

[INDIVIDUAL REDUNDANCY – POOLED ROLES]

LETTER TO BE SENT TO EMPLOYEE WITH OUTCOME OF SCORING REVIEW

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 used where the employee has sought a formal review of their redundancy scores and feedback from that review process needs to be provided.
- 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 procedure or representation rights.

TEMPLATE LETTER:]

Dear [NAME]

REVIEW OUTCOME

I write further to my letter of [DATE] to confirm the outcome of the review of your scores in the redundancy selection process.

The review was undertaken by [NAME] who met with [NAME OF ORIGINAL SCORER] and went through the scores attributed to each of the criteria you challenged and asked them to explain the basis of their original score and to respond to your comment. **[SET OUT WHETHER ANY FURTHER INVESTIGATION WAS CONDUCTED, E.G. DISCUSSING THE SCORING WITH OTHER MANAGERS.]**

The outcome of the review is that **[where scores adjusted and employee no longer at risk of redundancy:** your scores have been adjusted as reflected in the attached revised assessment sheet. You are, as a result of this adjustment, no longer [one of the/the] lowest scoring employee[s] in your pool and therefore are no longer “at risk” of redundancy. Please note that this is a “provisional” result only and we will be unable to confirm with certainty that you will be unaffected by the redundancy process until the redundancy process which will continue for those employees provisionally selected for redundancy has been completed.

[Where scores adjusted but employee still at risk of redundancy: your scores have been adjusted as reflected in the attached revised assessment sheet. Unfortunately, notwithstanding this adjustment, you remain at risk of redundancy. **[Where scores not**

adjusted and employee still at risk of redundancy: your scores have not been adjusted following the review. **[SET OUT REASONS WHY SCORES NOT ADJUSTED, E.G. [NAME OF REVIEWER] was satisfied with the rationale provided by the [NAME OF ORIGINAL SCORER] for the original scoring and their further enquiries in this regard].**

You are therefore now invited to a further consultation meeting with me on **[DATE]**, **[TIME]**, **[LOCATION]**. A representative from HR will also be in attendance at this meeting. 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.]

Please confirm by return your attendance at the meeting.

Yours sincerely,

[NAME]
[POSITION]

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