

HR Elite



REDUNDANCY PACK

Introduction

Any redundancy situation will involve people, and more often than not this can be a very daunting and stressful experience for most people.

Handling redundancies needs to be managed carefully and sensitively whilst at the same time ensuring the legal requirements of consultation and dismissal are adhered to.

HR Elites Redundancy Pack will provide you with essential guideline documents along with all the necessary template letters and forms you will need to legally and sensitively manage a redundancy situation. Please find full list of documents and templates below and two example documents of what you can expect to find in the pack.

HR Elite Redundancy Pack: £99 + VAT

Contents

1. Consultation template for proposed restructure
2. Form for application for voluntary redundancy
3. General terms applicable to voluntary redundancy
4. Guide to conducting meetings in redundancy situation step by step
5. Guide to Managing Small Scale Redundancies
6. Letter after meeting confirm termination for voluntary redundancy
7. Letter after meeting to start consultation on proposed redundancy
8. Letter to accept voluntary redundancy and invite to meeting
9. Letter to agree to voluntary redundancy dismissal
10. Letter to ask for voluntary redundancies
11. Letter to bring employee back to work after temporary lay off
12. Letter to confirm change of job change after trial period
13. Letter to confirm redundancy dismissal and give notice
14. Letter to confirm start of redundancy consultation
15. Letter to confirm temporary lay off where contract permits
16. Letter to confirm trial period in alternative employment
17. Letter to employee not selected for redundancy
18. Letter to invite employee to attend first consultation meeting
19. Letter to invite employee to final meeting - delayed by grievance
20. Letter to invite employee to group consultation meeting
21. Letter to invite employee to redundancy consultation final meeting
22. Letter to reject application for voluntary redundancy
23. Personal terms applicable to voluntary redundancy
24. Redundancy Principles Chart
25. Scoring matrix for redundancy selection

Redundancy Principles

(to keep the decision safe)



Commit to a fair, unbiased process



Start consultation by informing staff they are at risk
(In a letter or at a meeting)



Consult fairly - gain and consider feedback
Consultation must be 'meaningful'



Hold at least one face to face meeting with every individual
(ideally two)



Send the appropriate letters, at the appropriate time



Consider alternatives to redundancy



Inform of decision to dismiss in person (not just by letter)

Examples:

[Company logo / letterhead]

[Date]

PRIVATE AND CONFIDENTIAL

[Name and Address]

Dear [Name]

Application for voluntary redundancy

Following our letter to you of [date] in which we invited employees to apply for voluntary redundancy, we have now had the opportunity to review all applications for voluntary redundancy that were received. I am writing to you to confirm the company's decision regarding your application.

In your case, I am pleased to be able to inform you that [company name] has decided to accept your application for voluntary redundancy.

We would like to invite you to a meeting to discuss and finalise the details of your voluntary redundancy. The details of this meeting are as follows:

Date

Time:

Location:

At the meeting will be [names/positions] and you may wish to bring with you a workplace colleague or trade union representative. Please inform me before the meeting if you wish to do this and who will be attending.

The purpose of the meeting will be to discuss and finalise the details of the termination of your employment through voluntary redundancy. The specific matters to be discussed include:

- the date of termination - we propose that this should be [date];
- the fact that this proposed termination date means that you will work [your full/part of your] notice period, your notice period being [number of weeks/months];
- a proposal to pay you for [part of] your notice period in lieu of your working out that [part of the] notice period;

- any annual holiday leave that you have accrued, but not taken, during the current holiday year, and [whether or not/when] you will take the outstanding holiday days due to you prior to your termination date, or be paid for them on termination;
- [any [bonus/commission] to which you may be entitled;]
- arrangements for the return of company property in your possession [including your company car;]
- the amount of redundancy pay you will receive, which will be in line with [the statutory requirements/the company's policy on voluntary redundancy/our earlier notification to you regarding the financial settlement available to employees who volunteered and were accepted for redundancy;]
- [any entitlements that you have under a pension scheme;]
- [our request that you sign a settlement agreement, which is an agreement that you will not bring any of a number of employment tribunal claims on termination of your employment.]

Please contact [name/details] if you are unable to attend the meeting and [he/she] will arrange a convenient time for you to attend.

If you have any questions in the meantime, please contact [name].

Yours sincerely

[name and position]