Redundancy - Communication and Consultation Process

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| **Person(s)** | **Purpose** | **Timing** | **Comms Channel** | **Responsibility** |
| CEO | Approval of proposed changes and process. | From inception | Discussion | CEO/Board |
| Leadership Team | Need to be completely across issues and determine / outline the proposed actions. Needs to be across legal obligations. A level of confidentiality is expected from the Leadership Team members. | From inception | Phone calls and emails | CEO/HR |
| Line Managers | Should be advised and consulted at the next appropriate meeting. They would need to discuss the way forward. Confidentiality is important at this point. | Next scheduled Management meeting | Management meeting | Leadership Team |
| Employees directly impacted by the changes | A town hall or general meeting should be held to inform employees of the proposed changes to the organisation/department/team. Answer high level questions at this stage  Advise that individual meetings will be held with employees and their manager to go through the details as they pertain to the individual. | As per timeline of organisational change | Meeting | CEO/Leadership Team |
| Employees directly impacted by the changes | Managers to meet with employee(s) to advise them that their role is at risk of redundancy due to organisational changes. Employees should be offered to bring a support person (prior to the meeting).  Manager to advise the employee that they are considering whether there are redeployment opportunities for the employee and ask whether the individual has any thoughts around this. Even if it is highly unlikely, proper and meaningful consultation should take place - this is an important step in following due process.  At this point the manager should share with the employees an indicative redundancy package in the event the redundancy progresses.  Arrange to meet the next day to consider the employee’s suggestions.  If there is a Spill and Fill, advise employees of the process that will be followed.  Give employees relevant documentation e.g. information pack, Spill and Fill process. | ASAP after town hall or general meeting | Scheduled one-on-one meeting | Line Manager + HR (if applicable) |
| Employees directly impacted by the changes | Meet with individual employees to consider the employee’s suggestions. If any roles are considered viable, the employer might look to transfer them to another role, otherwise the redundancy can be finalised.  If no other options are viable, confirm that redundancy will proceed with the employee being retrenched. Discuss when the last day will be and whether the notice period will be worked or paid in lieu. | After the initial Consultation meeting | Scheduled one-on-one meeting | Line Manager + HR (if applicable) + support person |
| Employees directly impacted by the changes | Give employee Confirmation of Redundancy letter with indicative redundancy package to finalise redundancy. | After the Redundancy meeting has happened | Letter via email | Line Manager/HR (if applicable) |
| Other employees – the wider organisation | A town hall or general meeting could be held to inform the wider organisation about changes to a department/team. Also consider whether communication needs to take place to the wider organisation earlier in the communication process. | After the Redundancy meeting has happened | Meeting | CEO/Leadership Team |
| Affected employees (including casuals) | Inform the direct team about the end date of the particular employee and organise any farewell activities (if appropriate to do so). | After Confirmation of Redundancy has been provided verbally and in writing. | One-to-one or email | Affected employee(s) |