristics](#):

- ❖ Age
- ❖ Disability
- ❖ Gender reassignment
- ❖ Marriage or civil partnership
- ❖ Pregnancy or maternity
- ❖ Race or ethnicity
- ❖ Religion or belief
- ❖ Sex
- ❖ Sexual orientation

There are different [types of prohibited conduct](#):

- ❖ **Direct discrimination** – treating an employee unfairly because of a protected characteristic.
- ❖ **Indirect discrimination** – putting rules or policies in place that put people with a protected characteristic at an unfair disadvantage.
- ❖ **Discrimination against disabled employees** because of a consequence of their disability.
- ❖ **Failure to make reasonable adjustments** for an employee with a disability.
- ❖ **Harassment** – unwanted behaviour linked to a protected characteristic that is found offensive or violates a person's dignity.
- ❖ **Victimisation** – treating someone unfairly because they have complained about discrimination

The Equality Act (2010) also protects people from being discriminated against because they are associated with someone who has a protected characteristic. This is known as “**associative discrimination**”.

In addition, people are protected from being discriminated against because they are perceived to have a protected characteristic even if this is incorrect. This is known as “**discrimination by perception**”.

Consultation

When entering into consultation with staff it is important to ensure no one is discriminated against as a result of a protected characteristic. Everyone must be consulted including those who are absent, for example, due to sickness or pregnancy, and you must keep in contact with them and ensure they are not disadvantaged by not being

aware of developments in the office. Failure to properly consult with staff who are made redundant may be considered unfair dismissal and if an employee is treated unfairly as a result of a protected characteristic, e.g. disability, this would be unlawful discrimination.

Selection

When selecting employees for newly created roles, it is essential that applicants are not discriminated against because of a protected characteristic. It is advisable to use methods of selection which can be objectively justified such as competency-based interview questions and a written test to help you to objectively score individuals to select the best candidate for the role. The [best practice guide to recruitment and selection](#) provides useful information and tools for conducting a fair selection process.

Disabilities and Reasonable Adjustments

Employers are required by law to make reasonable adjustments for employees with disabilities if required. A [reasonable adjustment](#) is a change to remove or reduce the effect of an employee's disability so that they have fair access to opportunities and are able to do their job.

You may need to consider making reasonable adjustments to the selection process to allow a candidate with a disability fair opportunity to apply for the role. Reasonable adjustments may also need to be made to enable an employee to carry out a new role. Selecting an employee for redundancy because of their disability or a related reason and/or failing to make reasonable adjustments to enable them a fair opportunity to apply for a newly created role would be considered disability discrimination.

The employer may need to get professional advice about what reasonable adjustments, if any, are required for an employee with a disability. This can be provided by an [Access to Work](#) or occupational health assessment. Some examples of reasonable adjustments include obtaining specialist equipment, changing the way work is carried out, adjusting work hours or allowing more frequent breaks.

When considering whether an adjustment is reasonable, the employer should carefully consider whether the adjustment will remove or reduce the disadvantage for the employee; whether it is practical and affordable; and whether it could harm the safety of others in the team. Failure to make reasonable adjustments for an employee with a disability would be considered disability discrimination.

Funding for reasonable adjustments can be obtained through Access to Work or [IPSA's disability access fund](#).

Pregnancy and family leave protection

There are additional considerations when [managing redundancy for pregnant employees](#) and those on [maternity, adoption and shared parental leave](#). The beginning of pregnancy to the end of the family leave is a 'protected period' during which the employee is entitled to special consideration if necessary. Selecting an employee for redundancy because they

are pregnant, on maternity, adoption or shared parental leave or a related reason is unlawful discrimination and unfair dismissal.

You must consult with employees on maternity, adoption or shared parental leave who are at risk of redundancy. Failure to do so would be considered unfair dismissal.

Pregnant employees and those on maternity, adoption or shared parental leave must be offered a suitable alternative role before any other employee, if there is one available. They do not need to apply for it. If there are new roles being created which aren't suitable alternative roles, the role does not need to be offered to them although they should be given the opportunity to apply.

If there is no suitable alternative role, an employee can be made redundant during their maternity, adoption or shared parental leave provided the reason is not connected to their pregnancy or family leave and you have followed a fair redundancy process.

Contact the Members' HR Advice Service for more information about the Equality Act and employer's obligations.

Appendix 2: Employee Assistance Programme



Free 24 Hour Confidential Helpline:

0800 030 5182

- | | | |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|  Stress & anxiety |  Counselling |  Family issues |
|  Bereavement |  Financial wellbeing |  Childcare support |
|  Relationship advice |  Legal information |  Medical information |
|  Tenancy & housing concerns |  Alcohol & drug issues |  Consumer issues |

Download 'My Healthy Advantage' now

Employer code:



To find out more visit:
healthassuredeap.com

health assured

Username: Password:

PA 00000202

Appendix 3: Useful Links

LINKS	
ACAS	https://www.acas.org.uk/
IPSA	https://www.ipsonline.org.uk/
ACAS guide to managing staff redundancies	https://www.acas.org.uk/manage-staff-redundancies
ACAS guide to managing redundancy for pregnant employees and those on maternity leave	https://www.acas.org.uk/acas-guide-to-managing-redundancy-pregnancy-maternity-leave
Access to Work	https://www.gov.uk/access-to-work
Members HR Advice Service intranet page	https://intranet.parliament.uk/employment/how-use-of-commons-members/members-hr-advice-service/
Gov.uk – Redundancy rights	https://www.gov.uk/redundancy-your-rights