

Summary note – Fit for the new dawn – business support webinars

Navigating redundancies together

Our regular speakers:

Paul Jacobs and Howard Greenwood from *LoveWorkLife*
Dave Pye and from *ToAugment*

Guest speaker

Matthew Reymes-Cole from *Croner*
Jane O'Shea from *REC*

There is no “one size fits all” when it comes to the redundancy process - there must be a **genuine redundancy situation** and a **fair procedure** applied.

Redundancy process

1. How to prepare your business.
2. Obligation to consider alternatives.
3. How to choose the selection pool.
4. Choosing fair and objective selection criteria.
5. What are collective redundancies / how to consult collectively.
6. Serving notice.

All REC members have access to the [redundancy guides](#) that comprehensively cover all topics discussed; in addition members can find the [legal guide section](#) useful.

Further information can be found on the gov.uk website

What are employee's rights on redundancy?

- Notice entitlement: contractual vs statutory notice.
- Notice pay entitlement.
- Redundancy pay entitlements.
- Holiday pay entitlements.

How does furlough impact the process?

Job Retention Scheme (JRS) and furlough

- Notice and furlough.
- Payment in lieu of notice and furlough.
- Redundancy payments and furlough.

Importance of keeping proper records

- Document each stage in the process (even conversations that may not be part of the formal process).
- Keep employees informed in writing throughout the entire process.

Redundancy law is very complex, if you are carrying out redundancies in your business you should seek specialist legal advice.

Your questions answered

Q. How to manage redundancies and provide support to staff

- You have a duty of care to all of your employees; let them go with the same dignity as when you hired them – ensure to show compassion when delivering the news and do not in any way place the blame on the individual (you never know when your paths may cross again!).
- If someone else is delivering the news to a colleague, spend time with them in advance to ensure they truly understand the reasons why the business is making this decision.
- Be courteous and clear about any dates and any settlements; do not tell (or expect) them to not tell others about their circumstances.
- Provide counselling and help to your staff who are being laid off with their CVs, give directions on how to find a new job and train them in how to go through interviews.
- Never give bad news on a bank holiday or a Friday.

Q. How to keep morale up for remaining staff following redundancies

- Enhance your communication; be clear about what is happening in your business and be optimistic about the future (refer to goals and aspirations). Overtell your people how valuable they are to the business – make them feel great!
- Be clear with your expectations, your employees' (revised, where appropriate) responsibilities, continue with their personal development and involve your staff in your business planning.
- Never belittle those who have left your business/ been made redundant – be respectful and empathetic; great leadership skills are vital.

Key takeaways:

“It’s important to be clear from the beginning in what you’re proposing in terms of your restructure and the entitlement, as it’s a very complicated area.” – **Matthew**

“Document, document, document! Keep proper records throughout the redundancy and follow everything up in writing to cover yourself from a legal perspective.” - **Jane**



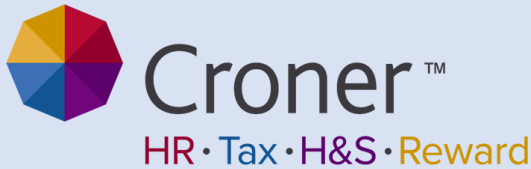
“Redundancy is not an end to anyone’s career but actually it could signify a beginning of something very enjoyable and meaningful in their lives; but always approach it with great levels of empathy and support.” - **Paul**

“Please be clear, be concise, be kind and be confident in yourself. Your compassion will shine above everything else and will be what you’re remembered for.” - **Dave**

“Measure twice and cut once. When looking at the initial redundancy planning of the process be sure to do it absolutely properly.” - **Howard**



Presenters' contact details

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