# Guidance Notes: Redundancy Process

1. **Inform Employees**

Hold a meeting with all employees to inform them that you are considering making redundancies. Explain:

* the risk of redundancy and the reason why it may be necessary
* how many redundancies you're considering
* what happens next, including how everyone will be consulted

1. **Confirm in writing…**

* That employees are at risk of redundancy,
* Whether there are other options, such as voluntary redundancy
* The outline of your consultation plans

This is all covered in the First Redundancy Consultation Letter, which is attached.

This also serves to invite the employee to an individual consultation meeting.

1. **Individual Consultation Meetings**

You must hold a meeting individually with each affected employee, where you will discuss:

* The reasons for the proposed redundancy
* The number and categories of employees who may be made redundant.
* Potential ways of avoiding the redundancy, including suggestions from employees
* Details of available potential alternative employment
* The fair method of selection for redundancy will be discussed
* A decision will be taken on whether further a consultation meeting(s) is necessary.

If **both** parties agree that no further meetings are necessary, then you should also cover the points covered by the second consultation meetings below, including the method of calculating redundancy payments.

1. **Secondary Consultation Meeting**

If **either** party wishes for a further consultation meeting then you will hold a meeting wherein:

• Assuming that nothing has changed, it will be confirmed to the employee(s) that their position is still at risk of redundancy.

• The employee(s) will again be asked if they have any suggestions as a means of avoiding the redundancy.

• Details of any potential, available or alternative employment will be discussed

• A decision will be taken on whether a further consultation meeting(s) is necessary.

• Subject to all alternative options and proposals have been exhausted and if there is nothing else to pursue, then the employee’s role shall be confirmed as redundant.

• Details of redundancy pay, final payments and notice arrangements will be discussed.

1. **Redundancy Pay**

The employees will receive notice pay, based on their contractual notice.

Additionally, Employees will receive redundancy pay.

Redundancy pay is calculated as follows:

* 1 and a half week's pay for each full year they were aged 41 years or older
* 1 week's pay for each full year they were aged 22 or older, but aged under 41
* half a week's pay for each full year they were aged under 22

Employees must also receive their salary up to the date of termination, and pay for any accrued but untaken holiday.

Please see heading “Payments” below for a breakdown of redundancy pay for these specific employees.

1. **Notice of Redundancy**

After you have gone through the redundancy process, including all of the consultation meetings, you must give the employees notice of their redundancy.

You should hold individual meetings to confirm the redundancy with the employees, and confirm:

* their notice period and leaving date
* how much redundancy pay they'll get and how you calculated it
* any other pay due to them, for example holiday pay
* when and how you'll pay them
* how they can appeal the redundancy decision

This can also be done within the second consultation meeting, if either party chooses to have one.