Redundancy - Communication Pack

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| Audience | Purpose | Timing | Channel | Responsibility |
| CEO | Needs to be completely across and approve the proposed actions | ASAP | Discussion | CEO/Board |
| Exec 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 Exec 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 and vote on way forward. Confidentiality is important at this point | Next scheduled Management meeting | Management meeting | Exec Team |
| Affected Casuals & Permanent employees | Should be invited to a Consultation meeting. Should be walked through a Consultation Pack. Should receive a copy of the pack in writing to review at their leisure. Pack to be completed in advance of this meeting and handed out at the end | ASAP after a decision has been made to more thoroughly explore the outsourcing option | Scheduled 1-2-1 meeting | Line Manager + HR (if applicable) |
| Affected Casuals & Permanent employees | Should be invited to a Redundancy meeting. Should be offered to bring a support person (prior to the meeting). Should be walked through the Role at Risk of Redundancy letter. Should receive a copy of the Redundancy Pack in writing to review at their leisure. Pack to be completed in advance of this meeting and handed out at the beginning. | After the Consultation meeting | Scheduled 1-2-1 meeting | Line Manager + HR (if applicable) + support person |
| 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.This may be as part of the obligation to consult depending on the size of the restructure and impact to employees. | After the Redundancy meeting has happened | Meeting | CEO/Exec Team |