

Redundancy Checklist



This checklist has been created to help business owners plan and execute a legal and fair redundancy process. Whilst it includes a number of areas for consideration, it is not exhaustive and every redundancy situation is unique and so we recommend seeking external HR support to ensure every eventuality is covered.

- Do you have a clear, documented business case for redundancy? Have you explored all possible alternatives?
- Are you clear who will be impacted? Do you understand the legal requirements given the number of employees impacted?
- Do you know if any external parties need to be involved within the process?
- Do you have a clear understanding of the timeframes involved (particularly where there are legal requirements around consultation periods)?
- Have you developed a detailed communication plan which covers all employees (both those impacted and those who aren't) as well as external parties such as unions, press or clients?
- If you need to use selection pools, do you understand the process? What will your selection criteria be? How will you ensure it is conducted fairly?
- Have you calculated redundancy terms for each person impacted and have relevant letters prepared in advance of the process beginning?
- Have you arranged additional support for impacted employees such as outplacement services?

If you find the prospect of managing redundancy process daunting, our team of HR consultants can be on hand to help you every step of the way.



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