



Fair Redundancy Process Checklist

Gain peace of mind that your
Redundancy Process is Fair



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If your business is considering redundancies due to the impact of COVID-19, the usual employment law rules apply in relation to the substantive and procedural fairness of your redundancy process. Every organisation, regardless of their size, must follow specific steps in order to ensure the redundancy process is a fair one. Follow the 5 steps on this Redundancy Process checklist to ensure your redundancy process is fair.

Step 1. Considering making redundancies

- How many redundancies are you considering?
- There are different rules that apply for under 20 redundancies at one establishment, between 20 and 99 employees at one establishment and 100+ redundancies at one establishment
- Establish why they are necessary
- Consider any alternatives to redundancy, including temporary reduction in hours

Step 2. Communicating with employees regarding redundancies

- How are you going to communicate to employees that redundancies may be required?
- Will you do an employee notification briefing or send a letter to each employee confirming there may be changes that you anticipate will affect their role?
- Are there individual roles at risk or depts with several employees undertaking the same role?
- How have you determined which roles are required and no longer required?
- Are all employees at work to communicate to or are some on furlough, on holiday etc.?
- Will you consider voluntary redundancies?

Step 3. The Consultation

- Regardless of the numbers of employees you are considering making redundant at one establishment you will have to consult with them
- Are the consultation meetings going to be face to face, via video calling such as Microsoft Teams/ zoom etc. or via telephone?
- Will you need to undertake collective consultation or individual consultation, or both?
- If you need to undertake collective consultation, how will you communicate this to employees and how will you arrange the employee representatives? Do you already have Trade Union or employee representatives in place, or do you need to elect representatives?

Step 4. Use Fair Scoring

- What method will you use to score individuals?
- How will you ensure the scoring is fair and free from subjective judgements?
- Do you have the records in place to be able to objectively justify the scores?
- Are there particular areas of the business that have areas that are more significant than others, for example does a role have to have a specific qualification to undertake?

Step 5. Notifying Employees of the Outcome

- How will you notify employees what the outcome of the process is?
- Will you meet with all those redundant first? Will you meet with each individual separately in a dept. so each dept. is finalised at one time?
- Will the outcome meetings be face to face, via video calling or via telephone?

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We are here to help you with each step. Get in touch to discuss how we can assist you. With our support, you can create an emotional gap between managing business requirements and the needs of your people, while also ensuring your redundancy process is fair.

24-hour
helpline

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