< Redunda

hecklist

1. Redundancy Procedure

Have you ceased, or do you intereasonably near the place where th

Or is the requirement for work of the

- 1.1 If NO to both → potentially u
- **1.2** If YES to either \rightarrow Q2.

2. Have you considered prac

Alternatives may include overtime r
If your business is sufficiently large,

- 2.1 If NO → potentially unfair dis
- 2.2 If YES \rightarrow Go to Q3.

3. Consultation with appropr

If 20 or more employees are affected or elected spokespersons, you must representatives. You should chooselection of employee representative should not be someone who may employees fail to elect representate each affected employee the inforrepresentative.

You must ensure that the emplo consultation process entails.

You should be aware that the obligation may be affected by the proposed didismissals (e.g. alternative work), n

How many employees are going

If between 20 and 99 staff are bein must begin consultation at least 30

If 100 or more employees are bein must begin consultation at least 45

on the relevant business at or

sh or is it expected to do so?

undancy?

short-time working, lay-offs, etc. eployment.

llective consultation)

posal and there is no trade union or the affected employees to elect er to take responsibility for the apartiality, the election organiser employee representative. If the period, the employer must give been provided to the elected

derstand what their role in the

ly relates to any employees who taken in connection with those roposed to make redundant.

a period of 90 days or fewer, you nissal takes effect;

a period of 90 days or fewer, you



If 20 or more staff are to be affect Energy and Industrial Strategy 30 dare involved. Failure to do so can le

Please note that the consultation percollective consultation meeting.

If fewer than 20 employees are b consult a recognised trade union.

In calculating the number of employ

- Voluntary redundancies are
- Redeployment will count tov
- Employers cannot deliberat consult collectively.

Employees on fixed term contracts not included in the calculation.

4. Have you consulted with t

You must provide the appropriate representatives) with: reasons for and the total number of agency we they are utilised and the type of wo methods; the proposed method of procedural plans.

The purpose of the consultation is numbers to be made redundant and

You must not start scoring emplo concluded collective consultation of employees affected.

- 4.1 If NO → you may have a cla award' is the employee's r 'protected period'. The maxi
- 4.2 If YES \rightarrow Go to Q5.

5. Identifying the redundancy

You must consider carefully the 'peredundant will be selected. This is some potential redundancy is because out work of a particular type, then same or similar work should also be

Secretary of State for Business, notice if 100 or more employees and a fine:

as of the date of the first

there is no legal requirement to

the proposal, remember that:

proposed dismissals; and

es in order to avoid the need to

e end of the agreed duration are

ntatives?

e representatives or trade union d details of employees involved d (if any), the business in which undertake; redundancy selection f any redundancy payments; and

ding the dismissals, reducing the he dismissals.

lection purposes until you have tion criteria and the numbers of

a protective award. A 'protective for a period of time called the ted period is 90 days.

which those who are to be made ompany is closing down but when quirement for employees to carry that are interchangeable or the

6. Deciding on the candidate

Once the redundancy pool has bee ensure that they are objective and f

- Attendance record (excludin
- · Disciplinary record;
- · Skills and experience; and
- Standard of work performan

If you recognise a union or have them as to the appropriate selection

Is the selection procedure fair, clea

Race, gender, marital status, disa time status, fixed term status, pregi membership (or lack thereof) should

- 6.1 If NO → redundancies will discrimination claims.
- **6.2** If YES \rightarrow Go to Q7.

7. Consultation with individu

Have you notified any employee w who may be away from the office e.

Have you written to the employe redundancy?

Have you invited the employee to who may be away from the office explaining to each affected employ selected for redundancy, giving the ask any questions and to discuss a

Individual consultation with emplo consult collectively. These individ between the potentially affected er until the Company has consulted e are potentially affected.

- 7.1 If NO → unfair dismissal.
- 7.2 If YES \rightarrow Go to Q8.

nsider your selection criteria and

gnancy or disability);

entatives, you must consult with

ation, gender reassignment, part nder reassignment or trade union ion.

nd there may also be potential

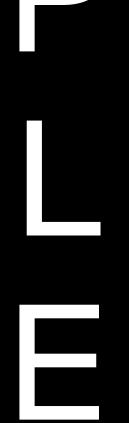
es for redundancy:

I by redundancy, including those secondment?

on the reason for the potential

or her situation including those or secondment? This will involve he or she has been provisionally ty to express his or her views, to predundancy.

when you are also required to domprise at least 2 meetings ny. No decision should be taken who has been notified that they



8. The Consultation:

You have no statutory obligation meetings to discuss redundancy, by

Similarly, you have no statutory oblion her selection for redundancy, recommends setting up an appeals the likelihood of employees bringing selection criteria have been applied

Have you informed the employee of Have you informed the employee of

- 8.1 If NO to either \rightarrow increased
- **8.2** If YES to both \rightarrow Go to Q9.
- 9. Have you called for volunt
- 9.1 If NO → it is not essential, b
- 9.2 If YES \rightarrow Go to Q10.

10. Have you considered suita

You should take reasonable steps a means of avoiding redundancy.

Suitable alternatives should be comtermination of the previous contract alternative position would involve, s would not be interested in it. The sa of all vacant positions and let them

A statutory trial period of four weeks

Remember that, if an employee on you are under a duty to offer the em

- **10.1** If NO → potentially unfair dis
- **10.2** If YES → potentially fair disr

11. Is the employee entitled to

The employee must have had tw dismissed for reason of redundancy

If the employee refused a reasonal eligible for a statutory redundancy p

right to be accompanied at the so.

ree the right to appeal against his ce on managing redundancies ce states that this should reduce event that employees feel the

companied?

her right to appeal?

ismissal.

ment with the employee?

yment for affected employees as

effect immediately, on the ot assume that, because an or loss of status, an employee o provide employees with details do.

employment.

ve is given notice of redundancy, ancy that exists.

ndancy (but go to Q11).

t?

iployment and must have been

mployment, he or she will not be

A basic award for redundancy is ca service, age and weekly pay. The c non-statutory redundancy payments limit.

Cases of unfair dismissal can result

- A basic award of up to a ma
- A compensatory award of uselection for redundancy is or public interest disclosure may lead to claims of unfa Settlement Agreement with

ormula based on length of vard is £16,140. Statutory and e tax up to the £30,000 tax-free

A

,519 (unlimited if the dismissal / nation, health and safety matters ubt as to whether a redundancy , you should consider signing a