

# Redundancy Checklist



Action	Evidence
<input type="checkbox"/> Fully understand the reasons for required reduction in job roles	
<input type="checkbox"/> Consider any other options to mitigate redundancy before moving forwards	Keep notes of these considerations on file and add these into your redundancy plan and consultation document
<input type="checkbox"/> Identify potentially affected roles	Keep details of these roles on file and add these into your redundancy plan and consultation document
<input type="checkbox"/> From the above roles, identify the employees in these roles who may potentially be affected by redundancy	Ensure you keep this information confidential
<input type="checkbox"/> Do background due diligence i.e. check contracts, understand potential costs etc	Ensure you keep this information confidential
<input type="checkbox"/> Decide whether pools are required and if so, what selection methods you will use	
<input type="checkbox"/> Understand timelines and how you are going to consult with the affected staff	Add these into your redundancy plan and consultation document
<input type="checkbox"/> Prepare redundancy plan and consultation document including timelines	
Action	Evidence
<input type="checkbox"/> Announce plan to the affected employees	Follow up with letter to “at risk” employees and a copy of the consultation document. File copies of these on the relevant employee’s personnel file
<input type="checkbox"/> Schedule the first individual one to one consultation meetings with “at risk” employees	Complete a “one to one” form to document the meeting and keep this on the employee’s personnel file
<input type="checkbox"/> Go through your selection methods for any pools that you have.	Ensure that you keep relevant evidence of the selection method that you have used with clear scores
<input type="checkbox"/> Get an appropriate person to review your selection process to ensure that it has been fairly and consistently applied	Keep evidence of this
<input type="checkbox"/> Schedule in 2 <sup>nd</sup> individual one to one consultation meetings in. At these meetings, advise on the outcome of the selection process	Complete a “one to one” form to document the meeting and keep this on the employee’s personnel file

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Action	Evidence
<input type="checkbox"/> Advise any employees who have managed to secure a role, that they have been removed from the process	Send a letter confirming this and keep a copy on the employee's personnel file
<input type="checkbox"/> See if any further individual one to one meetings are required and if so, schedule these in	Complete one to one form as necessary
<input type="checkbox"/> Once consultation period has closed, invite any employees who are still within the process to a "decision meeting". At this meeting, advise them of the outcome	Confirm the outcome of the decision meeting with a letter
<input type="checkbox"/> For any redundant employees, advise payroll of the leave dates, any redundancy compensation to be paid, notice periods or pay in lieu of notice and any outstanding holiday to be paid	Ensure that the employee has a letter confirming the payments (this can be included in the dismissal letter)
<input type="checkbox"/> If you have any outplacement services, ensure that you have given your employee the details and they are correctly booked in for this support	

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