

# TIPS FOR GETTING REDUNDANCIES RIGHT

Things to consider if making cutbacks

## FOLLOW THE CORRECT PROCESS

Where practicable you need to follow the right process as best you can (good practice even when people have less than 2 years service). If you don't follow the process you might be open to discrimination and unfair dismissal claims.



## CHOOSE SELECTION POOLS CAREFULLY

Don't assume you can simply pick the people out to be made redundant e.g. those still on furlough. If you have employees with similar skillsets that do similar roles, you may need to put a selection pool (group) of employees together to select from. Those roles affected should be chosen based on what the business needs moving forward.



## MAKING A FAIR SELECTION

When you have a number of people in a selection pool you will need a selection criteria that is fair and applied consistently to help you decide who will be made redundant. For complete transparency this should be given to those affected during consultation to comment on.



## CONSULTATION

You need to consult with those affected individually (and collectively if making more than 20 roles redundant). Consultation needs to be meaningful and give employees the chance to discuss the selection criteria or reasons for their selection, any alternative vacancies within the company and to put forward any suggestions or alternatives to mitigate the impact of their redundancy.



## REDUNDANCY PAY AND COSTS

Carefully consider the costs. Employees are entitled to statutory notice pay (which may be more than their contractual notice depending on service), a statutory redundancy payment (if over 2 years service) and any outstanding accrued but untaken holiday pay. You may also want to provide some CV or outplacement support. .

