

# NEATHOUSE PARTNERS

## Redundancy Consultation Meeting Guidance

1 Open by thanking the employee for coming.

2 Inform the employee that it is very important that an accurate record of the consultation meeting is taken so that both parties know what has been discussed.

- **OPTIONAL:** Consider whether to record the meeting (the employee will be entitled to a copy of the recording). This is not required but can be a useful way of ensuring an accurate record.
- In addition, take a detailed note of the issues discussed (see attached template), albeit this will be a general summary and will not be word for word accurate.

3 Introduce everyone present and their roles:

- **MANAGER** – You are there to explain the consultation process and seek the employee's views.
- **NOTETAKER** – (if any) You are there to take notes of the meeting.
- The employee is there to ask any questions or queries about the situation.
- Check whether the wishes to be accompanied by a colleague or Union representative.

4 Provide affected employee with general information, including:

a) reason for the proposed redundancy i.e. need to save costs due to loss of contract and associated reduction in workload.

b) information about the pooling and selection process – check that:

- they have received the proposed scoring criteria with the initial at risk letter;
- that they are aware that the company proposes to use these criteria to score all employees within the department. The lowest scorer(s) will be invited to further consultation meetings and may ultimately be made redundant.
- whether they have any suggestions / queries / concerns regarding the criteria. Advise they can have 48 hours to consider and revert with any queries regarding the scoring.

- 5 Stress that outcome of consultation process has not been pre-determined, and you wish to give serious consideration to any suggestions that the employee makes.
- 6 Explain that there is no set number of meetings that must be held during the individual consultation process, but it is likely that at least two meetings will be held once the scoring criteria have been applied to give the affected employees the opportunity to consider and respond to the information discussed.
- 7 Ask employee if they understand what has been said and whether they have any queries or concerns.
- 8 Explain what support is on offer as part of this consultation. paid time off whilst the consultation progresses, and/or in the event redundancy is confirmed and they are required to work their notice, reasonable paid time off to look for new employment.
- 9 Explain what any redundancy package would look like and how the notice period will operate but **stress that no decision is made yet.**

If they have over 2 years' service, they would be entitled to receive payments for:

- Notice Pay
- Statutory Redundancy Pay
- Holiday Pay for any entitlement accrued but untaken at the point of termination of employment.

At the end ask whether there is anything else at all that you would like to say.

Ask employee to review notes and confirm whether these are agreed as being a true record. Thank them for coming and say you will consider what they have said and that you will be in touch to confirm the next steps.

End recording (if using).

Contact us to seek further advice.