



Personology
Covid-19 Business support



**UNFAIR
DISMISSAL**

Getting Redundancy Right

Our 10 point plan for getting redundancy right.

1 Your starting point is to work out how many redundancies you need to make and your business reasons for doing so. Consider whether the business is facing a redundancy or a reorganisation scenario. Are there any ways of avoiding redundancies?

If you're proposing to make more than 20 people redundant from one establishment you need to start consulting with your recognised union (if you recognise one) or start the process of electing employee representatives

2 Choose your selection pool and provisionally choose your selection criteria.

3 Write to those who may be affected, putting them "at risk" of redundancy; explaining why you're making redundancies, setting out the anticipated number of redundancies and if applicable, where more than one individual undertakes a job, the pool they're being drawn from. The letter needs to detail the proposed selection criteria, and explain the whole process and timetable.

4 Consider offering voluntary redundancies, explaining the terms of any voluntary redundancy package

5 Hold your first individual consultation meeting with each person affected. Explain the business case for the redundancy proposal, giving individuals the chance to comment on the selection criteria (or, if you're consulting collectively, do that as part of the

collective consultation), and discuss voluntary redundancies. Listen carefully to any suggestions to avoid or mitigate job losses, including any alternative business proposals put forward. If any are agreeable these can be acted upon.

All meetings should be followed up and confirmed to the employees in writing.

6 Undertake individual scoring, and send each employee a copy of their score sheet. Ideally these should be anonymized. Employees need to understand and be advised of the break point score.

7 If you're consulting collectively, you'll also be meeting regularly with the representatives to discuss ways to avoid redundancies and mitigate the impact.

Hold a second consultation meeting with all the employees who fall below the break point. At the meeting, go through each individuals scores with them allowing for feedback. Listen with an open mind. If you accept what they say, adjust their scores. Make sure that notes are kept of all feedback and explanations.

Also, as part of the second consultation meeting, you need to open discussions about any vacancies within the business and or alternative employment. Is there an alternative role that has been identified as a suitable alternative to redundancy within the business? Is there anything they'd like to be considered for? Invite the employee to consider their position and get back to you within the next few days if they want to be offered or considered for any particular role.

8 If no suitable alternative employment has been identified, hold a third and final consultation meeting at which you tell them their selection for redundancy is now confirmed and you are giving them notice.

Explain how their notice pay, redundancy payment and any other payments including accrued but untaken holidays will be calculated. If they have any outstanding holiday, consider whether this is required to be taken during their notice period. Make it clear whether you want individuals to work their notice.

9 If you have identified suitable alternative employment, explain and offer it to them. Explain their right to reasonable time off to seek new employment. Notify the employee of when their last day of work will be. If you're going to, offer a right of appeal.

10 When the employees notice period expires, make any outstanding payments (likely to be outstanding holiday pay, outstanding expenses and their redundancy payment).



We deal with all elements of the redundancy process, making sure you're covered while getting the results you need. To see how we can help you create a bespoke plan to suit your budget why not call us now on: **01792 296 178**.

We work with any size of business from sole trader to multi nationals and across all industries.


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