

Redundancy Process Stages

Stage 1: Planning & Communication

- a. It is essential to be clear on current position and planned future position, in particular;
 - i. Scale of redundancies
 - ii. What each role(s) are affected
 - iii. The business rationale behind the changes
 - iv. Timescales
- b. Once clear on the above, a series of communications is expected;
 - i. A communication to all those who may be affected, explaining they are “at risk” of redundancy, next steps, selection process etc
 - ii. A communication to others in the department/business who are not affected, explaining what is happening to their colleagues

Stage 2: Individual Consultations

Each employee who is “at risk” should have a minimum of two 1:1 consultations to discuss the impact on them personally, no decisions are communicated.

The purpose of the consultations is to discuss personal circumstance, raise any suitable alternatives to redundancy, explain and clarify the process and selection criteria.

Stage 3: Selection

- a. Once you have decided the selection criteria, information will need to be gathered from various identified sources to enable selection to take place. This may be selection interview, competency based, based on past performance, attendance rates, disciplinary record (this list is not exhaustive)
- b. Employees “at risk” of redundancy will be put through selection process and weightings attached
- c. A selection panel will convene to review information and reach a decision

Stage 4: Communication

Deliver the outcomes of the redundancy process, any changes to terms and conditions, redundant decision or other.

You will also have to set out an appeals procedure and be clear on last dates of employment

*NB - Please note statutory provisions for redundancies of 20+ or 99+ members of staff. Please also note any Union or partnership agreements in place.