

## REDUNDANCY CHECKLIST

Clear explanation of the rationale for change	<input type="checkbox"/>
Employees affected by the proposed change	<input type="checkbox"/>
<p>Organisation charts:</p> <p>1) the current structure (with details of who is at risk, who is in a selection pool and those unaffected by these changes)</p> <p>2) the proposed structure</p>	<input type="checkbox"/> <input type="checkbox"/>
Assumed termination date	<input type="checkbox"/>
<p>Employee details spreadsheet including their:</p> <ul style="list-style-type: none"> <li>- Full name and address</li> <li>- Job title</li> <li>- Line manager</li> <li>- Employment start date</li> <li>- Length of service at assumed termination date</li> <li>- Date of birth</li> <li>- Age at assumed termination date</li> <li>- Salary</li> <li>- Benefits</li> <li>- Holidays accrued</li> <li>- Holidays taken</li> <li>- Outstanding holidays</li> <li>- Contractual notice period</li> <li>- Statutory redundancy payment</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Copy of current contracts of employment and employee handbook/redundancy policy	<input type="checkbox"/>
'Frequently asked questions' document (also consider where this can be saved to support managers and employees with meaningful consultation)	<input type="checkbox"/>
Calendar of anticipated stages and activities through consultation	<input type="checkbox"/>
Redundancy tracker to capture what stage you are at with each affected employee and the next steps or outstanding points e.g. initial communication, first consultation, selection etc.	<input type="checkbox"/>