

# Preparing for Redundancy – Checklist 7

## Preparing for Redundancies – employer checklist

The crisis has led to a huge reduction in funding for many charities and you may be in the terrible position of having to reduce your costs or even closing down your charity. You can still consider redundancies if staff are furloughed; and, if your employees are trade union members, you can use representatives even if they are on furlough, providing they are not managers.

Key things to know	Have you...	
Remember it is the role that would be made redundant due to downturn in activities. There may be a need to reduce the number of people in the same role (e.g. case worker) or to eliminate a single role (e.g. Receptionist)	<b>Reviewed the forward workload/demand and identified that there will no longer be a job for (e.g., Case worker, Receptionist)?</b>	<input type="checkbox"/>
If you are making 20 or more roles redundant, you must complete an HR1 form which advises the Secretary of State of the proposed redundancies. This must be done before consultation starts and failure to do so is a criminal offence.	<b>Completed an HR1 form?</b>	<input type="checkbox"/>
If you do, you must consult with them as well as the employees affected. If you don't have a recognised trade union but you have more than one role that is redundant, you should offer employees the chance to elect a colleague to represent them. Remember any election must be by secret ballot: tools like Survey Monkey can help in times of remote working.	<b>Got a trade union that represents the employees in the roles that are affected?</b>	<input type="checkbox"/>
You will need to explain the number of roles that are redundant and the reasons why. Think about whether alternatives might be acceptable – e.g. reduced working hours or pay.	<b>Made sure your redundancy plan will be clearly understood and you have described it fully?</b>	<input type="checkbox"/>

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1. Email employees at risk of redundancy
  2. Invite them to a virtual meeting with a colleague/rep if they wish
  3. Explain during the meeting the reasons for the proposed redundancy and invite discussions around mitigation.
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**Planned your consultation meetings with the employees in the role(s) affected?**

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You should discuss your proposals for selection with any representatives and those at risk of redundancy. You should avoid reliance on simple criteria (e.g. length of service) as this can be discriminatory.

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**Thought about how you would select individuals if a number of roles are redundant (e.g. 2 out of 5 incumbents)?**

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You will need to check your employees' contract of employment and if necessary, take advice from an HR expert.

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**Considered what redundancy pay you can afford (subject to statutory minimum)? And whether you will need your colleague to work their notice period?**

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This should be done in a (virtual) meeting with the employee and colleague/rep. and followed up in writing.

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**Planned how to communicate your decision?**

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## Sources of further support

### ACAS

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

### UK Government advice

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

### NCVO advice

<https://knowhow.ncvo.org.uk/tools-resources/hr-policies/redundancy>

### ACEVO advice

<https://www.acevo.org.uk/wp-content/uploads/2020/03/furloughwebinarslides23march20201584973339927.pdf>

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