

## ACAS Redundancy Selection Criteria adopted by Denbighshire County Council

<b>Work Performance Points</b>		
1.	Outstanding – consistently exceeds company standard	15
2.	Exceeds objectives of the role	12
3.	Meets all objectives of the role	9
4.	Meets some objectives of the role	6
5.	Fails to meet the objectives of the role	3
<b>Skills/Competence</b>		
1.	Fully competent, multi-skilled, support others on a regular basis	15
2.	Fully competent in current role	12
3.	Competent in most aspects of current role, requires some supervision	9
4.	Some competence in role, requires regular supervision and guidance	6
5.	Cannot function without close support and/or supervision	3
<b>Disciplinary Record</b> (to be fully accurate and up to date)		
1.	No record of disciplinary action	5
2.	Record of informal disciplinary action	4
3.	Verbal warning current	3
4.	Written warning current	2
5.	Final written warning current	1
<b>Attendance Record*</b> (to be fully accurate and that reasons and extent of absence are known)		
1.	No recorded absence	5
2.	Some absence but below average for selection pool (or Council)	4
3.	Attendance in line with Council (or selection pool) average	3
4.	Absence level above average for selection pool (or Council)	2
5.	High/unacceptable level of absence	1
<b>*Employees should ignore all absences relating to disability or pregnancy</b>		

## Redundancy Selection Scoring Sheet

Name:..... Post: .....

**Completed by:**

Name of 1<sup>st</sup> Manager: .....

Position of 1<sup>st</sup> Manager: .....

Name of 2nd Manager: .....

Position of 2nd Manager: .....

Name of HR Representative: .....

Criteria	Score	Evidence
Work Performance		
Skill/Competence		
Disciplinary Record		
Attendance Record* Excluding any relating to disability or pregnancy		
Total Score		

\*Please ensure that you ask the employee at the first consultation meeting if any of the absences taken into account in the redundancy selection process are related to pregnancy or a disability. Managers are required to ask the employee to sign the list of absences that are to be taken into account to confirm that they are not related to disability or pregnancy.

NB - Recorded observations can be in the form of letters or memos to individuals; files notes; diary notes or minutes from meetings. It is not sufficient for the manager to refer to an incident if there is no written record of it available. It is therefore important for managers to record the date and time of the incident and any action taken.