

Preparing for Redundancy – Checklist 8

Preparing for Redundancies – employee checklist

This crisis has led to a huge reduction in funding for many charities and your organisation may be in the terrible position of having to reduce costs or even close down. You may be told that the role you are in is to be made redundant, here are a few points to consider.

Key things to know	Have you...	
Read your contract of employment and check your redundancy terms.	Been told that your position is being made redundant?	<input type="checkbox"/>
You should be invited to a virtual meeting with your manager, you are entitled to have another colleague or TU rep with you.	Talked to your trade union representative if you have one?	<input type="checkbox"/>
ACAS and Government site are worth exploring. If you have been an employee for at least 2 years, you will be entitled to a minimum statutory redundancy payment (set by law)	Checked what your redundancy rights are?	<input type="checkbox"/>
Your employer should explain the number of roles that are redundant and the reasons why. They may offer alternatives e.g. reduced working hours or pay. You need to decide whether or not these are acceptable. You won't get any redundancy pay if you accept an alternative job with your current employer before the end of your notice period.	Checked that the 'consultation' meeting with your employer is clear	<input type="checkbox"/>
Citizen's Advice guidelines include making sure you get the money you are entitled to, paying tax or not, claiming benefits and help with rent/mortgages and debts.	Started planning what to do if your role is made redundant?	<input type="checkbox"/>

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Your employer should allow you time off to job search – if they refuse check the ACAS guide to redundancy and explain it to them or contact Citizen’s Advice ASAP – there is a tight deadline for taking action.

Thought about how to find another job?

You could contact National Careers Service who can provide free advice on career changes, qualification and starting your own business

Considered that this could be the time to change direction or increase your qualifications?

Ask for their Rapid Response Service - they specialise in helping people who have been made redundant.

Contacted the Jobcentre?

You can send this with any job applications you make.

Asked your employer for a written reference?

Sources of further support

Guidance from ACAS

<https://www.acas.org.uk/redundancy>

UK Government advice

<https://www.gov.uk/staff-redundant>

Citizens Advice

<https://www.citizensadvice.org.uk/work/leaving-a-job/redundancy/preparing-for-after-redundancy/>

National Career Service

<https://nationalcareersservice.direct.gov.uk> (Tel: 0800 100 900)

Employment benefits advice

<https://www.understandinguniversalcredit.gov.uk/employment-and-benefits-support/>

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This Coping with the Crisis Checklist is part of a series, visit www.dsc.org.uk/crisischecklists for more

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