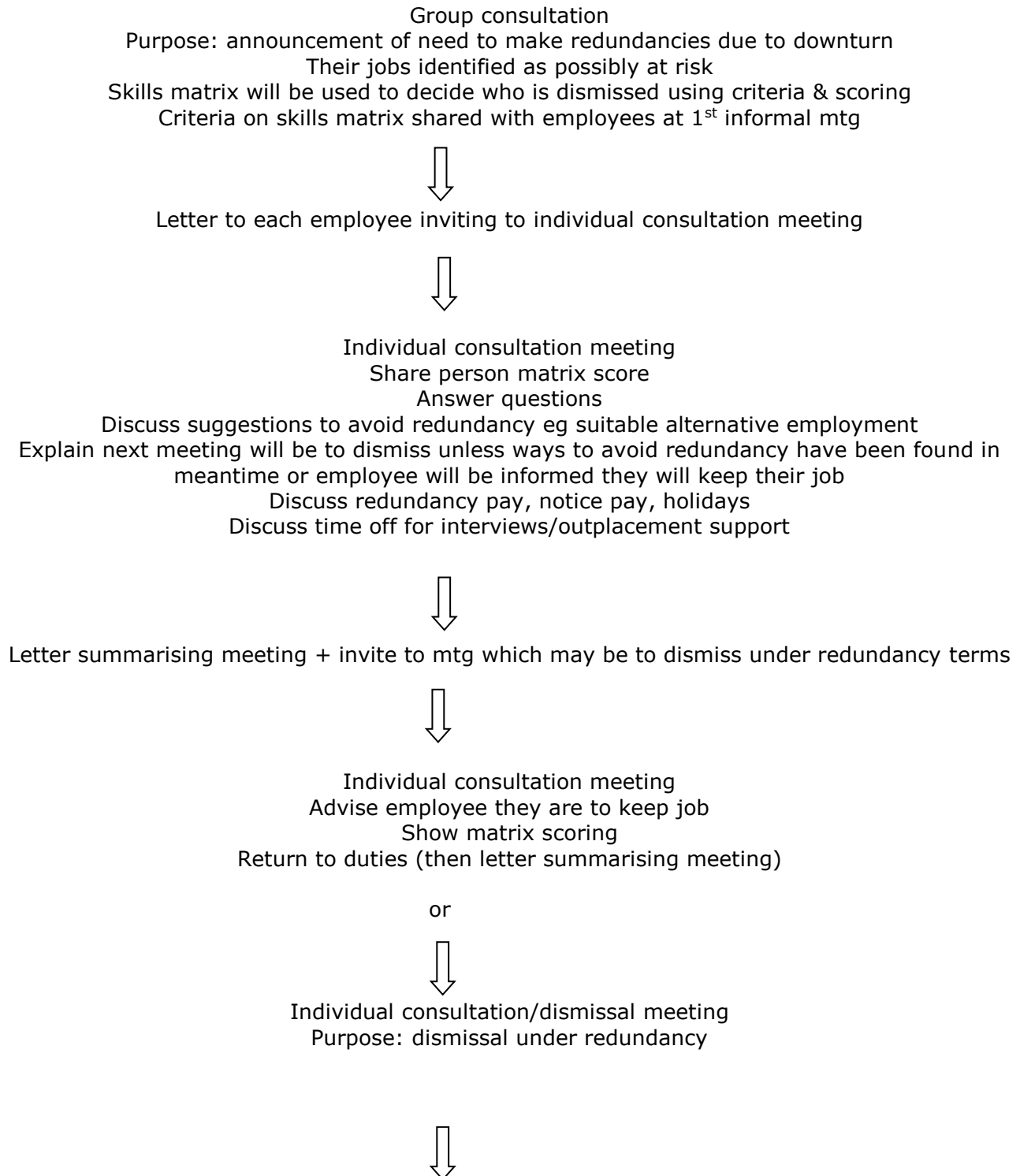




### REDUNDANCY FLOWCHART

**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.**



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.**

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## **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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