

[TEMPLATE SCRIPT FOR FIRST CONSULTATION MEETING – POOLED ROLE]

Thank you for attending this meeting today.

[INTRODUCE THOSE IN THE ROOM]

[IF EMPLOYEE HAS CHOSEN NOT TO BRING A WORK COLLEAGUE CAN STATE] I note you have chosen not to bring a representative with you today, are you still happy to continue without a representative?]

BACKGROUND

As you are aware from [[the company's announcement] [our meeting] on **[DATE]**] **[SET OUT THE BACKGROUND LEADING TO THE REDUNDANCY SITUATION]**.

This meeting is our first consultation meeting so that we can discuss how our proposals may impact your employment.

As set out in our earlier letters to you, we reviewed the duties and responsibilities which form your role and, having compared this across [the rest of our business] OR [particular division, department], we considered that your role should be placed in a pool included with the following other roles:

- **[LIST HERE OTHER ROLES WITHIN POOL]**

Unfortunately, the Company has found that it needs to reduce the number of roles within your pool by **[NUMBER]**. The reason for this is as stated in our letters to you, namely **[SET OUT REASONS E.G. COST SAVINGS, EFFICIENCY ETC, AND WHY EMPLOYEE'S ROLE IMPACTED]**.

[OUTLINE ANY STEPS TAKEN ALREADY TO TRY TO AVOID GETTING TO THIS STAGE AND IF OPTIONS HAVE BEEN CONSIDERED BUT WERE NOT VIABLE THESE (AND THE REASONS THEY WERE NOT VIABLE) CAN BE EXPLAINED]

SELECTION PROCESS

The Company had to undertake a selection process to decide which employees within your pool will be "at risk" of dismissal for redundancy. This was carried out by **[NAME/JOB TITLE]**. As explained to you, this would involve the application of selection criteria and attribution of scores to all employees within the pool. The **[NUMBER]** lowest scoring employees will be "at risk" of dismissal for redundancy.

The selection criteria used was disclosed to you previously and your scores have now been provided. As explained the criteria are weighted to reflect their relative importance and value to the business going forward.

[We did not receive any comment from you relating to the proposed criteria following our letter inviting this on **[DATE].] [OR You contacted us on **[DATE]** as you felt **[INSERT DETAILS]**. We responded to this on **[DATE]** to confirm **[INSERT DETAILS]**.]**

You were written to on **[DATE]** to confirm that you are 'at risk of redundancy having been [one of [the]] lowest scoring employees in your pool].

THIS CONSULTATION

We have not made any decision as to whether or not your employment will terminate by reason of redundancy at this stage. A thorough consultation process will be undertaken with you before any such decision is made. This is the first meeting as part of that consultation process.

The consultation process will continue for a reasonable time to allow you to comment upon and raise queries in relation to the redundancy proposal and its impact on your employment. At this stage, we envisage that the redundancy consultation will end on [date]. However, please note that if, during the course of this consultation, we consider that further time is needed to continue to explore alternatives to redundancy, we may extend the consultation period in relation to you. We will also consider any request for early release, for example where alternative employment has been secured subject to business needs.

We want to avoid your dismissal by reason of redundancy if at all possible and therefore the purpose of this consultation process will be to hear your views on the redundancy situation and on any ways of avoiding this.

[We sent you a list of vacancies within the company previously and we would like to discuss with you during this consultation whether there are any that you think you may be interested in] **OR** [As we stated in our letter to you we have no vacancies at the present time, however, we would still like your views on whether you believe there are any alternative positions you could undertake].

IF YOU ARE DISMISSED FOR REDUNDANCY

I want to briefly talk about what would happen if you were dismissed for redundancy so that you are aware but we can discuss this in more detail later in the process if this is applicable.

If you are ultimately dismissed by reason of redundancy, your dismissal would be effective from [DATE] [and you would be paid in lieu of notice]. **[IF WORKING NOTICE AND HAVE TWO YEARS SERVICE BY TERMINATION DATE THEY HAVE RIGHT TO REASONABLE PAID TIME OFF TO SEEK EMPLOYMENT/ARRANGE TRAINING FOR FUTURE EMPLOYMENT AND YOU COULD HIGHLIGHT THIS HERE:** Please note that, if you are given notice of dismissal by reason of redundancy you will have the right to a reasonable amount of time off (paid) to seek employment or arrange training for future employment.

You would be entitled to a statutory redundancy payment of £x. [In addition, the Company will make an ex gratia payment of £[y], subject to certain conditions [including the signing of a settlement agreement].]

Again, I would like to stress that no decision has been made on whether or not we will need to dismiss you by reason of redundancy and this consultation process is to find a way of retaining you with us.

DISCUSSION WITH EMPLOYEE

Now that I have explained the process to date and reasons for the redundancy situation, I would like to open this discussion up to hear your thoughts on this.

Let's start with going through the redundancy selection criteria and your scores.

[GO THROUGH SCORING AND SEEK EMPLOYEES VIEWS ON THIS]

I would like to understand whether you have any suggestions on ways to avoid a redundancy for your role.

[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]

As I mentioned, [I also want to understand your views on alternative roles – have you seen any that you may be interested in?] [we do not consider we have any suitable vacancies at the moment for you but I would like to hear your thoughts on this].

[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]

I do not have anything further that I wanted to put to you but is there anything else you would like to discuss in relation to this situation?

[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]

Thank you very much for your time today. We will be in contact shortly to arrange a follow up consultation meeting **[IF YOU HAVE AGREED TO TAKE ANY STEPS OR LOOK INTO ANYTHING IN THE INTERIM SUMMARISE THESE ACTIONS POINTS SO ALL PARTIES ARE CLEAR]**.

In need of practical and commercial legal advice? Contact Clarkslegal LLP on 020 7539 8000 or contact@clarkslegal.com

We're a leading, full-service commercial law firm and we make it our priority to deliver the best solutions for our clients.

 clarkslegal
The Diverse Law Firm

Simply Business have teamed up with Clarkslegal LLP to bring you a free, customisable legal document. Simply Business are one of the UK's biggest [small business insurance](#) providers, insuring over 400,000 self-employed people and landlords. Because this is a template document, it hasn't been drafted to meet your individual requirements and it doesn't constitute legal advice from Clarkslegal LLP to you. As well as filling in the obvious gaps (e.g. relevant names and dates), so that you can personalise it for your own use, you might also want to make your own changes to it. Depending on your particular circumstances, it might not contain everything that you need. If you do decide to adapt it in any way, the changes you make are your sole responsibility. Whilst this document isn't intended to replace the personalised, professional advice you can receive from a solicitor, if you have any questions about it and/or would like legal advice in relation to matters covered by this template document, Clarkslegal LLP can of course help you. All you need to do is get in touch and Clarkslegal LLP will talk you through your options on how to get the right legal advice and ensure the document is fully tailored to fit your own requirements. As you'd expect with template materials and general guidance from any similar source, Clarkslegal LLP don't accept responsibility for any action you might take in relation to documentation provided on this website. (Clarkslegal LLP are also obliged to point out that, to the fullest extent permitted by law and except in respect of death or personal injury arising from our negligence, Clarkslegal LLP exclude liability for any claims, loss, demands or damages of any kind whatsoever with respect to this document including, without limitation, direct, indirect, incidental or consequential loss or damages, whether arising from loss of profits, loss of revenue, loss of data, loss of use, loss of reputation, loss of goodwill or otherwise and whether or not the possibility of such loss has been notified to us.)