BearHR

Redundancey Process

In this guide, we detail each of the stages of the redundancy process

Redundancy can be difficult, challenging and distressing for all involved and ensuring it is done correctly is vital. For employers it can be a delicate balancing act in making sure that those selected for redundancy are treated fairly, while the productivity and morale of the retained staff remains high.

Redundancy legislation is far from straightforward, and an employer has to know what their obligations are, including employees' rights and the correct procedures to follow. As with any formal process getting it right is crucial. Unfairly selecting an employee for redundancy or failing to follow a fair process can lead to an unfair dismissal claim from a disgruntled former worker. Below we have put together a Redundancy Process flow Guide to help you make sure you're doing it right!

How many Employees will be affected? (including any in the last 90 days or any potential in the 90 days after)

1 - 19	20 - 99	100 +
Meaningful Individual Consultation (Page 4)	Minimum 30 Day Collective Consultation following by Individual Consultation	Minimum 45 Day Collective Consultation followed by Individual Consultation

All affected Employees attend Group At Risk Meeting

Announcement packs issued

Notify unaffected employees

More than **20** employees affected?

No

Individual Consultation only (Page 4)

Yes

Collective Consultation following by Individual Consultation

HR1 form to be submitted to Secretary of State giving at least the minimum notice

Selection of employee reps

First Collective Consultation Meeting

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Minutes Taken and Recorded

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Second (and any subsequently required) Collective Consultation Meeting

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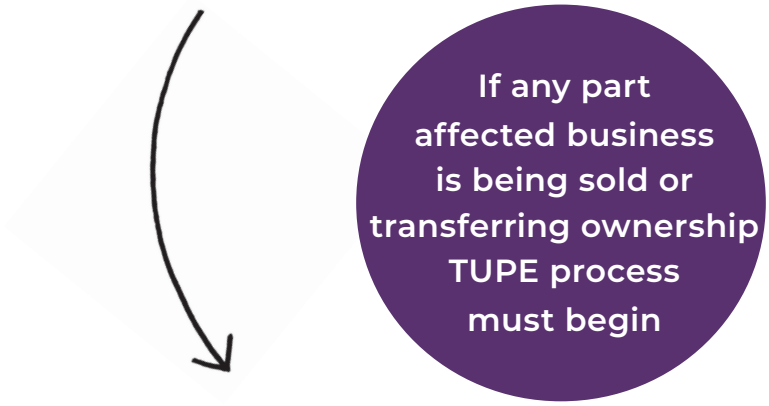
Minutes Taken and Recorded



Begin Individual Consultations

First Individual Consultation Meeting

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Minutes Taken and Recorded

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Agree Scoring Criteria and Undertake Scoring Exercise for any Pooled Employees

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Second (and any subsequently required) Individual Consultation Meeting

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Minutes Taken and Recorded

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Final Individual Consultation Meeting

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- Make Dismissals
- Notify Payroll
- Send out Redundancy Dismissal Letters
- Update Remaining Employees

Although it's not a statutory requirement, with redundancy we recommend giving the right to appeal