

**Group Consultation / Briefing**

- Purpose: announcement of need to make redundancies due to the business reasons – explain in brief the commercial context and the initial proposals (and why). Eg Downturn in work, lack of work in a particular sector, reduction in products / services offered, need to cut costs etc.
- Therefore, XXX number of roles are identified as being at risk of redundancy. If singular role, you can state that role is at risk. If there is a pool of the same role, state number of that particular role that need to go, and that a fair selection process will be carried out.
- [Where there are pools of the same role, a skills matrix will be used to decide who is at risk of redundancy, using objective criteria and scoring. Criteria on Skills matrix would be shared with employees at the 1st consultation meeting]
- Explain that those individuals who have initially been identified as being at risk of redundancy, will now be communicated with and a consultation process will commence.
- **YOU MAY DECIDE TO REQUEST VOLUNTEERS FIRST BEFORE YOU IDENTIFY THOSE AT RISK – ALLOW A SHORT PERIOD OF TIME FOR PEOPLE TO COME FORWARD FOR THIS.**



Letter to each 'at risk' employee inviting them to an individual consultation meeting.

**Individual Consultation Meeting**

Purpose: Discuss / affirm the business reasons why their role is at risk of redundancy.

- Consult / explore on any ways in which the redundancy can be avoided. Note down any ideas that are put forward – try not to be tempted to respond there and then to those ideas as you must show that you have given due consideration to every idea put forward.
- Answer any questions
- [If applicable, consult over fairness of selection matrix / criteria and scoring]
- No information should be given at this stage on redundancy pay, unless pressed by individual
- Explain that time is needed to consider everything discussed and that another meeting should be booked – agree date and time.
- Explain that it is possible that if no alternative to redundancy is available, then the next meeting may result in confirmation of redundancy.



Letter summarizing the meeting and inviting them to the next meeting

**Individual Consultation Meeting**

- Purpose is to confirm redundancy or to discuss any alternative proposals.
- Discuss redundancy pay, notice pay, holidays etc
- Serve notice on that day (unless agreed to be effective from another date). If working out notice, they are entitled to reasonable paid time off from work for job-hunting activities.
- Verbally confirm right of appeal



Letter confirming dismissal by reason of redundancy and include details of all terms which will include notice pay (need to decide whether some or all of it is to be worked, garden leave, or paid in lieu), statutory redundancy pay, holidays, return of company equipment etc

Confirm right of appeal

**Each circumstance is different and can, in some cases, be unique and so there may be a need for more Individual consultation meetings. NEVER RUSH TO END THIS PROCESS!**