REDUNDANCY FLOWCHART

This flowchart gives an overview of the key stages of a redundancy process. If you need further assistance with a redundancy process regardless of numbers we can help. We can provide template documentation to assist – a skills matrix, meeting scripts, letters as well as telephone/email advice and HR support at meetings.

Call 07762 771290 for more details.

Group consultation
Purpose: announcement of need to make redundancies due to downturn
Their jobs identified as possibly at risk
Skills matrix will be used to decide who is dismissed using criteria & scoring
Criteria on skills matrix shared with employees at 1st informal mtg



Letter to each employee inviting to individual consultation meeting



Individual consultation meeting Share person matrix score Answer questions

Discuss suggestions to avoid redundancy eg suitable alternative employment
Explain next meeting will be to dismiss unless ways to avoid redundancy have been found in
meantime or employee will be informed they will keep their job
Discuss redundancy pay, notice pay, holidays
Discuss time off for interviews/outplacement support



Letter summarising meeting + invite to mtg which may be to dismiss under redundancy terms



Individual consultation meeting
Advise employee they are to keep job
Show matrix scoring
Return to duties (then letter summarising meeting)

or



Individual consultation/dismissal meeting Purpose: dismissal under redundancy



Letter confirming dismissal under redundancy terms including confirmation of redundancy pay, notice pay or if working notice out, outstanding holiday pay, return of company equipment including right to appeal.



Announcement to all remaining staff that no further redundancies are proposed in the foreseeable future

NB: This flowchart is for guidance only. SJ Beale HR Consult Ltd has no liability for any actions taking regarding this document. Advice and guidance is recommended.

ABOUT THE BUSINESS

SJ Beale HR Consult Ltd is an HR consultancy with offices in Peterborough and Northampton with HR support available to companies across the UK. We have extensive experience of helping businesses in all sectors with redundancies. Our redundancy support package includes all you need to undertake a redundancy process from end to end – template documentation, coaching and unlimited telephone/email advice.

With our generalist HR consultancy services we ensure that small and medium sized businesses undertake HR management process in accordance with employment law. Advice and guidance can be available via telephone helpline and/or email. Template documentation and on site support is also available. We offer retained HR assistance or on a "pay as you go" to help with sickness absence, grievance, disciplinary situations, gross misconduct, dismissal, poor performance, etc. We also offer an HR starter pack that includes an employment contract, staff handbook and HR advice which is ideal for new businesses employing staff.

Call 07762 771290 for more details.

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