

INDIVIDUAL REDUNDANCY – POOLED ROLES

TO BE SENT TO: AFFECTED EMPLOYEES - LETTER CONFIRMING OUTCOME OF FIRST CONSULTATION MEETING

GUIDANCE NOTES:

- This letter template needs to be tailored to the particular circumstances which apply. Where information is needed, this is flagged in capitals. Where lowercase text is enclosed in square brackets this means you need to consider whether this content is relevant and applicable to your particular situation.
- Once an individual is identified as at risk of redundancy (even in a collective redundancy situation where there is consultation taking place with a recognised trade union or appropriate elected representatives), the Company must undertake consultation with the individual about their personal situation and how the redundancy may be avoided. This letter template can therefore be used in both individual and collective redundancy situations.
- This letter is sent to the at-risk employee following their first consultation meeting to capture the issues discussed at that meeting and to arrange the next meeting.
- Accompaniment at consultation meetings by a work colleague or a trade union representative is recommended best practice but not a legal requirement. Also, check any redundancy policy or union recognition agreement with regard to any representation rights.

TEMPLATE LETTER:

Dear **[NAME]**

REVIEW

I write following our last consultation meeting on **[DATE]**.

At the meeting we discussed **[SUMMARISE DISCUSSION ON EMPLOYEE'S SCORING OR ENCLOSE NOTES OF THE CONSULTATION MEETING]**.

If you are still concerned about the scores attributed to you in the selection process and you wish for the scoring process to be formally reviewed, please confirm this to me in writing (preferably by email) within 2 working days of receipt of this letter. If you do seek a review, please confirm why you disagree with the scoring process. In particular, please identify the relevant criterion/criteria to be reviewed and the basis upon which you challenge the score attributed to you for each criterion.

If you do not wish to seek a formal review of your scoring, please let me know as soon as possible.

In the meantime, to avoid an undue delay to the process, I have scheduled our next consultation meeting to take place on **[DATE]**, **[TIME]**, **[LOCATION]**. The purpose of this meeting will be to continue our discussion on the current redundancy situation, how it impacts on you and alternatives to redundancy, particularly looking at alternative roles for you within the business. [You may be accompanied at this meeting by a colleague or trade union official.] I would appreciate if you could email me to confirm your

attendance at the meeting. If you wish for the scoring to be reviewed, this consultation meeting will if necessary be postponed and re-scheduled subject to the outcome of the review. A representative from HR will also be in attendance at this meeting.

Yours sincerely,

[NAME]

[POSITION]

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